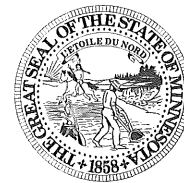


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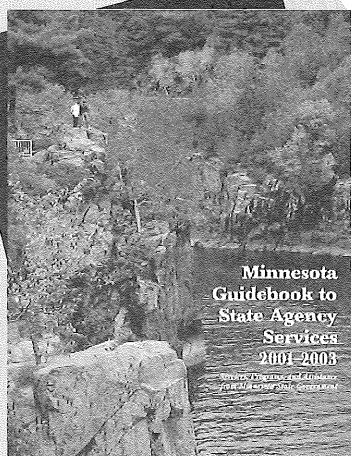


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Each state agency listing in the *Minnesota Guidebook to State Agency Services* includes the address, executive director or commissioner and provides:

phone, email, and website address
agency services and programs & their key contact people
agency's statutory foundation, function and history
current research projects, publications, special programs...
licenses and fees administered by the agency

In addition to state agencies, the legislative and judicial branches of government are also presented as are numerous local and federal government offices located throughout the state.

Name a topic or concern and you will find information about how state agencies can serve you. Noted below are just a few examples:

* **Licensing:** both professional/occupational licensing and recreational licensing i.e. fishing, boating, camping, hunting, canoeing, etc. -- where to get it, who needs it, what agency to contact...

* **Health care:** Both public health (drinking water, asbestos...) and family health (tobacco prevention and control, AIDS, children with special needs...)

* **Building and remodeling:** what permits are required, what state loans for energy-efficiency are available, who to file a complaint with regarding a contractor, what handicapped accessibility requirements affect you as a builder/tenant/owner...

* **Human Services:** multilingual referral lines for non-English speaking residents, child support enforcement, mental health services, licensing for group, outpatient, day programs and residential homes, chemical dependency treatment...

* **Publications:** each state agency listing notes what newsletters, informational brochures, books, videos, statistical reports, etc. are authored by the agency and available to the public...



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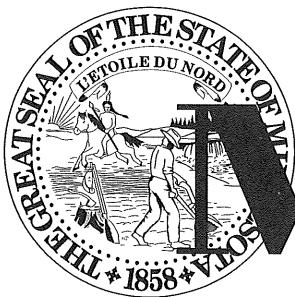
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Minnesota Guidebook to
State Agency Services
2001-2003



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Robin PanLener, editor

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FRONT COVER: Photo by Deb Rose, Minnesota Dept. of Natural Resources. Interstate State Park encompasses 290 acres along the cliffs overlooking the St. Croix River in Chisago County in east-central Minnesota. Interstate State Park is the state's fourth most popular state park, with 377,562 visitors in 1998. The park was established in 1895, making it the second oldest state park. Popular activities in the park include rock climbing, hiking, camping and snowshoeing.

The Minnesota State Parks are the second oldest state park system in the country, established in 1891. The Minnesota State Park system includes 70 state parks and recreation areas totalling more than 240,000 acres. There is a state park within 50 miles of every Minnesotan. In 1998, Minnesota State Parks hosted a record 8,622,965 visitors.

BACK COVER: Photo by Roberta Sladky, Como Park Conservatory. Poinsettia Show, Sunken Garden, Como Park Conservatory. Como Park Conservatory, established in 1915, has long been referred to as the crown jewel of Como Park. The Sunken Garden, one of five rooms of the Conservatory, is an ever-changing flower show that provides visitors a colorful horticultural parade. Flowering plants are placed in the garden as they begin to peak and are removed when they begin to fade. The Sunken Garden is a popular venue for weddings and is noted for its reflecting pool filled with koi (brightly-colored carp). The poinsettia show featured in the photo is held from December through mid-January. The Conservatory also contains Palm House, North House, Fern Room and Gallery Garden. The Conservatory had 333,566 visitors in 2000.

Como Park is one of the most visited parks in the Metropolitan Council Regional Parks System. The Regional Parks System includes over 60 parks and trails in the seven-county metropolitan area, and boasts 29 million visitors each year. The system was established in 1974.

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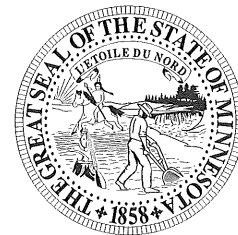
Dedication

**This *Minnesota Guidebook to State Agency Services*
is dedicated to Governor Harold Stassen
in memory of his exemplary public service
to the people of Minnesota.**

Harold E. Stassen
April 13, 1907 - March 4, 2001

Minnesota's 25th Governor
*January 2, 1939 - April 27, 1943**

** Governor Stassen resigned after four months into his third term to serve in the United States Navy during World War II in the Pacific. During the decisive battles of the Philippine Sea, Stassen's ship was constantly under fire (his ship was hit twice). He won the Legion of Merit for his combat duty from June 1944 to January 1945, and was promoted to captain in September 1945.*



A Message from Governor Jesse Ventura

This guidebook is a lot like state government itself: both are very helpful to Minnesotans, but only when used properly.

I like to think that government *has* been run properly and efficiently since my administration took office. I have always said that government should do for people what they cannot do for themselves. Issues like transportation, education and taking care of the people's money are important to me, and if you look at the improvements we have made the past few years, you'll see I back up my words with actions.

It is fitting that this book is dedicated to Governor Harold Stassen. Governor Stassen was truly a man of the people — they were his only concern! Governor Stassen made a career out of trying to improve the quality of life for the people of his state and his country. To me, that's what politics is all about.

A governor's legacy is a sensitive thing. I'm not interested in how people remember me — I want to make sure the state is a better place to live in after I leave office. If it is, and I believe it will be, I will have done my job.

But even with everything my administration does, we're just a small cog in the amazingly complex machine that is state government. Working at the Capitol makes me appreciate the intricacies of the entire system, from the first check to the last balance. Those of us elected by the people have an immense responsibility to stick to our convictions while representing our constituencies.

I hope you'll use this guidebook as a stepping stone to some sort of involvement in your community, state or country. Once you do, you'll enjoy the great rewards I have come to appreciate.

Introduction

"We are called a democracy, for the administration is in the hands of the many and not of the few."

— Thucydides, Greek historian (460-400 B.C.)

Throughout his life, Harold E. Stassen in word and deed displayed to his fellow Minnesotans, and the world, the inexhaustible potential of unflagging commitment to civic responsibility and public service, and the orderly administration of government. He championed the belief that individual citizens should be empowered to develop new values and rules and to take charge of and influence their government.

Many of Governor Stassen's contributions to Minnesota shine on today as models of good government. His work on the national and international stages has resulted in a more just and peaceful society.

For this and much more, this edition of the **Minnesota Guidebook to State Agency Services** is dedicated to the memory of Minnesota's "boy governor," Harold E. Stassen. His life is one to which we should all aspire.

Governor Stassen emulated a new kind of leadership, a leadership that does not control but empowers; a leadership that does not dominate decision-making, but that asks the right questions; a leadership that simply creates an arena for constructive change. He in all ways met the greatest obligation of any leader: To make possible an environment where people's minds and hearts can be inventive, brave, human and strong. Where people can aspire to do useful and significant things. Where people can aspire to change the world.

Harold Stassen's life exemplifies Minnesota and its citizens. Born in 1907 on a farm near St. Paul, he received his bachelor's degree from the University of Minnesota, then graduated from the University of Minnesota School of Law in 1929. He opened a law practice in South St. Paul and was elected Dakota County attorney, a post he held for two terms.

Then in 1938, campaigning as a reformer, the 31-year-old Stassen became the nation's youngest governor. Over nearly three terms – he resigned in 1943 to join the Navy as assistant chief of staff to Admiral William Halsey – Governor Stassen created a legacy that lives on to this day.

He instituted a comprehensive reorganization of state government, signing laws that created the departments of administration and finance. The new position of commissioner of administration became the nation's first state "business manager," and the overall reorganization received acclaim from coast to coast.

These departments continue to fulfill their inaugural missions to improve budgeting procedures, strengthen and broaden centralized purchasing and institute reforms for more efficient, effective systems of government administration. These reforms had an immediate tangible impact on citizens as well, trimming property taxes, reducing government expenses and lowering state debt.

Governor Stassen also introduced the civil service system to state employment, established youth job programs, and actively promoted Minnesota tourism. He helped craft a taconite tax law sensitive to the industry's high startup costs, including a funding mechanism for what today is the Iron Range Resources and Rehabilitation Board.

After World War II, Harold Stassen continued to inspire pride in Minnesotans on the national level. He served as a United States delegate at the founding conference of the United Nations and then, during the Eisenhower Administration, as director of the Foreign Operations Administration and chief United States negotiator at the 1957 London Arms Control Negotiations.

In 1948, Governor Stassen participated in the first United States presidential debate as a candidate for the Republican nomination against Thomas E. Dewey. He would seek the presidency eight more times. He did so, not for personal satisfaction or political gain, but to help his country and its citizens.

Minnesotans – in fact all Americans – should emulate Harold Stassen's willingness to accept the mantle of civic responsibility and public service. Thousands of men and women do so daily, making possible the agencies and programs that appear in this guide.

We all owe a debt of gratitude to this remarkable man for his commitment to public service and to the common good of all people. Dedicating this resource in his honor is an appropriate tribute.

Commissioner David Fisher
Department of Administration

Features of the 2001-2003 Services Guidebook of Minnesota's State Agencies

This book is designed to be a one-stop, easy access guide to services provided by Minnesota's state agencies.

The Guidebook is one of the most complete listings of licenses and permits required in Minnesota, for motor vehicles, regulated occupations and professions, as well as for recreation and recreational vehicles. It 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. Also listed are continuing education requirements, license and permit renewals, fees charged, application processes, lengths of waiting times and parking availability.

The Guidebook is a "snapshot" of state government at a specific time. Reorganizations and agency consolidations can and do happen continually to enhance service delivery, improve agency efficiency and save taxpayers' money. Each Guidebook explains how agencies are organized to best serve Minnesota citizens and visitors at the time of publication.

Although names of staff may change, phone numbers and services tend to remain the same. If a new governor is elected, who appoints new commissioners, there will continue to be an Agriculture Dept., a Health Dept., a Natural Resources Dept., and a Transportation Dept. Each will continue their specific, legislatively mandated services of protecting the public's safety, managing our diverse resources, and maintaining a healthy environment for all Minnesotans.

Special efforts have been made to remove legal, managerial, and bureaucratic jargon, and to provide clear, concise, easy to understand writing. Like all organizations, private and public, profit and nonprofit, government uses acronyms – words formed from the initial letters of a name – for speed in communications. When acronyms are used in this Guidebook, efforts were made to connect them with the names they represent.

Agencies are alphabetized by the service they provide, rather than by their "official" title. So, these words are not used for alphabetizing: Authority, Board, Commission, Committee, Council, Department, Governor's, Minnesota, Public, State, Task Force, etc. Therefore, the Department of Administration will be listed under "A" for Administration and not "D" for Department, and the Department of Public Safety can be found under "S" for Safety, rather than "D" for Department or "P" for Public, since all agency work is public anyway. Minnesota Planning will be found under "P" for Planning, rather than "M" for Minnesota.

Organizational structure of the larger agencies is shown through a change in type size for the names 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. A hypothetical example is:

Department of Administration
Property Management Bureau
Building Codes and Standards Division
Code Consultant Section
Office of Plan Review
Specifications Approval Unit
Blue Print Review Activity

The Guidebook is also a directory to this vital agency access information:

- Addresses,
- Leadership and staff,
- Telephone numbers,
- Fax numbers,
- Email addresses and
- Websites

This ninth edition of the Guidebook contains listings for 135 agencies in the Executive Branch, about 50 in the Legislative Branch, and about 20 in the Judicial Branch.

Linked with each of these agencies are about 225 multi-member “advisory” agencies whose membership is made up of citizens appointed to varying terms through the state’s “Open Appointments Law.” Each of these advisory agencies is enclosed in a screened box, and placed within its related agency entry. These are state agencies, created by law to bring important citizen participation and professional expertise to the governing process. Each is governed by the Open Appointments process described on page 1, and in the Office of the Secretary of State’s entry, and in *Minnesota Statutes*, Sections 15.014 and 15.0575-.066.

In addition, there is an entry for the University of Minnesota, which although not a state agency, is a state-funded, land-grant institution that works closely with many state agencies. The University of Minnesota entry lists the 19 colleges of the Twin Cities campus, plus campuses at Crookston, Duluth, and Morris, as well as about 200 programs, services, and clinics offering services to the public.

Over 1,000 additional offices are listed if you add in agricultural extension and inspection offices, County Human Services Agencies, federal and state veterinarians, state universities, community and technical colleges, state parks and campgrounds, historical sites and societies, museums and genealogical organizations, Workforce Centers, state agency district and regional offices, ombudsmans offices, community legal services agencies, and foreign consuls and consulates.

The Index contains over 15,000 items, organized by subject and agency, with entries cross-referenced where possible. This provides three different points of access into the text.

User comments and suggestions are welcome regarding the content, layout and design of this guidebook. Contact the editor at Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155; phone (651) 297-7963, or toll-free within Minnesota: 1-800-657-3757; website: www.comm.media.state.mn.us; email: robin.panlener@state.mn.us

Acknowledgements

The Minnesota Guidebook to State Agency Services fulfills the requirements established in *Minnesota Statutes*, Section 14.04 directing the commissioner of administration to assist interested persons in dealing with each state agency by publishing a description of each agency's organization, stating the process whereby the public may obtain information or make submissions or requests.

State agencies were asked to go on record listing the services they provide to the public, and to do it in specific detail. The Guidebook is the result — a compilation of all of the contributions of these agencies and their assigned "Guidebook liaison officers." Since this is a compilation of their work, they are the individuals who deserve our thanks.

Following are the many employees in state government, the University of Minnesota, and other "semi-state agencies" who helped compile their agency's entries — and we know, working behind the scenes there are many staff people who supported those who are mentioned below. Our apologies to those of you we missed. Our key contacts as Guidebook liaison officers by agency were:

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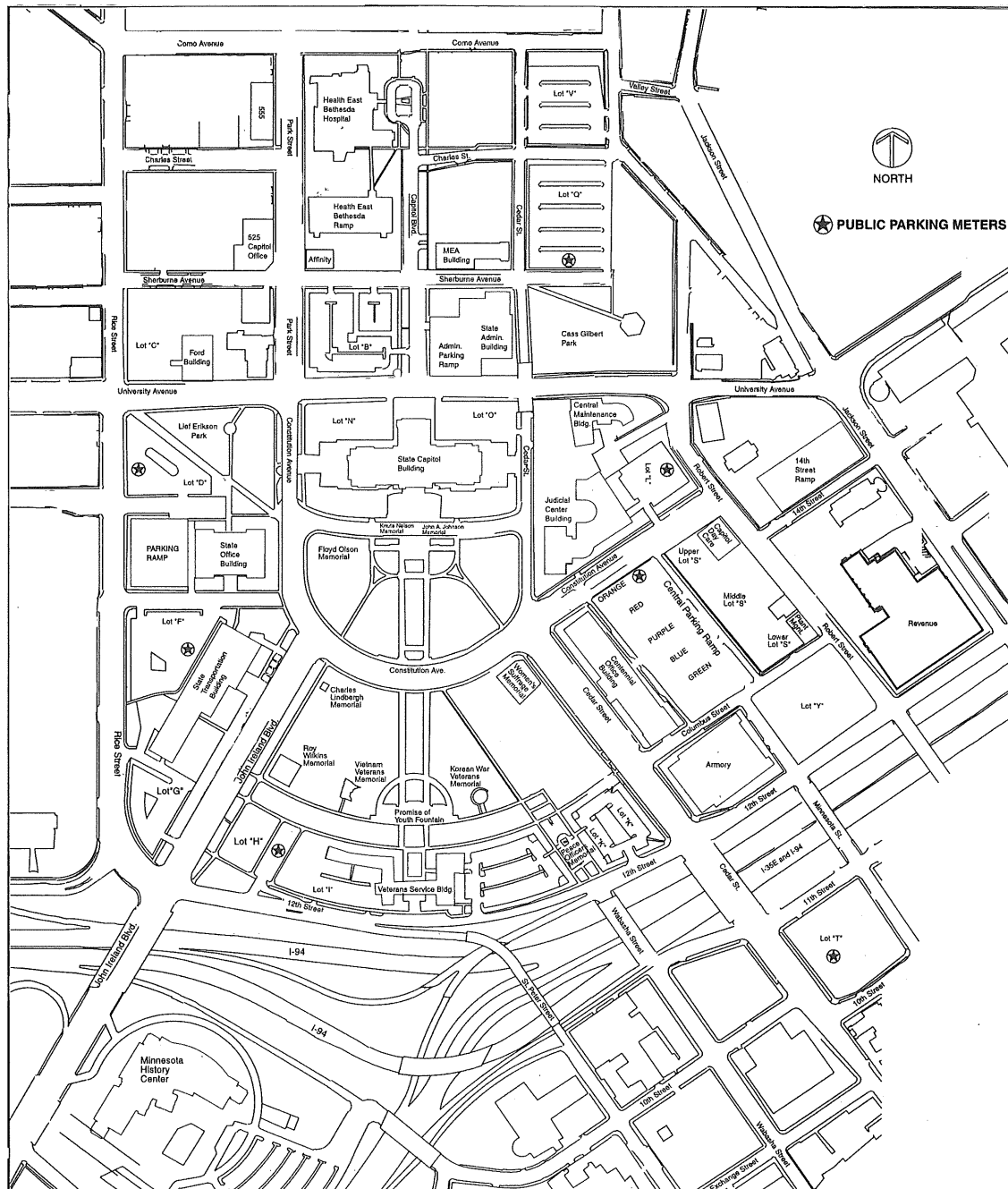


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Minnesota Executive Branch

"WE, THE PEOPLE OF THE STATE OF MINNESOTA, GRATEFUL TO GOD for our civil and religious liberty, and desiring to perpetuate its blessings and secure the same to ourselves and our posterity, do ordain and establish this Constitution." So states the Preamble to Minnesota's Constitution.

"Government is instituted," continues the Constitution in its Bill of Rights, "for the security, benefit and protection of the people, in whom all political power is inherent, together with the right to alter, modify or reform government whenever required by the public good."

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 **committees** created by statute (15.014 or 15.059) will expire according to the sunset law on June 30, 1997 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 that have predominantly 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 Utilities 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, Open Appointments Division and will be mailed out upon request. For more information see page their entry.

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 multi-member 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 in the *State Register* in the first issue of each month.

Administrative Powers/Rulemaking Authority

Administrative agencies affect the life of every citizen. In Minnesota, about 80 administrative agencies have the authority to make rules. These administrative agencies are executive branch agencies as well as the Metropolitan Council. These agencies' jurisdiction to act is extensive and their effect 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 hearings. Minnesota's current Administrative Procedure Act is codified in *Minnesota Statutes*, Chapter 14.

Compiling Agency Rules

In 1945 the responsibility to establish "a uniform manner and form for the preparation, printing, and indexing of regulations" was delegated to a publication board made up of the commissioner of administration, the attorney general and the secretary of state. Individual agencies published their own rules and the format varied widely.

The duties of compiling and indexing rules were assigned to the revisor of statutes in 1955, but no funds came with the assignment, so the rules remained unchanged. The board retained its publication duty while the commissioner of administration sold the rules.

In 1963 compilation and indexing of rules reverted back to the commissioner of administration.

The first attempt to publish a uniform set of regulations occurred in 1970 when the commissioner of administration printed the 11-volume "*Minnesota State Regulations*." A quarterly supplement of inserts retained the set of rules still individually printed by agencies.

In 1975 a law called for the publication of a "Manual of State Agency Rules" with the commissioner of administration designated as the publisher and compiler of the rules. The July 1976 set appeared with a name change only.

Finally, in June 1977 an entirely new set of rules appeared entitled the "*Minnesota Code of Agency Rules (MCAR)*". This was the first attempt at a comprehensive numbering system for the entire set. The 11 volumes expanded to 15 and new binders were issued. Yet, each agency still controlled the printing of its rules and the conversion to the MCAR numbering system. Consequently, the MCAR numbering system was never uniformly implemented and many rules were not printed in the set.

In 1980 the revisor of statutes was directed to prepare a plan for compilation of permanent and temporary rules "in a manner convenient for public use." A last reprint of MCAR appeared in 1982 in a set of 70 paper-covered volumes in place of the 15-volume loose-leaf format issued previously. This reprint was meant to serve as a transition between the end of MCAR and the beginning of the new *Minnesota Rules*.

A distinctly different publication from earlier versions of agency rules appeared in 1983 called *Minnesota Rules*. Its seven volumes included the first index to agency rules, as well as a concordance table showing the MCAR number and the corresponding *Minnesota Rules* number assigned to it in its recompilation. In 1984 a "pocket part"

supplement appeared including "parts, subparts, or items that were amended, repealed, or added in rules adopted between August 1, 1983, and August 31, 1984."

The 1985 *Minnesota Rules* were printed in 10 volumes to decrease the bulk per volume for ease in use. It also included historical notes, the source of each change to a part since the 1983 recompilation of the rules, and reprinted the concordance table with an additional part including those rules adopted after the original cut-off date in 1983. These combined tables gave users a complete table reflecting the recompilation of all administration rules from MCAR to *Minnesota Rules*. Also included was a table of amendments to rules in volume 10, listing those rules affected by action after the original publication and the source where the notice of adoption appeared in the *State Register*.

Two supplements to *Minnesota Rules* were published in each of the even numbered years of 1986, 1988 and 1990, while *Minnesota Rules* appeared in odd-numbered years, adding an 11th volume to accommodate a table of amendments in 1987, and expanding to 13 in 1993. These added volumes continued the task of locating and updating obsolete terms and references, clarifying changing terminology, and accommodating agency reorganizations stemming from actions of the legislature.

For a more detailed explanation of *Minnesota Rules*, see the "User's Guide" in Volume 1 of *Minnesota Rules*.

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 its 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 relating to internal administrative procedures, and, if requested, to adopt contested case precedents as rules. The APA is available online at: www.leg.state.mn.us/leg/statutes.htm

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 show that the rule is arbitrary, illegal, or simply bad policy.

Each agency also 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 the agency must issue a specific and detailed reply in writing about its planned disposition of the petition's request within 60 days after an agency receives a petition. The procedure for filing a petition is set out in the rules of the Office of Administrative Hearings (*Minnesota Rules*, part 1400.2040).

Seeking Outside Comment

An agency must seek information or opinions on contemplated rules from sources outside the agency. An official notice of solicitation of comments on a possible rule must be published in the *State Register* at least 60 days before an agency initiates a rule-making proceeding. The purpose of this provision is to allow all persons to have input into the rules while the rules are being drafted. When comments are submitted, the agency writes the rules. Each agency is also required to maintain a public rule-making docket which provides information about each proposed rule which is under active consideration. This allows interested persons to easily track the status of a proposed rule. The rulemaking docket, along with the main documents related to rulemaking, are often available on the agency's website.

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*, if they are subsequently modified,

and again before they are filed with the secretary of state and published in the *State Register* as adopted rules. The agency must also prepare a statement of need and reasonableness which justifies the rule, discusses cost implications, and describes agency efforts to provide notice of the proposed rule.

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. The text of the rule may be omitted if approved by the Chief Administrative Law Judge. This notice will state whether or not a public hearing will be held. Agencies may initiate a dual notice rule proceeding in which a hearing is held on a specific date only if requested by 25 persons. 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 ensure 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.

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 Statutes*, 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*. 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 must identify their particular objections to the proposed rule language. 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 office of administrative hearings before they are effective. Permanent rules are effective five days after publication 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 neither employed by, nor 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 transcription. 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 4:30 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, 100 Washington Avenue South, Suite 1700, Minneapolis, MN 55401-2138. For five business days after the submission period the agency and interested persons may respond to any new information submitted during the written submission period and the record then is closed.

Administrative Law Judge's Report

If a hearing is held, the administrative law judge prepares a report within 30 days of the close of the record 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. The report must also determine if any modifications of the proposed rules are substantially different from the rules as published.

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 law 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 five working days after publication.

An individual who comments on the rule and who falls within the definition of lobbyist must register with the Board of Campaign Finance and Public Disclosure within five days of becoming a lobbyist. A lobbyist is defined in *Minnesota Statutes*, Section 10A.01, subdivision 21. Questions should be directed to the Board of Campaign Finance and Public Disclosure, where lobbyist registration forms may be obtained (SEE entry for Campaign Finance and Public Disclosure Board).

Exempt Rules and Expedited Rulemaking

Excluded from the normal APA procedures are exempt rules. They are of two kinds. The first are rules which are specifically exempted by the legislature from APA rulemaking. These rules are reviewed for form by the revisor of statutes, reviewed for legality by the office of administrative hearings, and then published in the *State Register*. These exempt rules are effective for a period of two years only.

The second kind of exempt rule is one adopted where an agency for good cause finds that the rulemaking provisions of *Minnesota Statutes*, Chapter 14 are unnecessary, impracticable, or contrary to the public interest. This exemption can be used only where the rules 1) address a serious and immediate threat to the public health, safety, or welfare, or 2) comply with a court order or a requirement in federal law in a manner that does not allow for compliance with *Minnesota Statutes*, Sections 14.14 to 14.28, or 3) incorporate specific changes set forth in applicable statutes when no interpretation of law is required, or 4) make changes that do not alter the sense, meaning, or effect of the

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

The APA also provides an expedited procedure to adopt rules (*Minnesota Statutes*, section 14.389). It can be used only if the Legislature authorizes its use for a specific set of rules. It only requires the agency to publish notice, solicit written comments, and submit the rules to the Office of Administrative Hearings for a legal review. There is no requirement for a statement of need and reasonableness or a hearing.

State Register, the Governor's Veto, and the LCC

Because of its importance, the effectiveness of the APA is continually monitored. Four important safeguards in the administrative rule-making process are: the *State Register*, the gubernatorial veto, and the Legislative Coordinating Commission, and the House and Senate standing committees with jurisdiction over state government operations. Each is a 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. It is available online at: www.comm.media.state.mn.us. (SEE the Dept. of Administration's entry for more information about the *State Register*.)

The APA authorizes the governor to veto any rules within 14 days of the filing of the rules with the Secretary of State. In order to avoid a veto of the rules late in the process, the governor's office has established a review process for all rules proposed by state agencies. Agencies must submit their rules for approval to the Governor before beginning the APA rulemaking procedure.

The Legislative Coordinating Commission (LCC) promotes adequate and proper rulemaking by agencies and public understanding of agency rules. In order to accomplish that, the LCC has the power to investigate complaints and hold hearings. 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 their entry in the Legislative section.

The LCC may object to all or some portion of a rule because it considers the rule to be beyond the procedural or substantive authority delegated to the agency. The commission may file that objection in the Office of the Secretary of State. The filed objection must contain a concise statement of the commission's reasons for its action. The commission must publish their objection in the *State Register*, and the revisor of statutes must indicate the existence of the objection.

Within 14 days after filing an objection to a rule, the issuing agency must respond in writing to the objecting entity. After receipt of the response, the commission may withdraw or modify its objection. After filing of an objection by the commission that is not subsequently withdrawn, the burden is upon the agency in any proceeding for judicial review or for enforcement of the rule to establish that the whole or portion of the rule is valid. The failure of the commission to object to a rule is not an implied legislative authorization of its validity. The commission may petition for a declaratory judgment to determine the validity of a rule objected to by the commission. The action must be started within two years after an objection is filed in the Office of the Secretary of State. The commission may intervene in litigation arising from agency action or inaction to issue a rule.

Minnesota Rules

Public access to all adopted rules of state agencies is available in the *Minnesota Rules*. Published by the revisor of statutes and sold through Minnesota's Bookstore, the 13-volume compendium of *Minnesota Rules* is published every odd-numbered year. The 15-volume set of *Minnesota Statutes*, also published by the revisor of statutes, is published every even-numbered year.

Minnesota Rules lists the rules in force from the approximately 80 state agencies that have the authority to promulgate rules. Sets of *Minnesota Rules* and copies of the *State Register* can be viewed in designated "state depository libraries" throughout Minnesota. A list appears with the Legislative Reference Library entry. They are also available online. For *Minnesota Rules*, see: www.leg.state.mn.us/arule/ and for the *State Register*, see: www.comm.media.state.mn.us

Board of Accountancy

Mailing and Office Address: 85 East 7th Place, Suite 125, St Paul, MN 55101-2143

Phone: (651) 296-7938; **Fax:** (651) 282-2644

Website: www.leg.state.mn.us (see "accountancy" under listing of boards)

Executive Secretary Dennis J. Poppenhagen

Minnesota Statutes, Section 326.165 – 326.229; *Minnesota Rules*, Chapter 1100

THE MINNESOTA STATE BOARD OF ACCOUNTANCY has been established to protect the public and ensure that persons engaged in public accounting meet and maintain the qualifications, standards, and professionalism required to competently practice public accounting in Minnesota. The board is mandated by statute to certify, license, and regulate certified public accountants (CPAs) and licensed public accountants (LPAs) and their firms in order to provide the public with qualified professional public accounting services.

The board's program for administering the law is comprised of: (1) administering the Uniform Certified Public Accountant Examination; (2) issuing and renewing licenses to CPAs; (3) renewing licenses to LPAs; and (4) regulating the profession by enforcing the board's rules and laws on ethics, continuing professional education and practice monitoring.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State];

BOARD OF ACCOUNTANCY - The board examines, licenses and regulates certified public accountants and licensed public accountants. The board consists of nine members including two public members, five licensed certified public accountants and up to two licensed public accountants, based on the number licensed in the state. Eight meetings a year plus emergency meetings as necessary at the board offices. The board does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers.

The board reviews and processes applications for the Uniform Certified Public Accountant Examination, identifies applicants who meet the education and experience requirements for admission to the exam (see below), and administers the exam twice a year, in May and November. The exam takes 2 days to complete and currently consists of four parts (business law & professional responsibilities, auditing, accounting & reporting, and financial accounting & reporting). The

application deadline is March 1st for the May exam and September 1st for the November exam. The fee for taking all four parts of the exam is \$165; the re-examination fee is \$44 per part up to a maximum of \$165. Candidates who pass the CPA exam and the Minnesota Ethics Exam are issued certificates indicating passage of the CPA exam.

Qualifying Public Accounting Experience¹ Requirements for CPA Examination and Licensure

NOTE: These requirements are scheduled to change in 2006, when the "150 Hour" rule becomes effective

Education	Experience		
	(to sit for exam)		(licensure ⁵)
Masters in Accounting ²	-0-	+	1 year
Baccalaureate degree WITH Accounting Major ² (or equivalent ³)	-0-	+	2 years
Baccalaureate degree WITHOUT Accounting Major ²	1 year	+	2 years
2 years postsecondary education ⁴	3 years	+	2 years
High school diploma	5 years	+	1 year

1. Qualifying experience must be in the field of public accounting. Experience recognized by the board will ordinarily be measured on the basis of - calendar months and days worked by the applicant: (a) as a staff employee of a certified public accountant or licensed public accountant or a firm of certified public accountants or licensed public accountants; or (b) as an auditor in the office of the legislative auditor or state auditor, or as an auditor or examiner with any other agency of government, which experience, in the opinion of the board is equally comprehensive and diversified; or (c) as a self-employed public accountant; or (d) in any combination of the foregoing capacities. Qualifying self-employment experience must include some audit experience or education.
2. Credits must be from a college or university that is fully accredited by the North Central Association of Colleges and Universities or its equivalent or whose credits are acceptable to the University of Minnesota for admission to graduate study.
3. 24 semester credits or 36 quarter credit hours in accounting and business law AND 24 semester credits or 36 quarter credit hours in business and economics. The accounting and business law credits must include a minimum of 18 semester credits or 27 quarter credits in accounting. Applicants shall have successfully completed the following types of courses: elementary financial accounting, elementary managerial accounting, intermediate accounting, cost and managerial accounting, and auditing. Credit is not permitted for duplicate courses.
4. Two or more years of full-time study with a passing grade average or above from a college or university that is fully accredited by the North Central Association of Colleges and Universities or its equivalent OR whose credits are acceptable to the University of Minnesota for admission to graduate study OR an area vocational technical school or a Minnesota licensed private vocational school which fulfills the requirements of *Minnesota Statutes* 141.21 to 141.36.
5. Once you have obtained the necessary number of years of qualifying experience to be licensed, the board grants you ninety (90) days in which to apply for and become licensed. Failure to get licensed within ninety (90) days of the date you qualified will result in disciplinary action for practicing without a license.

The board evaluates and processes applications for licensure of CPAs. Certificate holders who complete the required public accounting experience are eligible for licensure. Individuals are required to apply for licensure immediately upon being eligible to do so. The application fee for an initial CPA license is \$50. The board issues reciprocal licenses to qualified holders of certificates and licenses of other states. The application fee for a reciprocal license is \$150. All licensees must renew their license on an annual calendar-year basis. The annual license renewal fee is \$45 for active and \$10 for inactive CPAs and LPAs.

CPA and LPA firms practicing in Minnesota must maintain an annual license. Professional corporations and limited liability companies (LLCs) must comply with the Minnesota Professional Corporations Act. The application fee for partnerships is \$35 and for corporations, LLCs, and limited liability partnerships (LLPs) is \$100. The annual renewal fee for firms is \$35.

In 1979, the legislature created a one-time opportunity for experienced accounting practitioners to become licensed public accountants (LPA). About 1,500 people took advantage of this opportunity. LPAs have all of the same rights and privileges as CPAs. No new LPAs have been created since 1979-1980.

The board reviews, amends, adopts, and enforces Minnesota statutes and board rules. The board investigates all written complaints received against licensed CPAs, licensed LPAs, certificate holders, exam candidates, registered accounting practitioners, and unlicensed persons preparing financial statements. The investigations are conducted in conjunction with the Office of the Attorney General and in compliance with Minnesota statutes.

Licensees who intend to practice public accounting must maintain an active license and must report a total of 120 hours of continuing professional education (CPE) at the end of every three-year cycle. A minimum of 20 hours is due on June 30 for each of the first two years of the cycle. CPE courses keep Minnesota CPAs and LPAs up to date with the most recent changes in the accounting profession. Those licensees who are not actively practicing public accounting can obtain an inactive license and be exempt from the CPE requirements. All firms and

sole proprietors doing audits, reviews, and/or compilations of financial statements must have their practice monitored once every three years. The review is done by a qualified reviewer and submitted to a qualified report acceptance body. Practice monitoring ensures that CPAs and

LPAs in Minnesota are using the most up-to-date practices and procedures. Please call the board office to request examination and license applications and for information on how to file complaints. All fees are subject to change.

Department of Administration

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

Phone: (651) 296-1424

Fax: (651) 297-7909; TTY: (651) 297-4357

Website: www.state.mn.us/ebranch/admin/

Email: Visit website for specific addresses

Commissioner David F. Fisher

Deputy Commissioner Kirsten Cecil



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

THE COMMISSIONER OF ADMINISTRATION ACTS AS THE CHIEF administrative and operating officer of state government. The position supports delivery of a broad range of business management and administrative services to state and local government agencies through five bureaus and twenty-four service divisions. The goal is to improve the quality and productivity of Minnesota government so that state and local agencies can serve the public more efficiently and effectively.

Admin's services include information, facilities and operations management, consultation on effective and innovative management techniques, and leadership on government technology issues. Among the services provided directly to the public are the sale of government publications, education and advice on the state's data practices and privacy statutes, and administration and enforcement of the state building code. The department commissioner serves as secretary of the executive council. Most of the department's divisions charge fees for their services and the annual general fund appropriations from the legislature account for approximately 10 percent of the department budget.

The commissioner, deputy and assistant commissioners must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Background

The Department Was Created In 1939 As Part Of A comprehensive effort to reform and professionalize state government administrative services. During fiscal year 2000, the department had 913 employees and an operating budget of \$197 million. Most of the department's divisions charge fees for their services and the annual general fund appropriations from the legislature accounts for approximately 10 percent of the budget.

Public Affairs Bureau

(651) 297-5525, **Laura Bishop, assistant commissioner.** The Public Affairs Bureau is the department's formal link to its many publics, including employees, citizens, state legislators and other state agencies. The bureau includes the department's communications and legislative liaison functions.

Management Analysis Division

(651) 297-3904 **Judy Plante, director.** The Management Analysis Division (MAD) is state government's in-house management consulting group. The division works to improve the productivity, quality, and cost-effectiveness of government services. The division provides management consultation to the governor, legislature,

commissioner of administration, state agencies, and local units of government.

Work requested by the governor, legislature, and commissioner of administration, and statewide productivity/quality improvement efforts, are funded by the general fund. The division charges fees for work requested by state agencies and local units of government.

The division provides objective information to the legislature on management and public policy issues confronting the state; advises and acts for the governor and his cabinet on issues related to the overall management of state government; and develops, pilots, and disseminates innovative ways to improve government productivity and quality.

It also provides consultation and technical assistance on department operations to the commissioner of administration and provides affordable, quality management consulting services on productivity and quality improvement to state agencies and local units of government.

The division is located at 203 Administration Building; TTY: (651) 297-5353; FAX: (651) 297-1117.

Financial Management and Reporting Division

(651) 296-1532, **Larry Freund, director.** The Financial Management & Reporting Division (FMR) provides financial services and a centralized and integrated accounting system to the agency. The agency operates with both fee-generated and legislatively appropriated funding sources. Major responsibilities include all aspects of budgeting, financial reporting, accounting, internal auditing, and accounting system maintenance and transaction processing.

- **General Fund Accounting Section** (651) 297-3142
- **Revolving Fund Accounting Section** (651) 296-4604

The division is located at 309 Administration Building, TTY: (651) 296-6280; FAX: (651) 282-5333.

Human Resources Division

(651) 296-2885 **Deb Tomczyk, director.** The Human Resources Division provides personnel services to all department employees. It also advises and consults with management on human resource issues and administers collective bargaining agreements. Human Resources ensures equal employment opportunity and maintains the department's affirmative action plan. The division administers a safety and wellness program for department employees and provides services necessary for

the recruitment, selection, placement, and training of Admin employees. Payroll administration, employee fringe benefits service, and personnel record retention are also part of Human Resource services. The division is located at 114 Administration Building, TTY: (651) 296-2886; FAX: (651) 296-0579.

Governor's Council on Developmental Disabilities (DDC)

(651) 296-4018; toll free: (877) 348-0505 Colleen Wieck, director. The DDC's business is information, education and training for knowledge building, skills development, and attitude changes. Its outcomes/results are the increased independence and self-determination, productivity, integration and inclusion of people with developmental disabilities and their families in the community.

Citizen Participation and Open Appointment - SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA GOVERNOR'S COUNCIL ON DEVELOPMENTAL DISABILITIES (DDC) - Carry out responsibilities in *Public Law 1-4-183* to assure that people with developmental disabilities and their families receive the necessary supports/services to achieve increased independence, productivity, integration and inclusion in the community. The council consists of twenty-five members. Set out in the Developmental Disabilities Assistance and Bill of Rights Act (DD Act) (P.O. 104-183). The governor shall select members of the council, at his or her discretion after soliciting recommendations from organizations representing a broad range of individuals with developmental disabilities and individuals interested in individuals with developmental disabilities, including the non-state agency members of the council. The governor shall make appropriate provisions to rotate the membership of the council. The council shall include representatives of the principal state agencies. Not less than 50 percent of the membership of each council shall consist of individuals with developmental disabilities; parents or guardians of children with developmental disabilities; or immediate relatives or guardians of adults with mentally impairing developmental disabilities who cannot advocate for themselves; and not employs of a state agency that receives funds or provides services under this part, and who are not managing employees (as defined in section 1126(b) of the Social Security Act). Meetings are held the first Wednesday of the even-numbered months (February, April, June, August, October, and December) for six hours, at the Earl Brown Center, U of M Campus, additional time may be required on an "as needed basis". No expiration date. **Appointing Authority:** Governor. **Compensation:** Travel expenses only. *Minnesota Statutes 16B.053 & Executive Order 91-29.* 370 Centennial Office Bldg., 658 Cedar St., St. Paul, MN 55155. (651) 296-4018.

The DDC's primary investment is in the Partners in Policymaking™ program, created by the DDC in 1987 and replicated in 46 states and internationally. More than 8,600 individuals have graduated from Partners, a leadership training program designed for parents of young children with developmental disabilities and adults with disabilities. People with developmental disabilities are those with substantial lifelong disabilities manifested before age 22. The Council's activities are guided and funded by the Developmental Disabilities Assistance and Bill of Rights Act of 2000.

Council members are appointed by the Governor and are responsible for selecting priorities and the submission of a three-year state plan. Numerous publications are available to policymakers, professionals, family members, and the general public.

The DD Council has produced a two-volume CD-ROM: "Parallels in Time" traces the history of disabilities and supplements the first weekend session of the Partners program. "The Learning Center" is an

archival history (10,000 pages) of all studies, policy papers, briefing booklets, reports, state plans, publications, and other resource materials produced by the DD Council between 1971 and 1996. Most frequently requested publications include, in addition to the CD-ROM, "A New Way of Thinking," "Friends," "It's Never Too Early, It's Never Too Late," "Making Futures Happen," "Making Your Case," "Read My Lips," and "Shifting Patterns."

The council is located at 370 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155.

TTY: (651) 296-9962; FAX: (651) 297-7200. E-mail: admin.dd.@state.mn.us Web site: www.mn-ddc.org OR www.mn-cdd.org and www.partnersinpolicymaking.com

STAR Program (A System of Technology to Achieve Results)

(651) 296-2771 Mary Brogdon, director. STAR, A System of Technology to Achieve Results, is a program of the Minnesota Governor's Advisory Council on Technology for People with Disabilities and is funded by the National Institute on Disability Research and Rehabilitation under Public Law 105-394, the Assistive Technology Act of 1998.

STAR provides information and referral, educational opportunities, systems change, policy analyses, and advocacy related to people with disabilities throughout the state of Minnesota. STAR provides technical assistance and training on universally accessible website design and compliance with Section 508 of the Rehab Act.

STAR's goal is to increase awareness of and access to assistive technology for people in Minnesota of all ages with all types of disabilities.

STAR has produced over 30 publications on assistive technology ranging in topic from self-advocacy to funding for assistive technology.

Most publications are free for individual copies. The Directory of Funding Resources for Assistive Technology in Minnesota is searchable by categories online. All publications are available in alternate formats (Braille, large print, and audio tape) and some are produced in languages other than English. Resources such as videos and slides are also available to the public for a small fee to cover return postage and handling.

Current Publications

- *The Star Program: Assistive Technology*
- *Assistive Technology and Home Modifications*
- *Assistive Technology Assessment Process*
- *Assistive Technology and People who are Medically Fragile*
- *Assistive Technology and Recreation*
- *Directory of Funding Resources for Assistive Technology in Minnesota* (also available in Spanish)
- *Barriers to Effective Use of Technology*
- *Consumer Products and Individuals with Disabilities*
- *Accessibility Financing*
- *Buying and Maintaining Assistive Technology*
- *Assistive Technology and the Americans with Disabilities Act*
- *Computer Output (flyer)*
- *Computer Input (flyer)*
- *Self-Advocacy and Assistive Technology (flyer)*
- *Assistive Technology at Work* (brochure & online)
 - *Constellations Newsletter* (mailing & online)
- *An Assistive Technology Service Delivery*
- *Model for Minnesota*
- *Assistive Technology and Older Minnesotans*
- *Assistive Technology and Rural Life*
 - Guidelines for Assistive Technology in Post Secondary Settings
 - *STAR Program* (Spanish and Hmong)

STAR staff will travel throughout the state in response to the individual training needs of an agency or organization. There is no fee for the host organization. Typical workshops focus on introduction to assistive technology devices and services, assistive technology-related public policy, funding for assistive technology, and funding resources for organizations. STAR also sponsors scholarships for individuals with disabilities and family members to attend technology-related conferences. Preference is given to individuals with disabilities living outside the metro area who can demonstrate applicability of the information.

Regional Assistive Technology Resource grants are offered annually to Minnesota-based organizations for projects that fit within the scope and mission of the STAR Program. STAR's Community Action Network is funded to provide consumer-directed rural outreach rehabilitation and technology services throughout the state. The Governor's Award Program recognizes outstanding achievement of individuals and groups in the creation or modification of an assistive technology product or system that benefits people with disabilities and older adults. Outreach to underrepresented and underserved groups in Minnesota is supported through advocacy and grantee partnerships. STAR's Assistive Technology and Employment grantees provide technical assistance to employees and employers about assistive technology appropriate for the workplace.

STAR-funded partnerships also include assistive technology-related product information including a used equipment bulletin board with PACER and legal representation for eligible individuals needing assistive technology with the Minnesota Disability Law Center.

For further information about systems change activities, publications, educational opportunities, scholarships, or grants, please contact the STAR Program.

The STAR Program has offices in the Centennial Bldg., 658 Cedar Street, #360, St. Paul, MN 55155

Metro TTY: (651) 296-9478; **FAX:** (651) 282-6671 **Greater MN: (Voice)** 800-657-3862; **(TTY)** 800-657-3895 **Email:** STAR.Program@state.mn.us

Website: <http://admin.state.mn.us/assistivetechology>

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

GOVERNOR'S ADVISORY COUNCIL ON TECHNOLOGY FOR PERSONS WITH DISABILITIES - The council will coordinate, support and advance technology uses for persons with disabilities through public awareness, advocacy, training, consumer involvement, expanded service delivery, interagency coordination and ensuring services to people of all ages. The fifteen members represent the private sector, consumers, service agencies, third party funding sources, education, and library systems. The council meets six times per year for six hours, other events as necessary. When executive order expires; *Minnesota Statutes* 4.035, subd. 3. **Appointing Authority:** Governor. **Compensation:** None. *Executive Order* 99-3. MN Dept. of Administration, 300 Centennial Bldg., 650 Cedar Street, St. Paul, MN 55155. (651) 297-1554.

InterTechnologies Group

(651) 296-8888 **Jack Yarbrough, assistant commissioner.** InterTechnologies Group (InterTech) works to improve the delivery of government products and services through the use of information technology. InterTech provides value-added information technology services to Minnesota's public sector 24 hours a day, seven days a week, 365 days a year. Service offerings include telecommunications (voice, data and video) network services; mainframe data processing;

business continuation (disaster recovery); and network server support. Customers include state agencies, higher education, counties, cities and school districts. By integrating computer and telecommunications functions, InterTech works to achieve increased economies of scale through shared resources, providing customers with "end-to-end" solutions and management of computing and telecommunications products/services, and continuing to facilitate customer focused communications strategies.

InterTech is located at 658 Cedar Street, St. Paul, MN 55155.

TTY: (651) 296-3961; **FAX:** (651) 297-5368

e-mail: intertech.info@state.mn.us; Internet: <http://www.main-server.state.mn.us/intertech>.

Services:

- The **Electronic and Collaborative Government Services** area works primarily with InterTech's mainframe. Contact: (651) 215-0611.
- The **Harbor PC/LAN/Database Backup Service** is a cost-effective solution to a serious business problem: backing up and restoring computerized data in a distributed environment so that daily business operations can continue unimpeded. Contact: (651) 296-0923.
- **Telecommunications Consulting Services** advises customers on how best to meet their telecommunications needs. Contact: (651) 296-1846.
- **Video Services** includes *video streaming technology*, which distributes live and recorded audio and video programming across LANs, intranets and the Internet; and *videoconferencing*, which takes full advantage of Internet technologies to conduct interactive meetings with individuals who may be hundreds, even thousands of miles apart. Contact: (651) 297-7208.
- **Enhanced Voice Services** provides such services as voice mail, enhanced call processing and fax services. Contact: (651) 297-4784.
- **Voice Services** provides local and long distance voice services to the public sector. Contact: (651) 296-4399.
- **Data Services** provides router services, Internet access, DSL, firewall contracts and dial-up network access using the state's leased telecommunications network. Contact: (651) 297-2258.
- **InfoPac** is a system for viewing and printing online mainframe computer reports. Contact: (651) 296-2573.
- **Electronic Data Interchange (EDI)** is the computer-to-computer exchange of business information nationally accepted standards. Contact: (651) 296-6925.
- **E-Messaging** services includes a *mailbox service* for customers who do not have their own e-mail systems or who need remote access to mailboxes; *e-mail lists* for communicating on particular topics with a defined community; and the *Mail*Hub*, which provides a Web interface that serves as a white pages for state employees. Contact: (651) 297-3582.
- The **Minnesota 9-1-1 Program** provides technical assistance to the cities and counties implementing, maintaining, and improving 9-1-1 systems, enforces rules that set system standards, and pays the state share of 9-1-1 costs from funds collected through a monthly statewide telephone surcharge. Contact: (651) 296-7104.
- **MNCert, the Minnesota Computer Emergency Response Team**, is the computer security incident response team for state agencies. MNCert is sponsored by the Department of Administration, InterTechnologies Group. MNCert can be contacted at:

Voice: 651.297.1111

FAX: 651.296.6362

E-mail: Net.Security@state.mn.us

Please exercise extra caution and follow these tips:

- Resist the temptation and do NOT open any email that has a non-business related attachment.
- Resist the temptation to send non-business related attachments.

- If you get an unexpected attachment from a known or unknown source, take a minute and call to ask if it was intentionally sent and free of viruses.
- Avoid using attachments in email for text that does not require extensive or elaborate formatting.
- Scan all files for viruses prior to opening or executing them.

Organization

- The **Administration Information Services Division** is primarily focused on the management and support of internal business operations within InterTech. Included in this responsibility are InterTech's LAN management, web development and other internal systems development. Contact: (651) 215-0613.
- The **Customer Services and Product Management Division** ensures that InterTech meets customer quality and delivery expectations. It does this by working with customers, vendors and InterTech staff to provide customers with value-added, cost-effective and timely solutions to their technology and business requirements. This division includes analysts who provide consulting and act as liaisons for telecommunications projects with InterTech and public sector organizations. Contact: (651) 296-7546.
- The **Financial and Business Management Division** manages contracts and is responsible for processing and tracking the status of telecommunications orders. The division provides accurate and timely invoicing of telecommunications services to customers. Contact: (651) 296-7582.
- The **Interagency Services Division** collaborates with customers to leverage the information and electronic government services infrastructure, data investments and risk management solutions to support customer goals and improve business process. This division also manages the state's business continuation program in the event of a disaster affecting information technology. Contact: (651) 297-5575.
- The **Operations Division** manages and operates multiple software and hardware information technology platforms that support all of InterTech's services. Contact: (651) 296-9024.
- The **Technical Support Division** provides hardware and software support for mainframe and other processors. Also provides technical support, design and configuration for data voice and video on the Wide Area Network. Configures, installs, and monitors performance of routers and other network hardware. Training provides technical and non-technical training for InterTech employees. Contact: (651) 296-6339.
- The **Special Projects Division** provides overall project management for Electronic Government Services and related projects with the Office of Technology and customers. Contact: (651) 284-0231.

Office of Technology

(651) 215-3878 Reggie David, assistant commissioner. The mission for the Office of Technology is "to provide leadership and direction, research and development for information and communication technology and policy in Minnesota.

The Office shall coordinate strategic investments in information and communications technology to ensure that the citizens of Minnesota have sufficient access and delivery of Electronic Government Services, and to foster the use of IT to serve the state agencies and their customers."

The activities of the Office in achieving this mission include:

- **Research and Development/Emerging Technologies:**
 - Development and evolution of the State of Minnesota's Web Portal, *North Star*.
 - Determination of what services can be developed for citizen access through the North Star Portal.
 - Creation of online transactions using Secure Financial Transactions (SFT).

- Coordination of state enterprise-wide Electronic Government Services (EGS) activities.
- Enterprise Architecture:
 - Develop a state Enterprise Architecture blueprint.
 - Develop a focused, comprehensive Enterprise Architecture plan for state IT and communication systems.
 - Develop a comprehensive state IT "Master Plan."
- **Education Collaborations:**
 - Invest in research and development through public and private collaborations.
 - Promote programs and partnerships that will assure a more technical citizenry and workforce.
- **Standards and Policy:**
 - Provide policies, standards and guidelines on IT issues.
 - Establishment of a state "Project Management Academy."
- **State Agency Contract Budget Management:**
 - IT Request for Proposal (RFP)/Statement of Work (SOW) review and approval.
 - State IT budget initiative review and recommendations.
 - State IT Contract Management
 - Coordination and review of state IT Strategic Information Resource Management Plans (SIRMPs).
 - IT certification review.

The office is located at 332 Minnesota Street, Suite E1100, St. Paul, MN 55101-1322

TTY: (651) 282-2228; **FAX:** (651) 215-3877; **North Star Help Line:** (651) 296-7682

E-mail: ot-team@state.mn.us

OT Web Site: <http://www.ot.state.mn.us>

North Star Web Site: <http://www.state.mn.us>

Information Policy Analysis Division

(651) 296-6733 or 1 (800) 657-3721, Don Gemberling, director. The Information Policy Analysis Division (IPAD) promotes understanding of and compliance with a number of laws that regulate information. IPAD answers questions about federal and state freedom of information, data practices, and records management laws; issues advisory opinions to both government agencies and the public concerning the Minnesota Government Data Practices Act (*Minnesota Statutes Chapter 13*), and related laws; provides educational and consultative services; reviews compliance policies and procedures; consults on legal questions; and acts as a resource on legislation for information policy matters.

The above services are offered to the general public, to state and local government agencies and their attorneys, and to legislators and others who participate in the legislative process. Inquiries should be directed to the division by calling the IPAD information line at (651) 296-6733 or by mail directed to: IPA, State of Minnesota, Room 305A Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155.

Phone inquiries are the quickest way to receive a response from the division. E-mail: ipad.state.mn.us. Web site, with advisory opinions and other information, is located at <http://www.ipad.state.mn.us>

Facilities Management Bureau

(651) 296-6852, Kath Ouska, assistant commissioner. The Facilities Management Bureau 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 million square feet of state-owned building space. The bureau also leases buildings, manages parking, coordinates recycling and energy conservation efforts, and administers the state building code.

Building Codes and Standards Division

(651) 296-4639 Tom Joachim, state building inspector. The Building Codes and Standards Division administers the state building code which sets construction standards to assure the health, safety,

comfort, and security of building occupants. The division provides interpretations on the adopted codes, gives information regarding building materials, and consults with municipal officials, design professionals, and the general public relating to all types of projects.

On-street parking is available at meters on 7th Place, or in parking lots located directly across the street from the Metro Square Building.

For further information on division advisory committees, certifications, licenses, registrations, forms, email addresses and telephone numbers please visit the division's website at www.state.mn.us/ebranch/admin/buildingcodes.

The division is located at 408 Metro Square Building, 121 E. 7th Place, St. Paul, MN 55101297-1973. TTY: (651) 297-5353; FAX: (651) 297-1973.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

CONSTRUCTION CODES ADVISORY COUNCIL - The council reviews laws, codes, rules, licensing requirements and standards relating to building construction to streamline construction regulation and processes and to promote coordination and consistency in codes. The council consists of fifteen members including a certified building official, a fire service representative, a licensed architect, a licensed engineer, a building owner and managers representative, a licensed residential contractor, a commercial contractor, a heating and ventilation contractor, a plumbing contractor, a representative from a construction trades union and a local unit of government representative. Monthly meetings for four hours at the Building codes and standards division. The council expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioner of Administration. **Compensation:** \$55 per diem plus \$.31/mile and meals. *Minnesota Statutes 16B.76.* 121 7th Place East, #408, St. Paul, MN 55101. (651) 296-4639.

Building Code Administrative Services

(651) 205-4706. This part of the division provides building code education, certification and recertification services for municipal building officials, adopts the Minnesota State Building Code and investigates complaints concerning application of the code, *Minnesota Statutes 16B.59-75.*

Education/Certification Section

(651) 296-7099 This section presents education seminars around the state for municipal building and fire officials, design professionals, and construction trades, students and others to provide information on the state building code. Continuing education credits are given for building official recertification. The section also certifies and recertifies building officials. To receive notification of the division's upcoming educational offerings, or building official certification applications, or building official recertification continuing education forms please call (651) 296-1189.

Rules Section

(651) 296-4329. This section adopts the Minnesota State Building

Code by compiling state and federal law changes, national model codes, recommendations of division advisory committees and building official organizations. The section develops the completed documents for publication and presents proposed changes to the codes at public hearings. To receive notification of the division's rulemaking/proposed rules please call (651) 296-4329.

Investigation Section

(651) 205-4708. This section audits municipal building code departments for compliance with Minnesota laws for building official certification, code administration and state/municipal building code contract administration. The section also arbitrates or mediates conflicts of code application between involved parties to resolve disputes.

Field Services Section

(651) 296-4630. This part of the division is responsible for plan review and on site inspections of new or remodeled public buildings, state licensed facilities, elevators and manufactured housing projects as established in *Minnesota Statutes 16B.61.*

Plan Review Section

(651) 297-1658. The Plan Review Section provides for review and evaluation of construction documents and inspections to ensure conformance with requirements of the state building code for buildings which the cost is paid for by the state or a state agency, public school district buildings, and buildings which are licensed by other state agencies such as health care facilities and correctional facilities. *Minnesota Statutes 16B.61.*

Manufactured Structures Section

(651) 296-4628. The Manufactured Structures Section regulates manufactured housing (mobile homes) and prefabricated buildings. It answers consumer inquiries and complaints regarding manufactured homes and prefabricated structures and provides training and educational seminars for building officials, manufacturers, dealers, and installers. It licenses manufactured home manufacturers and dealers and registers installers. *Minnesota Statutes 327B.01-12*

Elevator Safety Section

(651) 297-1644. The Elevator Safety Section reviews, evaluates, and inspects all new or altered elevators and lifting/transportation devices. It provides for inspection and investigation on reported accidents relating to elevators and lifting/transportation devices. *Minnesota Statutes 16B.74*

Plant Management Division

(651) 296-6404 Lenora Madigan, director. The Plant Management Division maintains facilities managed by the Department of Administration, promotes energy conservation opportunities on a statewide basis, facilitates the recovery of materials, and manages state-owned parking facilities in the Capitol Complex.

The division's offices are at 117 University Avenue, Room 301, St. Paul, MN 55155. TTY: (651) 297.4407; FAX: (651) 297.5158.

Facilities under the jurisdiction of the Plant Management Division include:

1246 University Avenue
625 Robert St. Building
BCA's Bemidji Facility
Centennial Building
Health Building
Retirement Systems Bldg.
State Office Building

168 Aurora Avenue
635 Robert St. Building
BCA's St. Paul Facility
Duluth Gov't. Svc. Center
History Center
Revenue's Ely Facility
Transportation Building

321 Grove - Building 1
691 Robert St. Building
Capitol Building
Ford Building
Judicial Center
Sauk Centre Corr Facility
Veterans' Service Building

321 Grove - Building 2
Administration Building
Capitol Child Care
Governor's Residence
Power House
Stassen Building

Plant Management Division is organized into four (4) activities: Complex Operations, Complex Services, Support Operations and Technical Services.

Complex Operations

This activity maintains and operates buildings under the custodial control of Plant Management to ensure a clean, healthy, comfortable building environment for all tenants and visitors. This includes house-keeping services, engineering services, environmental and fire/life/safety systems, construction project coordination, electronic installation, maintenance and testing and building management services to ensure tenant satisfaction.

Building Maintenance Services

To report emergency cleaning needs, maintenance problems, or heating, ventilation or cooling problems, call (651) 296-6800 during the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays. If an emergency exists after these hours, contact Capitol Security at (651) 296-2100 for assistance.

Complex Services

This activity provides grounds and snow removal services in the Capitol Complex, operates the State Recycling Center, provides resource recovery education, promotion, and assistance to state agencies and approves and coordinates special events such as "Taste of Minnesota," public rallies, parades, demonstrations, Rotunda ceremonies and other related events which use the buildings, grounds and state-owned streets in the Capitol Complex.

This activity also provides material delivery services; courier, dispatch services; delivery of duplicating, resource recovery, interoffice mail, and central stores materials to other state agencies; moving services for state agencies; and special event equipment rental.

Grounds and Snow Removal

When emergency grounds services are required, such as sidewalk sanding or snow removal, call (651) 296-2503 or (651) 296-6800.

Resource Recovery

For additional information regarding coordination of waste reduction and recycling including agency recycling rate measurement, onsite technical assistance and training and recycling collection, transportation and marketing services, call (651) 296-9084.

Special Events

To apply for a special event use permit, call (651) 296-6404. The Request for Use of Capitol Complex Facilities for Public Events form should be submitted at least 14 days prior to the proposed event to Plant Management, 117 University Avenue, Room 301, St. Paul, MN 55155 or FAX: (651) 297-5158.

Material Delivery Services

For information on moving, interoffice mail delivery or delivery of supplies, contact (651) 296-1812.

Support Operations

This activity maintains and manages parking facilities and contracts, dispatches and schedules services in response to tenant/building issues or problems, schedules common area conference rooms, handles lost and found, manages the fixed assets and consumable inventories of parts and supplies for the division and provides administrative, office services, information system/technology and financial/accounting support to all other activities in the division. This activity also provides transportation coordination and program development services to increase the use of alternative forms of transportation in the Capitol Complex area and reduce the number of single occupancy vehicles.

Bus Card Program

Discounted 31-day or stored value bus cards are available to state employees. A discounted annual non-transferable picture identification Metropass is also available to state employees whose work location is in the Capitol Complex area in buildings under Plant Management's custodial control. To apply for bus card services or to obtain additional information, contact (651) 296-5653.

Lost and Found

Personal articles found on state property should be sent to Plant Management, 117 University Avenue, Room 301, St. Paul, MN 55155. 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 (651) 296-6404 with a description of the article and when and where it may have been lost. Missing state property should be reported immediately by calling the Capitol Security Office at (651) 296-6741 and also reported to the Legislative Auditor, 1st Floor South, Centennial Building, St. Paul, MN 55155.

Scheduling of Common Area Conference Rooms

Common area conference rooms handled by Plant Management are reserved on a first-come, first-served basis. The following conference rooms are available by calling (651) 296-6404:

- **Administration Building Rooms** 116A (30 seats); 116B (40 seats)
- **Veterans Building Room D** - 5th floor (50 seats)

When scheduling conference room(s) for more than three days, submit a written request to Plant Management, 117 University Avenue, Room 301, St. Paul, MN 55155 or fax (651) 297-5158. Include in the request the agency's name, the rooms, the dates, the times, and the name and the telephone number of the contact person. To schedule meeting rooms in other buildings that house state agencies, call the following numbers:

- **Capitol:** (651) 296-0866 or (651) 296-4154 for Senate rooms and (651) 296-5974 for House of Representative rooms.
- **Centennial Building:** training center (651) 296-2380 or (651) 297-1184.
- **State Office Building:** (651) 296-5974
- **Judicial Center:** (651) 297-7802
- **Transportation Building:** (651) 297-2932
- **MN History Center:** (651) 297-4859

Transportation Services

Contract parking:

To apply for contract parking, contact (651) 296-9899. Facilities are primarily located throughout the Capitol complex. Capitol complex parking contracts are available to individuals in this order: 1) state employees whose work location is in a building in the Capitol complex; 2) state agencies requesting parking contracts for agency use by employees who have frequent Capitol Complex business; 3) contractors or organizations conducting business with the State of Minnesota, and 4) based on availability of parking with priority given to 1-3 above, park and shuttle contracts in park and shuttle facilities will also be available to state employees whose work location is in downtown St. Paul. When demand for parking is greater than the space available, assignments will be made based on the following priorities: 1) disabling condition, 2) carpoolers, 3) employees who require special parking because of conditions of employment, and 4) date of application.

Shuttle service: To apply for contract shuttle service, contact (651) 297-3993. Shuttle service is available to state employees whose work location is in downtown St. Paul who either have a parking contract or who car pool with a contract parker. The peak hour shuttle service will continue to be provided as long as parking stalls continue to be available in the Capitol complex and the need for the service exists.

All state employees whose work location is in downtown St. Paul who desire to park in the Capitol complex area financially support the operation of the shuttle service to downtown.

Motorcycle parking: 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 Parking: Bicycle racks are available near the buildings of the Capitol complex to park bicycles and mopeds. Bike lockers are available at some locations for rental. Contact (651) 296-5653 for additional information.

Capitol Security: If a personal vehicle of a state employee is stolen or vandalized, the owner should immediately notify the Department of Public Safety, Capitol Security Division, at (651) 296-6741 and the St. Paul Police at (651) 291-1234. The state assumes no liability for vehicles or their contents while entering, leaving or parking in a state facility. Escort services to/from the parking contract holder's vehicle is available by calling Capitol Security at (651) 296-6741.

Short-term parking: To request daily parking permit(s) for short-term, temporary parking needs, contact (651) 297-3993.

Technical Services

This activity provides traditional trade and repair services for maintaining and repairing buildings under the custodial control of the division. It also focuses on statewide energy efficiency improvements and retrofit projects in state-owned facilities.

Energy Management

For information regarding preventive maintenance, energy efficiency improvements, energy monitoring, energy training, and energy retrofit services, contact (651) 297-2867.

Trade Services

To request maintenance trade services, such as carpentry, cabinet-making, painting, plastering, caulking, electrical work, machine shop work, key/locksmith work, plumbing, sheet metal work, steam fitting and refrigeration, or minor remodeling, contact (651) 296-6800.

Cafeterias

There are six cafeterias operated by a private vendor in the Capitol Complex that the public may use. Prices are moderate.

- **Centennial Building**, 658 Cedar Street, ground floor – (651) 228-1274
- **Judicial Center**, 25 Constitution Avenue, first floor – (651) 665-0072
- **Stassen Building**, 600 North Robert Street, first floor – (651) 312-1046
- **State Office Building** (during legislative session), 100 Constitution Avenue, basement level – (651) 665-9442
- **State Capitol**, Aurora Avenue, basement level – (651) 222-4506
- **Transportation Building**, John Ireland Boulevard, ground floor – (651) 228-0897

The following are food service cafeteria, convenience store, or vending area locations operated by the Services for the Blind, Department of Economic Security:

- **Capitol**, 75 Constitution Avenue, cafeteria, 2nd floor, (during legislative session) and vending areas:
- **Centennial Building**, 658 Cedar Street, convenience store, ground floor and vending areas
- **Duluth Government Services Center**, 320 W. Second Street, Duluth, vending areas
- **Health Building**, 717 Delaware St. S.E., Minneapolis vending areas
- **Stassen Building**, 600 N. Robert Street, convenience store and vending areas
- **State Office Building**, 100 Constitution Avenue, vending areas

- **Transportation Building**, 395 John Ireland Boulevard, convenience store, and vending areas
- **Veterans Services Building**, 20 West 12th Street, vending areas

Please send suggestions or complaints regarding these food services to the Plant Management Division, 117 University Avenue, Room 301, St. Paul, MN 55155, (651) 296-6404.

Real Estate Management Division

(651) 296-6674 Bev Kroiss, director. The Real Estate Management Division provides leasing, planning and property transaction services to state agencies statewide. The division's offices are at: 50 Sherburne Avenue, 309 Administration Building, St. Paul, MN 55155 TTY: (651) 296-1899; FAX: (651) 215-6245

Leasing Section

The Leasing Section plans, allocates, and leases office and storage space in state-owned buildings under the custodial control of the Department of Administration to state agencies. The section also leases space and other real property from the private sector for state agency use statewide. The section further provides for the short-term leasing of state-owned real property that is not needed for state use.

Planning Section

The Planning Section assists state agencies in defining their space needs by providing space programs for planning floor plan layouts. The section maintains inventories of state-owned space under Administration control. The section also prepares relocation estimates, funding requests and assists agencies with relocation planning. Additionally, the Section performs life cycle cost analyses comparing owning to leasing facilities.

Land Section

The Land Section acquires and disposes of real property. Acquisitions are made by direct purchase or eminent domain. 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 Section is responsible for issuing permits to search upon state lands for lost or abandoned property; and granting easements, and transferring custodial control of real property between state agencies.

Division of State Building Construction

(651) 296.4640 Heidi Myers, director. Division offices are at: 50 Sherburne Avenue, G-10 Administration Building, St. Paul, MN 55155-3000. TTY: (651) 296-4640; FAX: (651) 296-7650

E-mail: dsbc-webmaster@state.mn.us;

Website: www.dsbc.admin.state.mn.us.

The Division of State Building Construction is responsible for the administration and development of the predesign planning, design, and construction for new and existing state-owned building projects. The division provides project management services that include programming, space planning, design, hazardous material removal, facility management, and construction supervision. Serving as the owner's agent on state projects, the division furnishes consultation services and resource information to state agencies, professional organizations and trade groups regarding design and construction standards and procedures.

When the State Designer Selection Board or the commissioner of administration selects a project design consultant, the division initiates a predesign plan for the agency's building program requirements on the project. Once the legislature approves the preliminary plans, the division or the design consultant prepares the final plans and specifications for public bidding. The advertisement for bids contains information

about the bids themselves and the locations where plans and specifications may be obtained. All bids are then processed by the Department of Administration, Materials Management Division.

State Designer Selection Board

(651) 297-1545, Winnie Sullivan, executive secretary.

Minnesota Statutes, Section 16B.33; *Minnesota Rules*, Chapter 3200

The State Designer Selection Board selects primary designers for proposed construction projects and on architectural or engineering planning projects for the State of Minnesota, the University of Minnesota and Minnesota State Colleges and Universities (MnSCU). The board publicizes proposed projects in the *State Register*.

In conjunction with the associated user agency, the board establishes additional selection criteria for specific projects under consideration. The board considers the following criteria:

Designer Selection Criteria:

- Qualifications and technical competence in the required field of design;
- Ability to deal with aesthetic factors;
- Capacity to accomplish the work and services within the required constraints;
- Availability of appropriate personnel;
- Geographic relationship of the designer's base to the project site; and
- Awards previously made to a designer by the state. This is in the interest of equitable distribution of commissions.

The board selects the primary designer on building construction or remodeling projects as requested by state agencies and on all projects with estimated costs greater than \$750,000 and on architectural or engineering planning studies with estimated fees greater than \$60,000. The Board also selects primary designers for the University of Minnesota and MnSCU projects involving construction or remodeling projects with costs greater than \$2,000,000 or a planning project with estimated fees greater than \$200,000.

The board meets when there are projects requiring the selection of designers. All such meetings are open to the public. Meeting dates for both the shortlisting of projects and the interviews are listed at the end of the request for proposal that is printed in the *State Register*. One copy of the winning proposal for every project is maintained for public reference. Appointments can be scheduled to review these proposals or to obtain information concerning the board, the projects under review or the methods of selection by calling the executive secretary.

The board's offices are at 50 Sherburne Avenue, G-10 Administration Bldg., St. Paul, MN 55155. FAX: (651) 296-7650; TTY/TDD: (651) 297-1545

Operations Management Bureau

(651) 297-4261 Kent Allin, assistant commissioner. The Operations Management Bureau provides centralized operating support services to the agencies of state government. These services are provided as cost-effective alternatives to decentralized administrative services and as efficient and responsive ways to help other agencies accomplish their missions. They are designed to take advantage of economies of scale; as measures of control and oversight for the legislature and the governor; as assurance that high public standards for fairness, openness, and ethics in procurement are maintained; and as a means to implement broad public policies and goals. Services are also offered directly to the Minnesota business community and to the public.

Communications Media Division

(651) 297-3979 Mary Mikes, director. The Communications Media Division provides key services to customers through four major businesses: PrintComm, Minnesota's Bookstore, MailComm and DocuComm. Other than the MailComm mailing/handling operation,

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

STATE DESIGNER SELECTION BOARD - The board selects designers for state projects where construction costs exceed \$750,000 or professional fees exceed \$60,000. Also, MnSCU & U of M projects with construction costs exceeding \$2,000,000 or professional fees exceeding \$200,000. The board consists of seven individuals, the majority of whom must be Minnesota residents. Each of the following organizations nominates one individual: the Consulting Engineers Council after consultation with other professional engineering societies in the state; the American Institute of Architects (AIA MN); the Minnesota chapter of the Associated General Contractors after consultation with other commercial contractor associations in the state; and the State Arts Board. The commissioner may appoint the four named individuals to the board, but may reject a nominated individual and request another nomination. The fifth member shall be a representative of the user agency, the University of Minnesota, or the Minnesota State Colleges and Universities, designated by the user agency. The remaining two citizen members shall also be appointed by the commissioner, plus one state employee who is the non-voting executive secretary. No set meeting schedule. The board does not expire. **Appointing Authority:** Commissioner of Administration. **Compensation:** \$55 per diem, + travel expenses out of metro. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. *Minnesota Statutes 16B.33*. Dept. of Admin., Room. G-10 Administration. Bldg., 50 Sherburne Ave., St. Paul, MN 55155-1499. (651) 296-4640.

these units receive no legislative appropriation. They operate as businesses in a government setting, generating revenue to cover all expenses through the sale of products and services.

State agencies are generally not required to use state operations for printing, addressing, inserting, and records management. Consequently, great emphasis is placed on customer service, timeliness, turnaround, quality and competitive pricing.

The division is located at the Ford Building, 117 University Avenue, St. Paul, MN 55155. **Toll-free:** (800) 657-3757; **TTY** (651) 282-5077; **Comment Line:** (651) 282-2255
<http://www.comm.media.state.mn.us>



Phones: (8 a.m. - 5 p.m. Central Time M-F)

Store Hours: (8 a.m. - 5 p.m. M-F)

Metro: (651) 297-3000

FAX: (651) 215-5733

Nationwide toll free: (800) 657-3757

On the Web: www.minnesotasbookstore.com

117 University Avenue (Room 110A), St. Paul, MN 55155

TTY: (651) 282-5077

Minnesota's Bookstore operates as a centralized publishing house for state agency produced products sold to the public. It also provides retail sales of publications that are by, for, and about the state. Located near the State Capitol, Minnesota's Bookstore sells a wide variety of products. These products include Revisor of Statute books (statutes, rules, session laws), law and rule extracts, subscription services, maps (lake depth, bikeway, county, public recreation), reports, forms, guides, directories, state flags and decals, posters, prints, calendars, and other publications and products with a Minnesota theme. The

bookstore also provides photocopies of legislative acts, at a reasonable cost, as soon as they become available during the legislative session. "Publications," "Laws & Rules," and "Maps" catalogs are available at no charge.

Convenience is guaranteed with many easy ways to shop, including the retail store (open to the public 8 a.m. -5 p.m. Mon-Fri), and ordering by mail, phone, FAX and online. Minnesota's Bookstore accepts VISA, MasterCard, American Express, and Discover. Checks and money orders should be made payable to the Minnesota's Bookstore for the amount of purchase plus shipping and the current sales tax (6.5 percent in Minnesota, or 7 percent for St. Paul residents). To order, list the exact title and stock number of the products and enclose the shipping name, address, zip code, and daytime telephone number. When ordering by mail, please allow 4-6 weeks for delivery. Telephone, FAX, and online orders are shipped for delivery within 7-10 days. For assistance with ordering, please call Minnesota's Bookstore.

With sales and marketing tools, retailing, warehousing, and printing facilities readily available, Minnesota's Bookstore is an excellent resource for marketing, sales, and distribution of publications and other materials produced by state, local, and federal government agencies. Forming a distribution "partnership" with Minnesota's Bookstore allows agencies to simply refer requests to the bookstore instead of using their own valuable resources to get their message out. Agencies may request information, assistance, and evaluation of the marketing potential of specific publications or products by calling (651) 282-2974.

In partnership with DocuComm and the Legislative Reference Library, Minnesota's Bookstore also handles distribution of state agency publications to depository libraries pursuant to *Minnesota Statutes* Section 15.18. These depositories are located around the state and receive monthly copies on microfilm of all printed materials produced by state agencies for public distribution. The depository libraries include state community college and university libraries, the University of Minnesota library system, the State Law Library in St. Paul, the main branch Public Libraries in Duluth, Minneapolis and St. Paul.

State Register

(651) 297-7963, or (651) 296-4273. The *State Register* is a weekly magazine of the executive branch of state government. Established by the legislature in 1976 through the Administrative Procedure Act (APA), *Minnesota Statutes*, Chapter 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. It is published every Monday, and on Tuesday when Monday is a holiday.

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, amended, adopted, withdrawn, and expedited emergency. For a more detailed description of the administrative rulemaking process, see the introductory pages to the "Executive Branch" of this *Guidebook*.

Material for publication in the *State Register* must be submitted in duplicate. State agencies must include form SR-00001-09 (10/98), or earlier forms. Non-state agencies, or agencies not on the Minnesota Accounting and Procurement System (MAPS), should include a letter on their letterhead stationery, signed by their agency head and listing the date(s) for publishing their notices. Proposed, amended, adopted, or temporary rules must be submitted with the text of a "notice of hearing" or "intent to adopt without a hearing," and must be submitted two weeks prior to publication date to allow for proofreading due to the legal nature of the rules. All other notices must be submitted one week prior to publication. Also published in the *State Register* are executive

orders of the governor; commissioners' orders; revenue notices; official notices; state grants and loans; contracts for professional, technical and consulting services; and non-state public bids, contracts and grants.

The office offers "Affidavit of Publication" services for notices published in the *State Register*. The service includes a notarized "Affidavit of Publication" and a copy of the issue in which the notice appeared. Charges are added to the regular bill.

Charges for publishing in the *State Register* are based on a per-page rate billed in tenths of a page used in the *State Register*. A list of instructions and publishing guidelines, with deadline schedule, is available upon request to help in preparing submissions. For more information and assistance, call the editor.

Subscription rates are charged to receive printed copies of this publication. See additional information below. The *State Register* is also available on line at no charge. It can be accessed through the bookstore's web site.

A listing of commodity and service contracts, which are not published in the Monday *State Register*, appears every Tuesday and Friday and is called the *Solicitation Announcements* (formerly known as the *State Register Contracts Supplement*). Over \$1 billion per year in state contracts and advertised bids appear in the *State Register* and the *Solicitation*. Together, they are the most complete listing available of state government requests for commodities and services, and for professional, technical and consulting services.

The *Solicitation Announcements* are also available on line at no charge. That publication can also be accessed through the bookstore's web site.

Editorial offices are located at 117 University Avenue (Room 110A), St. Paul, MN 55155; FAX: (651) 297-8260 TTY: (651) 282-5077; Website: www.comm.media.state.mn.us

[The *Federal Register* is the official daily publication for rules, proposed rules, and notices of the United States government, federal agencies and organizations, as well as executive orders and other U.S. presidential documents. The *Federal Register* is published by the Office of the Federal Register, National Archives and Records Administration and can be found on the United States Government Printing Office website: http://www.access.gpo.gov/su_docs/aces/aces140.html Documents may be retrieved in ASCII "text" format (full text, graphics omitted), Adobe portable document format "pdf" (full text with graphics), and "summary" format (abbreviated text). Contact the GPO Access User Support Team by Internet e-mail at gpoaccess@gpo.gov Phone: (202) 512-1530; toll-free: (888) 293-6498; or fax: (202) 512-1262.]

Subscriptions

(651) 298-8774; FAX: (651) 215-5733. Annual subscriptions to the Monday *State Register* cost \$160.00. Individual copies cost \$5.00. Annual subscriptions for the *Solicitation Announcements* are \$135.00 via first class mail and \$150.00 via FAX. Individual copies cost \$1.00. Trial subscriptions for 13 weeks cost \$65.00 for both the *State Register* and the *Solicitation Announcements*. Binders for 26 issues of the *State Register* are available for \$12.00. These are current prices and are subject to change. Send orders to: 117 University Avenue (Room 110A), St. Paul, MN 55155. Call for information on other subscriptions available from Minnesota's Bookstore.

Minnesota Guidebook to State Agency Services

(651) 297-7963. A directory and guide to state government, the *Minnesota Guidebook to State Agency Services* provides information on all state agencies in the executive, judicial, and legislative branches of government. The *Guidebook*, legislatively mandated in Chapter 14 of *Minnesota Statutes*, tells how the public may obtain information and services, file complaints, make submissions or requests, and secure assistance from state agencies.

The *Guidebook* is a desk reference to state government and gives 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 has data, infor-

mation, and statistics 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 Minnesota's Bookstore. For more information about *Guidebook* submissions, contact the editor.

View the *Guidebook* at: www.comm.media.state.mn.us FAX: (651) 296-8260; TTY: (651) 282-5077. Editorial offices are at 117 University Ave., St. Paul, MN 55155.

Mailing List Service

(651) 296-0930. More than 100 mailing lists of licensed professionals and permit holders (containing public data) are available for public purchase from the Mailing List Service.

These lists include names and addresses of licensed professionals and permit holders in the state of Minnesota. This information is extracted from Minnesota's most recent licensing files, which are updated and managed by the state government agencies required by law to maintain and regulate them. The data is used for communicating educational opportunities for license holders who must complete ongoing continuing education to retain licensure; verifying licensure; recruiting employees; promoting products and services; conducting research and reaching selected license holders for the purpose of promoting political campaigns or for issue-oriented mailings.

Lists can be ordered in several formats: paper printout, cheshire labels, pressure sensitive labels (PSLs), diskettes or electronic files. Lists can be customized using a variety of selections, such as sectional center facilities, zip-codes, counties, licensing dates, continuing education and more. The Mailing List Service also outputs cheshire labels from agency-provided disks.

Selected health care databases are also available for online computer license verification/inquiry, via computer and modem dial-in connection (Minnesota License Line) and through voice verification (Minnesota License Information Service by Telephone).

For additional information, please call or write for a free mailing list catalog or access additional information on the bookstore's web site. The Mailing List Service is located at 117 University Avenue (Room 110A), St. Paul, MN 55155. Credit card orders may be faxed: FAX: (651) 297-8260; TTY: (651) 282-5077

PrintComm

(651) 296-3277; FAX: (651) 296-2265; TTY: (651) 282-5077; Website: www.comm.media.state.mn.us

PrintComm is a printing partnership between the Department of Administration and MINNCOR Industries, utilizing production facilities in St. Paul, Roseville, Moose Lake and St. Cloud. PrintComm serves all branches of state government as well as counties, municipalities, and local city governments. Through the partnership, it provides limited printing services directly to the public.

Services include convenient 'quick copying,' networked digital printing, color copying, high-end film output, graphic design, file manipulation, offset printing, finishing, mailing and delivery. In St. Paul, production operations run 24 hours daily during the week, with customer service staff accessible from 7 a.m. - 7 p.m. weekdays. Value-added services include no-cost training programs for agency customers, expert advice on environmentally sound printing options, pick-up and delivery of proofs and orders at no charge.

The printing facilities produce saddle-stitched books, brochures, posters, flyers, forms, and stationery in both one- and multi-color formats. Bindery options include collating, folding, spiral binding, saddle stitching, cerlox, twin loop, padding, cutting, and drilling.

PrintComm also provides assistance with desktop publishing. Some of the applications supported are QuarkXpress, PageMaker, Adobe Illustrator, Micro Media Freehand, and PhotoShop. PrintComm supports most of these applications on both Macintosh and IBM platforms. Output services include output to high quality paper and film in a variety of resolutions. For more information on this, call (651) 296-3277.

To ensure individualized service, each PrintComm customer is assigned a Sales Representative and a Customer Service Representative (CSR) to assist in all aspects of the project. These include price quotations, filling out the requisition form, developing job specifications, paper selection, bindery options, job status, and delivery. MAPS (Minnesota Accounting and Procurement System) users should include their MAPS order number on the requisition form.

Copy Centers

(651) 296-COPY; FAX: (612) 296-2265; TTY: (651) 282-5077. PrintComm maintains three convenient locations for 'quick copying.' Most jobs can be completed within 24 hours at these centers. One- and two-sided copying in black and white as well as color copying is available. Most services are based on a simple-to-use price list. Binding options include loose leaf on three-hole punched paper, stitched work, or thermal tape binding. MAPS users should include a MAPS order number on the requisition form. Special graphic elements can be added including pictures, reverses, enlargements, or reductions of your originals.

Copies of the price list and Copy Center requisition forms are available from any of the PrintComm Copy Center locations, by calling (651) 296-COPY or by accessing the web site. MAPS users should include MAPS order numbers on the requisition form. Customers may drop off disks or originals, along with a completed Copy Center requisition and pagination sheet, mock-up, etc., at any of three locations:

- **Space Center Bldg.** - 444 Lafayette Road, St. Paul (Human Services Bldg.) main floor, hours 7 a.m.-3:30 p.m.
- **Children, Families & Learning Building,** 1500 West Highway 36, Roseville, hours 7 a.m. - 3:30 p.m.
- **Ford Building,** 117 University Avenue. This location has a convenient drive-up window located on the north side of the Ford Building. Open 7:30 a.m. - 7:00 p.m. OR call (651) 296-COPY for more information or for free pick-up and delivery service.

MailComm

(651) 296-6802; TTY: (651) 282-5077 Located in G-60 of the Transportation Building, MailComm provides a mailing service, which is generally funded, including metering and processing of outgoing federal mail, as well as consultation for agencies on cost-saving postal programs. MailComm also processes interoffice mail.

State agencies within the boundaries of St. Paul are required to use MailComm's mail handling and processing services for outgoing mail. This centralized operation allows small and large agencies to collectively achieve postage savings and also helps to realize operational efficiencies such as staffing, equipment and space.

Postage stamps and post cards are also available for purchase by agencies. Stamps can be used only when metering is not possible. There are no direct charges for interoffice mail services. MailComm provides no services directly to the public. For more information, or a free copy of the MailComm procedures, or a current rate list, call (651) 296-6802.

The **Inserting/Addressing/Warrant Processing Unit** provides addressing services using the following methods:

- Computer labels generated by the customer
- Computer labels generated from the customer's list by the Mailing List Service at (651) 296-0930 or Administration's InterTechnologies Group.
- Cheshire card system
- Word processor

Charges are based on the first 1,000 addressed pieces and each 1000 thereafter. For more information, call (651) 296-9912.

The unit also provides for the insertion of up to six inserts in a standard #10 envelope. The envelope is stuffed, sealed, and postage is applied. For more information, call (651) 296-9913. Addressing and

inserting processes are combined with an in-line mailing service in which a single form sheet is enclosed in a tear-out envelope and electronically addressed (as currently used for state payroll checks).

MailComm also provides in-house bar coding of first class and standard mail to state agencies that generates additional postage savings.

DocuComm

(651) 779-5204; FAX: (651) 779-5203; TTY: (651) 282-5077; 1600 Gervais Avenue, Maplewood, MN 55109

This operation provides a full range of document management services to state agencies and local units of government. These services include conversion of paper records to microfilm or compact disk, secure warehouse storage, retrievals of files, and electronic back-ups, conversion or microfilm or electronic data to compact disk, and production of Computer Output Microfilm.

Offering state-of-the-art microfilm production, as well as assistance with purchasing retrieval equipment, DocuComm helps state and local government reduce storage space and increase retrieval efficiency while providing a document backup program and a flexible but secure media. Microfilm is a legal, inexpensive, and easy-to-use archival replacement for paper.

Many microfilm output formats are available, including hollerith code aperture cards, 35mm film for plans and drawings, roll film, and microfiche. Related services include database design and indexing for Computer Aided Retrieval systems, hardcopy prints from microfilm, document prep service, and sales of raw microfilm, viewer lamps, and other supplies. Microfilm originals are stored in a climate-controlled vault to ensure longevity and provide backup for disaster recovery.

Public and private corporations call on DocuComm to film Wastewater Treatment Plant and Air Quality submissions to Pollution Control Agency specifications, and private companies across the country purchase microfilm copies of Minnesota's Uniform Commercial Code documents. All state documents submitted to the Legislative Reference Library are microfilmed for distribution throughout the State Depository System.

DocuComm provides inexpensive storage of paper files, diskettes, tapes, optical disks, and loaded skids. Record retrievals from paper files are available to authorized agencies with a twenty-four hour turn-around. For a copy of DocuComm's User's Guide, which contains all procedures and forms required to utilize DocuComm, call (651) 779-5204. DocuComm does not take actual ownership of the records, but acts as custodian. All public requests for records must be processed through the owning agencies. DocuComm provides no services directly to the public.

Free local pick-up and delivery, system expertise, and prompt courteous service make DocuComm a convenient and reliable records management resource for state and local government.

Call for a free system evaluation and cost estimate, to request a copy of the publication *Managing Minnesota's Records for the Future*, or for further information.

Materials Management Division (MMD)

(651) 296-1442 Kent Allin, director. The Materials Management Division is responsible for purchasing, contracting, surplus property acquisition, warehousing and disposal, and all other aspects of obtaining goods and services for state agencies.

The division is located at 50 Sherburne Avenue, 112 Administration Building, St. Paul, MN 55155. **(651) 296-2600; TTY: (651) 282-5799; Fax: (651) 297-3996. Website: www.mmd.admin.state.mn.us**

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

STATE USE TASK FORCE - Determine additional methods to achieve the performance goals for public entity purchasing from MN Corrections Industries. The task force consists of sixteen members. Representatives from the state legislature and state senate, MNSCU, University of MN, MN League of Cities, MN Association of Counties, Administrators with purchasing responsibilities from the Dept. of Corrections, Public Safety, Finance, Transportation, DNR, Human Resources, Health and Economic Security. Monthly meetings initially then changing to quarterly. Alternating between Dept. of Corrections and the Dept. of Admin. The task force expires on July 1, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioners of Administration and Corrections. **Compensation:** None. 1998 *Session Laws Chapter 386*. 112 Administration Bldg., 50 Sherburne Ave., St. Paul, MN 55155. (651) 296-2600.

Professional Technical Contracts

Professional Technical contracts are used for services that are intellectual in nature which result in the completion of a task or a report. Two acquisition management specialists, who report to the division's assistant director, are responsible for approving these contracts.

Cooperative Purchasing Venture

The Cooperative Purchasing Venture (CPV) is a members-only purchasing program that enables participants to buy products and services using contracts that have been developed by MMD. Cities, counties, school districts, or any other governmental entity can become a member of the CPV program. Currently the program has over 400 members.

Minnesota Multi-State Contracting Alliance for Pharmacy

The Minnesota Multi-State Alliance is a partnership among 36 states and the City of Chicago, nearly 2,700 state agencies and governmental entities. The Alliance began in Minnesota; the state negotiates its pharmaceutical contracts. The Alliance is not funded by tax dollars, but by administrative fees paid by manufacturers for the pharmaceuticals purchased. The combined total of purchases of pharmaceuticals contracted for the various states grew to approximately \$433 million in 1999-2000, and with the addition of new member states, is soon expected to exceed \$520 million. Under the program, MMD contracts directly with more than 160 pharmaceutical manufacturers and two prime vendor wholesalers, which provide distribution services to alliance members.

Acquisitions

(651) 296-9075. Acquisition Services is responsible for the operation and oversight of the state's purchasing activity, exceeding \$1 billion annually, including the development of standard requirement price contracts, and the purchase of goods and services not on contract. Acquisition's goal is to acquire the necessary goods and services at the best possible price from responsible vendors within the required time to meet the end user's needs. These services are provided through two primary mechanisms. First, more than 1,100 standard requirement price (commodity) contracts exist, providing agencies with immediate access to goods and services. The contracts have already been established by MMD for the state, which means that all legal requirements have been met. Second, agencies also initiate their own requests for goods and services with a requisition for purchase. The agencies' needs are met through a competitive process, with solicitations sent to vendors who are registered with MMD. Solicitations are advertised on the division's web site

(www.mmd.admin.state.mn.us/solicitations.html), which allows any vendor, whether registered or not, to view the solicitation and respond.

Acquisition Services is also responsible for developing methods and goals to meet the requirements of the small business program, encouraging the purchase of recycled and recyclable products, training and certifying state agency personnel for local purchasing, delegating authority to state agency personnel to make direct purchases, and establishing the appropriate level for local purchases. MMD also monitors agency purchases to ensure that purchases are done according to legislated, legal, and ethical standards. By utilizing these various purchasing methods, MMD can maximize the use of leverage of scale in purchasing and compliance with state statutes while providing agencies the flexibility to accomplish their mission.

Environmental Stewardship

The Materials Management Division is responsible for providing opportunities for state agencies and other governmental units to use surplus property and to purchase products and services that are environmentally responsible. The division is responsible for overseeing state personal property disposal in such a way that waste and pollution are avoided or minimized.

Customer Assistance

(651) 296-8489. The customer assistance area serves as the main link between the Materials Management Division and its clients, both vendors and state agencies, and provides internal clerical and administrative support to MMD. Customer Assistance is responsible for:

- **HelpLine Message Center: (651) 296-2600**
- **Website: www.mmd.admin.state.mn.us**
- **Email: mmd.help.line@state.mn.us**

Customers of MMD may call for information on the status of material requests, to obtain answers to questions regarding all division services, and for help in resolving difficulties with services. The goal of the HelpLine is to provide a fast response to inquiries directly or by referring questions to the proper area for quick resolution. The HelpLine also answers phones for all MMD staff located in the Administration Building and provides reception services at MMD's front desk.

Quality Management, Marketing and Information

The Quality Management, Marketing and Information section is responsible for ensuring quality management for all division services, both internally and externally. Promotional visits to state agencies and other clients are part of this section's responsibilities, as is implementing a program to provide information on customer satisfaction to all activities of the division. This section is responsible for preparing information pieces on the division's services. Additionally, this section is responsible for coordinating training for state agencies and division employees, to ensure that all purchases are done according to legislated, legal, and ethical standards.

Vendor Management

The Vendor Management section is responsible for registering and managing all businesses desiring to do business with the state of Minnesota. This section also recruits and certifies targeted group (TG), economically disadvantaged, and other small businesses that are eligible for the Small Business Procurement Program. In conjunction with Acquisitions, it monitors the achievement of purchasing goals. It also provides the central certification and reporting for many government agencies.

Operations Services

(651) 296-0726. Operations Services manages the procurement component of the Minnesota Accounting and Purchasing System (MAPS) and provides centralized services related to the acquisition, merchandising, distribution and disposal of federal and state surplus personal property to state agencies, local units of government, and

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

SMALL BUSINESS PROCUREMENT ADVISORY COUNCIL -

The council advises on the Small Business Procurement Program, reviews complaints from vendors, and reviews compliance reports. The council consists of thirteen members with no membership restrictions. Meetings are held on the third Thursday of the month at 11:00a.m. at 112 Administration Bldg. The council expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioner of Administration. **Compensation:** \$55 per diem. *Minnesota Statutes 16C.17. 112* Administration Bldg., St. Paul, MN 55155. (651) 297-4412.

eligible private, nonprofit agencies. Operations Services provides the centralized sale of office supplies and products to state agencies, local units of government, state colleges and universities, school districts, legislative and judicial branches of government, and federal agencies.

Minnesota Accounting and Procurement System (MAPS)

MAPS Help Desk: (651) 215-0488. The MAPS Help Desk provides technical assistance to agency purchasers experiencing difficulty entering transactions into MAPS.

The Systems Support section guides the development and maintains the operation of the procurement component of the Minnesota Accounting and Procurement System (MAPS). This is the system agencies use to communicate purchase needs to the acquisitions activity and which MMD uses for awarding and generating purchase orders. MAPS provides buyers and vendors better electronic tools to conduct their business. MAPS is a complete system that processes all types of purchases made by the State of Minnesota, and provides quicker access to information on all phases and types of purchases than in the past.

Central Stores

(651) 296-2111. Central Stores is a distribution center with an annual sales volume of \$8 million that acquires, warehouses, sells, and distributes approximately 900 office products and common-use forms to all state agencies, judicial and legislative branches of government and local units of government. Its partnership with a private office products vendor offers an additional 24,000 items to customers. Customers use a catalog to prepare their orders. Customers are encouraged to place their orders electronically at www.cstores.org or through the Minnesota Accounting and Procurement System (MAPS). Customers can pick up their orders or have them delivered. The store operates through an enterprise revolving fund, much like any marketplace activity. The store's goal is to provide its customers quality office products and service at a competitive price, while maintaining financial viability. Central Stores is located at 321 Grove Street, St. Paul, MN 55101.

Surplus Services

(651) 639-4024. Surplus Services processes federal and state surplus property for reuse by state agencies, local units of government, and eligible nonprofit organizations. This activity acquires, warehouses, sells, distributes, auctions, recycles, and disposes of surplus personal property from the federal government, state agencies, and local units of government.

The activity consists of two primary units: State Surplus Property and Federal Surplus Property. The section operates through an enterprise revolving fund and charges for the products and services it provides. Its goal is to provide to customers the best service and leadership through teamwork and responsiveness to needs while maintaining financial viability. The State Distribution Center is located at 5240 Highway 8 (County Road I and I-35W), Arden Hills, MN 55112. Services are provided in the following areas:

State Surplus Property

(651) 639-4024. Surplus Services assists state agencies and approves the appropriate method of disposing of their surplus property according to state law. The methods of disposal include: recycling, transfer between state agencies, transfer to local units of government, or other organizations eligible to participate in the federal surplus property program, and public sale through sealed bids, prepriced, consignment/donations, garage sale, or public auction. Nominal fees are charged for services such as transportation, warehousing, or for charges by third parties. Surplus property and office products are on display and available for sale at the State Distribution Center. In appropriate circumstances, the surplus property may remain with the agency until its transfer or disposal.

Federal Surplus Property

(651) 639-4024. Surplus Services works with customers to determine their property needs, then seeks to meet those needs by obtaining federal surplus property. The program obtains and displays items such as office desks, file cabinets, clothing, generators, hardware, plumbing and electrical supplies, small motors, appliances, and a variety of vehicles such as autos, trucks, ambulances, caterpillars, etc. The property is available for a nominal service charge. The price is based on the transportation and handling costs of acquisition, warehousing, and distribution. The property is on display at the State Distribution Center for sale to authorized customers.

Auction Program

(651) 639-4024. Surplus Services holds several auctions at various sites throughout the year where the general public can bid on state surplus property or property confiscated by state or local government agencies. The property may include cars, trucks, and other vehicles, as well as a variety of machinery such as lawnmowers, tillers, plows, and other items. A list of available items, as well as auction dates and times, is available through MMD's web page or by calling the Auction Hotline (651) 296-1056.

Risk Management Division

(651) 296-1001 Fred Johnson, director. The Risk Management Division is responsible for the development and operation of the state's risk and insurance management program to minimize the exposure to financial loss and to provide the most economical funding alternatives. The division operates the state's risk management fund, which provides self-insurance for state agencies for property and casualty coverages including automobile liability, general liability, and other insurance coverages requested by state agencies. The division maintains the state's risk management information systems, administers property-casualty programs for purchased insurance, and works closely with all units of state government as a consultant on their risk and insurance management needs.

The division is located at 50 Sherburne Avenue, 309 Administration Building, St. Paul, MN 55155. TTY: (651) 296-6280; FAX: (651) 297-7715.

Travel Management Division

(651) 296-2163 Tim Morse, director. The Travel Management Division offers passenger vehicle and light truck fleet services to state

agencies and political subdivisions. The division also administers the state's commuter van and travel programs. Since Travel Management receives no appropriated dollars from the state's General Fund, the division must earn and maintain sufficient business volume to remain viable. This unique model for the state's provision of internal fleet and travel services ensures that Travel Management offers a reasonable mix of products, pricing, and service.

The division and the state motor pool is located near the St. Paul airport, Holman Field, at 296 Chester Street, St. Paul, MN 55101. Toll-free: (800) 366-2899; FAX: (651) 296-3911; Minnesota Relay Service: (800) 627-3529 or www.tmd.mn.us

Vehicle Rentals

(651) 296-2163. Vehicle reservation for daily or weekly use can be made online at www.tmd.state.mn.us or by calling the rental counter. The rental counter is open daily from 7:30 a.m. through 5:00 p.m. for the pick-up and return of vehicles, although vehicles may be returned after hours and keys placed in a drop box.

Vehicle Leases and Fleet Services

(651) 282-2353. A variety of leasing programs and fleet services are available to state agencies, counties, cities, school districts and other political subdivisions. Fleet services include one time repair or preventive maintenance, Ethanol 85 fuel, fluids, car washes, accident management and auction preparation. Additional information is available at www.tmd.state.mn.us or may be requested by contacting the operations manager.

Maintenance and Repair Services

(651) 296-2163. Maintenance and repair services include preventive maintenance, mechanical repair, tire repair, roadside assistance, over-the-counter parts and car washes. These services are performed on travel management owned vehicles and like vehicles owned by other agencies. The Maintenance and Repair Service Facility is open from 8:00 a.m. to 5:00 p.m. A waiting room equipped with a data connection and vending machines is available and loaner vehicles may be reserved, subject to availability, when scheduling an appointment. For additional information or to schedule an appointment, call (651) 296-2163, option 1.

Commuter Van Program

(651) 296-2163. The Commuter Van program provides 7- and 12-passenger vans to be used by state employees and others to travel between their homes and work locations. State employees and citizens are eligible to join a van pool, as long as the assigned and alternate drivers are state employees and state employees constitute the majority of riders in the van. Additional information is available at www.tmd.state.mn.us or by calling the commuter van coordinator.

Travel Program

(651) 282-2353. Several travel agencies are under contract and available for use by state agencies and their travelers. Contact for these travel vendors, additional travel information, and the State Travel Policy are available at www.tmd.state.mn.us or by calling the operations manager.

Office of Administrative Hearings

100 Washington Square, Suite 1700, Minneapolis, MN 55401-2138

Phone: Administrative Hearings: (612) 341-7600; TTY/TDD: (612) 341-7346

Workers Comp Hearings: (612) 341-7635

Workers Comp Settlement: (651) 297-3663

Fax Numbers: Administrative Hearings: (612) 349-2665

Workers Comp Hearings: (612) 349-2691

Workers Comp Settlement: (651) 282-5404

Website: www.oah.state.mn.us

Chief Administrative Law Judge Kenneth A. Nickolai

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

THE MINNESOTA OFFICE OF ADMINISTRATIVE HEARINGS (OAH) was created as an independent state agency in 1975 through the Minnesota Administrative Procedure Act in order to provide fair and impartial hearings for persons adversely affected by state agency actions. The hearings are conducted more informally than judicial branch hearings.

Administrative Law Judges employed by OAH preside over three kinds of administrative proceedings:

1. Hearings for state agencies that are required by law to provide hearings when proposing or taking actions that adversely affect people;
2. The process that state agencies use for adopting rules. This insures that members of the public have a meaningful opportunity to participate in state rule making; and
3. Hearings for local units of government on a variety of issues.

Workers' Compensation Judges employed by OAH preside over two other kinds of administrative proceedings:

1. Hearings to establish workers' compensation benefits; and
2. Workers' compensation settlement conferences.

Each year, OAH's administrative law judges and workers' compensation judges preside over several thousand hearings and settlement conferences throughout the State of Minnesota. OAH has offices located in Minneapolis, St. Paul, Duluth and Detroit Lakes. Also, administrative law judges and workers' compensation judges travel to conduct hearings and settlement conferences in many other communities throughout the state to accommodate the parties.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

ADMINISTRATIVE HEARINGS OFFICE - The Office conducts all hearings of state agencies as required by *Minnesota Statutes*, Chapter 14 and all workers' compensation hearings as required by *Minnesota Statutes* 176. The chief administrative law judge must be learned in the law and is appointed by the governor with the advice and consent of the senate. This is a full-time position with a six-year term. The chief administrative law judge appoints other administrative law judges and compensation judges as necessary to fulfill the duties of the office. **Appointing Authority:** Governor. Senate Confirmation. **Compensation for Chief Judge:** \$96,727.00 per year. **Required to file Statements of Economic Interest:** chief and administrative law judges; compensation judges.

Administrative Law Hearings

There are nine administrative law judges. Contested case hearings conducted by administrative law judges are typically in the areas of human rights, employee discipline, public utilities, professional licensure, business regulation and environmental quality. Administrative Law Judges make either a final decision or a recommendation, depending on the type of case involved. Where a recommendation is prepared, the governmental agency involved makes the final decision. Final decisions of state agencies are appealed to the Minnesota Court of Appeals.

Continuances for the hearings are requested through the administrative law judge assigned to the contested case. There must be good cause for the request for continuance.

Accommodations for interpreters or disabilities can be requested by calling (612) 341-7600 if you have a hearing scheduled. The TTY/TDD number is (612) 341-7346.

Subpoenas can be obtained for administrative law hearings. Call (612) 341-7642 for any questions. There may be a fee for the Subpoena.

Transcripts and copies of the record may be requested by calling (612) 341-7642. Fees are based on the length of the hearing.

Administrative hearings are conducted according to *Minnesota Statutes*, Sections 14.57 through 14.62. These can be found in any public library or on the internet at www.revisor.leg.state.mn.us. The rules for the contested cases, *Minnesota Rules*, parts 1400.5100 through 1400.8401 can also be found at any public library or at the same website listed above. Additional information can also be found at www.oah.state.mn.us.

The office has a booklet available for parties who are not represented by attorneys that provides a general explanation of how administrative hearings are conducted. The booklet is also available at our website noted above.

Workers' Compensation Conferences and Hearings

There are 35 workers' compensation judges who conduct settlement conferences, pretrial hearings, trials, issue final decisions and approve any settlement agreements between the parties. Decisions of the judges may be appealed to the Workers' Compensation Court of Appeals.

Continuances for the hearings are requested through the hearings calendar judge. Resets for the settlement conferences are requested through the settlements motion judge if request is made prior to the date of the settlement conference. There must be good cause for the request for continuance.

Accommodations for interpreters or disabilities can be requested by calling (612) 341-7635 if you have a hearing scheduled. Accommodations for interpreters or disabilities can be requested by calling (651) 297-3663 if you have a settlement conference scheduled.

Subpoenas can be obtained for workers compensation hearings by calling (612) 341-7635. There is no fee for the subpoena.

Transcripts and copies of the record may be requested by calling (612) 341-7343. Fees are based on the length of the hearing.

Workers compensation hearings and settlement conferences are conducted through *Minnesota Statutes*, Chapters 176. These can be found on the internet at www.revisor.leg.state.mn.us

At the Office of Administrative Hearings, our goal is to provide fair hearings to all persons. We welcome comments from persons who participate in administrative hearings to help us ensure that our process

is inclusive and that every participant is treated fairly. Comments and complaints are important to maintaining and improving the hearing process. Any individual or group may file a comment or complaint. For comments, you may write a letter to the Chief Administrative Law Judge, Kenneth Nickolai. If you wish to file a formal complaint, you may contact (612) 341-7635 for a Formal Complaint Form or look at our website for the form.

Minnesota Board on Aging

444 Lafayette Road, St. Paul, Minnesota 55155-3843

(651) 296-2770; Fax: (651) 297-7855

Ombudsman for Older Minnesotans: (651) 296-0382
or 1-800-657-3591

Senior LinkAge Line 1-800-333-2433

Website: www.mnaging.org

Email: firstname.lastname@state.mn.us

Chair Ken Moritz; Executive Director Jim Varpness



Minnesota Statutes, Section 256.975; *Minnesota Rules*, Parts 9555.0100-9555.1600

THE FIRST OF ITS KIND IN THE NATION, THE MINNESOTA BOARD ON AGING (MBA) was established in 1956 to plan for and meet the special needs of our state's seniors. The governor appoints 25 members to the MBA from areas throughout the state. The board administers more than \$30 million in federal and state grants each year. The grants are awarded to Area Agencies on Aging (AAAs) and other providers to fund a network of services for seniors, including nutrition programs, information-and-referral assistance through the Senior LinkAge Line®, protection of vulnerable adults, health and wellness programs, and volunteer programs. Grants are aimed at developing or expanding programs designed especially for the elderly, and many are geared to eventual local support with decreasing federal financing.

The board develops service programs after seeking input from seniors, and it stimulates public interest in aging issues. In an effort to ensure that board decisions are responsive to senior needs, the board works with local, regional, and state advisory committees. The MBA does not provide direct service to the public, with the exception of information-and-referral with the Senior LinkAge Line® (1-800-333-2433) and assistance with nursing home, acute care or home care complaints through the Ombudsman for Older Minnesotans program (1-800-657-3591).

Board meetings are open to the public. Meetings are usually held the third Friday of the month except January, May, August and November.

The MBA sets direction for initiatives and programs that are administered through Area Agencies on Aging. The 14 AAAs are located regionally throughout the state and work to ensure that aging services meet community needs. Working in conjunction with the MBA, the AAAs plan for and promote the development of new aging services; coordinate existing services; administer MBA and local grants to fund a number of Older Americans Act programs; and offer technical assistance to aging programs.

The MBA and AAAs administer a statewide nutrition program for older Minnesotans that provides more than 3,600,000 meals a year to approximately 90,000 people from 440 senior dining facilities throughout the state. The program offers older persons, particularly those with low incomes, inexpensive, nutritionally balanced meals served in strategically located centers such as schools, churches, community centers, and senior centers. Besides promoting health through improved nutri-

tion, the program reduces isolation by promoting social interaction. Home delivered meals are provided for those unable to partake in the senior dining program.

The MBA and AAAs also manage the Senior LinkAge Line®, which helps seniors and their families identify needs and find resources. The toll-free information-and-referral line operates five days a week from 8 a.m. to 4:30 p.m.

The board provides support to the Ombudsman for Older Minnesotans, which investigates concerns, mediates disputes and advocates for seniors in long-term care, acute care, and home care facilities. Ombudsman offices are located throughout Minnesota; the central office is in St. Paul. (651) 296-0382.

The board administers three major programs that provide volunteer services to older Minnesotans as well as to children: the Retired Senior Volunteer Program (RSVP), the Senior Companion Program, and the Foster Grandparent Program. RSVP enables older persons to provide services in a variety of ways, including working in schools, libraries, museums, reading to the blind, distributing home delivered meals, preparing tax returns for the elderly, etc. Senior Companion Program provides an opportunity for low-income senior citizens to volunteer their time to serve people in need of close, meaningful relationships in their homes or in health care facilities. The Foster Grandparent Program allows low income older people to develop ongoing one-to-one relationships with mentally retarded, emotionally disturbed, learning disabled or other children having special needs.

The board's Web site (www.mnaging.org) includes a Public Benefits Counselor who helps seniors identify state and federal programs for which they may be eligible. The board publishes a newsletter called "Senior Spotlight" and a legislative update called "Senior Advocate FYI." To obtain free subscriptions, contact the Minnesota Board on Aging at (651) 296-2770 or 1-800-882-6262.

The MBA produces publications that help seniors live healthier lives or access programs and services. Publications include "Planning Ahead for Incapacity," "Got questions about your legal rights?" "Seniors - Could you use more money? You may qualify for these programs" "Strike Out Stroke," "Arthritis doesn't have to slow you down," "Wisdom Steps - a health prevention program for American Indian elders" and more.

Each year, the board sponsors the Outstanding Senior Citizen competition with the Minnesota State Fair and the Federation of County Fairs.

For more information call or write the Minnesota Board on Aging or your local.

Area Agencies on Aging (www.minnesota-aaa.org):

Northwest Area Agency on Aging

Serving counties of Kittson, Marshall, Norman, Pennington, Polk, Red Lake, Roseau.
(218) 745-6733; FAX (218) 745-6438;
115 South Main Avenue, Warren, MN 56762

Headwaters Area Agency on Aging

Serving counties of Beltrami, Clearwater, Hubbard, Lake of the Woods, Mahnommen.
(218) 751-3108; FAX (218) 751-3695;
P.O. Box 906, 403 4th Street, Bemidji, MN 56601

Arrowhead Area Agency on Aging

Serving counties of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, St. Louis.
(218) 722-5545 ; FAX (218) 529-7592; toll-free: 1-800-232-0707
221 West 1st St., Duluth, MN 55802

West Central Area Agency on Aging

Serving counties of Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse, Wilkin.
(218) 739-4617; FAX: (218) 739-4618;
P.O. Box 726, Fergus Falls, MN 56537

Region Five Area Agency on Aging

Serving counties of Cass, Crow Wing, Morrison, Todd, Wadena.
(218) 894-3233; FAX: (218) 894-1328;
611 Iowa, Staples, MN 56479

Mid-Minnesota Area Agency on Aging

Serving counties of Kandiyohi, McLeod, Meeker, Renville.
(320) 235-8504 ; FAX (320) 235-4329; toll-free: 1-800-450-8608
333 West 6th Street, Lower Level, Willmar, MN 56201

Upper Minnesota Valley Area Agency on Aging

Serving counties of Big Stone, Chippewa, Swift, Lac Qui Parle, Yellow Medicine.
(320) 289-1981 ; FAX: (320) 289-1983; toll-free: 1-800-752-1983
323 West Schlieman, Appleton, MN 56208

East Central Area Agency on Aging

Serving counties of Chisago, Isanti, Kanabec, Mille Lacs, Pine.
(320) 680-4065; FAX: (320) 679-4120;
100 South Park Street, Mora, MN 55051

Central Minnesota Council on Aging

Serving counties of Benton, Sherburne, Stearns, Wright.
(320) 253-9349; FAX: (320) 253-9576;
600 25th Avenue South #201, St. Cloud, MN 56301

Southwestern Area Agency on Aging

Serving counties of Cottonwood, Jackson, Lincoln, Lyon, Murray, Nobles, Rock, Pipestone, Redwood.
(507) 836-8547; FAX: (507) 836-8866; 2401 Broadway Ave S., Suite 2, Slayton, MN 56172-1142

Region Nine Area Agency on Aging

Serving counties of Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, Watonwan.
(507) 387-5643 ; FAX: (507) 387-7105; toll-free: 1-800-450-5643
410 Jackson Street, P.O. Box 3367, Mankato, MN 56001

Southeastern Minn. Area Agency on Aging, Inc.

Serving counties of Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Rice, Olmsted, Steele, Wabasha, Winona.
(507) 288-6944; FAX: (507) 288-4823;
421 SW 1 Avenue, Room 201, Rochester, MN 55902

Metro Area Agency on Aging, Inc.

Serving counties of Anoka, Carver, Dakota, Ramsey, Hennepin, Scott, Washington.
(651) 641-8612; FAX: (651) 641-8618;
1600 University Avenue West, Suite 300, St. Paul, MN 55104

Minnesota Chippewa Tribe Area Agency on Aging

Serving White Earth, Leech Lake, Bois Forte, Grand Portage Reservations.
(218) 547-2677; FAX: (218) 547-2167;
P.O. Box 217, Cass Lake, MN 56633

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA BOARD ON AGING - The board develops, coordinates, evaluates, and administers federal and state funds for programs for the aging; makes grants to 14 area agencies on aging and non-profit agencies; serves as advocate for older persons. The board consists of twenty-five members including at least one member from each congressional district. Monthly meetings on the third Friday of each month, committee meetings are the preceding day at 444 Lafayette Rd., St. Paul. Does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers.

Minnesota State Agricultural Society (Minnesota State Fair)

1265 Snelling Avenue North, St. Paul, MN 55108

Phone: (651) 642-2200; Fax: (651) 642-2440

Website: www.mnstatefair.org

Email: fairinfo@mnstatefair.org

Executive Vice President Jerry Hammer



Minnesota Statutes, Chapter 37

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 is also made available for public use on a year-around basis for special events and shows and for storage purposes—on a rental basis.

The mission of the State Agricultural Society is to educate and involve our guests by providing a world-class showcase that is innovative, entertaining and fun. We strive to provide outstanding customer service, offer exceptional value, showcase Minnesota's finest agriculture, art and industry, present an unparalleled forum for knowledge and ideas, provide a safe, clean environment that is accessible to all and create unique experiences.

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 funds are used for operations, maintenance and for capital improvements to the physical plant. 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. In its 140-year history, the fair has received only \$3.5 million in appropriated funds. The bulk of these 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. No public subsidy of any kind has been used by the fair since 1949.

The society came into being as a territorial organization in 1885. 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 for the purpose of conducting the annual fair. 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.

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. During the past decade, attendance at the annual exposition has averaged 1.6 million each year. The fair is agricultural in nature and features livestock judging, horse shows and rodeos, fine arts and home craft competitions and farm equipment plus commercial complexes, food concessionaires, an auto race, big-name entertainment and a carnival midway.

The Board of Managers 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-year or 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, 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 an executive vice-president for a one-year term. The executive vice president 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 approximately 60 employees who work under the supervision of the executive vice-president.

The society's members, chief and deputy administrative officers are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Facilities for the Disabled

Facilities for people with disabilities on the fairgrounds include accessible restrooms, telephones, paved streets and sidewalks, curb cuts, accessible seating in the Grandstand, Coliseum and free stages, reserved parking areas, drop-off points, interpretive services, listening devices and wheelchair rental service. An accessibility guide listing all services is available through the guest services office by calling (651) 642-2448; (651) 642-2372 (tty) or may be requested by writing Guest Services, Minnesota State Fair, 1265 Snelling Avenue North, St. Paul, Minnesota 55108.

Employment Opportunities

Year-around Employment Opportunities: When a year-around position is available, it will be posted on our web site (www.mnstatefair.org). If you are interested in year-around employment, mail your resume to Employment Services, Minnesota State Fair, 1265 Snelling Avenue North, St. Paul, Minnesota 55108. Most positions require that applicants have a valid driver's license, a high school diploma or a GED, and be at least 18 years old. We will only contact you if a position is available that matches your interests, skills and experience. Your resume or application will be kept on file for one year.

Summer Employment Opportunities: We usually have positions available during the summer on our grounds crew and grass crew and in our box office. In addition, a limited number of office positions are available. Applicants need to be 18 years of age or older for most of these positions. The grounds crew and grass crew positions also require that the applicant have a valid driver's license. Beginning April 15 please stop by the Administration Building on the fairgrounds to complete an application for employment for a summer position. Office hours are 8 a.m. to 4:30 p.m., Monday through Friday.

Fair-time Employment Opportunities: Thousands of employment opportunities are available for the annual Minnesota State Fair. The fair is a fun place to gain work experience, meet people, earn money and enjoy the fair. There are fair-time jobs for ticket takers, ticket sellers, parking attendants, cashiers, retail sales, food service, etc. Stop by the employment services office on the fairgrounds begin-

ning June 1 to complete a job registration. Most employers will only hire applicants that are available all 12 days of the fair and 16 years of age or older. Some positions require that applicants are 18 years of age or older.

Contact Information: Employment Services, Minnesota State Fair, 1265 Snelling Avenue North, St. Paul, MN 55108; Telephone: (651) 642-2275; e-mail: employment@mnstatefair.org.

Organization

The fair staff is divided into seven divisions.

Administration Division:

(651) 642-2215, Mary Mannion, division director. This division consists of three departments handling guest, staff and employment services. The division also handles real estate transactions, serves as liaison with the Board of Managers and handles legislative issues and contacts.

Guest Services provides fair guests with information booth staff and kiosks, telephone operators, customer service and care and assistance centers. Most informational brochures originate in this department. Staff also deals with accessibility and Americans with Disabilities Act issues. Guest Services supervisor (651) 642-2446.

Employment Services provides all necessary staff and support for the hiring of full-time, seasonal and fair-time employees. (See Employment Opportunities, above) Staff training also falls under this department. Employment Services Supervisor (651) 642-2403.

Staff Services handles year-around personnel issues including insurance benefits and retirement and is also charged with the responsibility of enforcing the fair's harassment policy. Staff and Employment Services Coordinator (651) 642-2452.

Competition Division

(651) 642-2345 Marie LeFebvre Franzen and Jill Nathe, competition supervisors. The division manages displays and competitive exhibits open to public participation in the following areas: bee culture, cattle, Christmas trees, creative activities, crops, dairy, education, fine arts, flowers, 4-H, fruit, FFA, goats, horses, llamas, meats, poultry, rodeo, sheep, swine and vegetables. Premium lists showing categories for competition and prizes available, judging schedules, rules, entry fees and deadlines vary with each department.

Entertainment Division

(651) 642-2223, Chris Tahti, division director. This division selects, contracts and produces all entertainment scheduled for the Minnesota State Fair. Included are Grandstand entertainment and production and the annual auto race [division director (651) 642-2223]; free stage entertainment and special grounds attractions, Free Entertainment

Supervisor (651) 642-2478; daily parade, the annual 8k run and two amateur talent contests. The Entertainment Assistant can be reached at (651) 642-2218.

Finance Division

(651) 642-2208, Marshall Jacobson, finance director. The *Finance Division* is responsible for all State Fair fiscal matters and is the State Fair's principal contact with the Office of the Legislative Auditor. Specific functions include payroll and payables, accounting, receipts management, banking, ticket audit and computer services. The division also includes the business management group which handles purchasing and procurement, inventory and storeroom.

Marketing Division

(651) 642-2254, Brigid McGough, marketing supervisor. The *Marketing Division* manages all State Fair advertising and public relations programs, providing information on fair events and activities through news releases, paid advertising, special promotions, brochures and web site. The division also handles the Fair's sponsorship program. The Group Sales department (651) 642-2253 and Box Office (651) 642-2229 are also housed within the Marketing Division.

Operations Division

(651) 642-2206, Brian Hudulla, division director. The *Operations Division* includes year-around management of the physical plant including construction, maintenance and mechanical services, and fair-time management of admissions, forage, parking, park and ride, sanitation and public safety departments.

Sales Division

(651) 642-2404, Mark Birk, division director. The *Sales Division* administers all fair-time concessions and commercial exhibits. Rental fees for fair-time food and beverage concessions are based upon a percentage of gross sales. Rental fees for other types of concessions and commercial exhibits generally are based on front footage. To register interest in obtaining a commercial space license, or to obtain information on commercial exhibit space at the State Fair, contact the division (651) 642-2404. This division also manages off-season rental of fairgrounds facilities from mid-September through early August.

Facilities are used extensively for horse and livestock shows, retail sales, antique and collector shows, auto exhibitions and athletic events. Individuals, businesses and organizations may contract for use of these facilities along with event support services. (651) 642-2214.

Brochures and Information

Information changes annually and most brochures and pamphlets are not available until June 1 for the upcoming fair. All information may be requested at (651) 642-2200 or by writing to Minnesota State Fair, 1265 Snelling Avenue North, St. Paul, Minnesota 55108, or e-mail us at Fairinfo@mnstatefair.org.

Agricultural Utilization Research Institute (AURI)

Website: www.auri.org

Executive Director Edgar Olson; Deputy Director Keith Sannes

AURI Northern Office: (800) 279-5010 or (218) 281-7600
Owen Hall Annex, UM-Crookston,
P.O. Box 599, Crookston, MN 56716-0599

AURI Central Office: (320) 589-7280
613 ½ Atlantic Avenue
P.O. Box 188, Morris, MN 56767-0188

AURI Southwest Office: (507) 537-7440
1501 State Street, Marshall, MN 56258

AURI Southeast Office: (507) 835-8990
12298 350th Avenue
P.O. Box 251, Waseca, MN 56093

AURI St. Paul Office: (651) 603-8108
1380 Energy Lane, Suite 210 West
St. Paul, MN 55108

Minnesota Statutes, Section 1160.09

THE AGRICULTURAL UTILIZATION RESEARCH INSTITUTE (AURI) is a nonprofit corporation created to improve the economy of rural Minnesota through the development of new uses, new markets and value improvements for the state's agricultural commodities.

AURI provides technical assistance, product feasibility and analysis, business needs assessments, access to laboratory facilities and technology transfer services to Minnesota businesses that add value to agricultural commodities. AURI services are available to agri-businesses, farmer-owned cooperatives, commodity groups and entrepreneurs with innovative ideas for utilizing Minnesota commodities.

To access AURI assistance please contact any of the above office locations.

Clients include for-profit businesses, cooperatives, commodity groups and entrepreneurs.

AURI is a unique organization that blends applied research, product development and feasibility evaluation, technical assistance and market feasibility assessment with unique laboratory facilities and scientific expertise. These services are available to assist and support the development of new ag-based products in Minnesota.

AURI Assistance Includes:

- Technical assistance
- Product feasibility testing
- Product development assistance
- Technology Transfer
- Business needs assistance
- Market evaluation assistance
- Available matching grants for qualifying projects
- Links to other resources

AURI assists along product development steps from feasibility testing to market assessment. Field offices and technical staff work one-on-one with clients to address their needs and can help advance products to reach emerging markets.

In addition to working with Minnesota businesses, AURI also pursues initiatives to identify major commodity impact opportunities.

Technical Services

AURI offers unique technical services to conduct applied research and provide support for projects. Technical staff assists in product development, prototyping and analysis. Staff has expertise in food product development, industrial materials, fats and oils, waste and co-product utilization, microbiology, fibers, aquaculture, dairy and animal products. Staff are located at laboratories and pilot plants throughout Minnesota and are available to clients statewide.

AURI Programs

• Initial Project Assessment Program

The Initial Project Assessment (IPA) is available to applicants who can demonstrate that their project will impact the use of existing commodities or alternative crops and livestock. The IPA will help determine the feasibility of an ag-based product or technology before the applicant invests a great deal of time and money.

• Market Assessment Program

The Market Assessment Program (MAP) assists in identifying opportunities for developing new or alternative markets that add value to Minnesota farm commodities and benefits Minnesota producers. This program is specifically designed for projects where a business of research partner is not yet involved in the commercialization process.

• Technology Transfer Program

The Technology Transfer Program assists in the transfer of technology developed at private and public institutions to businesses within the state of Minnesota. It is designed to identify and develop technologies that will add value to agricultural commodities and foster long-term economic growth.

AURI Facilities

AURI has laboratory facilities to conduct analytical research and to provide technical support for new and improved ag product development. In most cases, these facilities are available to Minnesota businesses and organizations at no cost. These labs and pilot plants offer the opportunity for research and development as well as new product testing.

• Fats and Oils Laboratory - Marshall, MN

(507) 537-7440, Max Norris. The primary focus of the fats and oils lab in Marshall is on value-added products resulting in cost-effective oilseed processes, feedstocks and product performance in the marketplace.

• Pilot Plant and Laboratory - Crookston, MN

(218) 281-7600, Todd Sisson. AURI's pilot plant and laboratory in Crookston is available for testing food and ag-based industrial products with commercial processing equipment. The Crookston facility also includes a laboratory and kitchen for quality assurance, analytical services and nutritional analysis.

• Product Development Laboratory - Crookston, MN

(218) 281-7600, Charan Wadhawan. AURI's product development lab in Crookston is available to those seeking to introduce new foods to the marketplace. It is especially focused on smaller companies and entrepreneurs who are developing and commercializing new food products.

• Waste Utilization Laboratory - Waseca, MN

(507) 835-8990, Jack Johnson. This facility in Waseca is used for the development of new uses for plant and animal by-products the present

environmental and economic opportunities. Focus areas include animal manures, mortalities, ag processing by-products and crop residues.

• Meat Laboratory - Marshall, MN

(507) 537-7440, Darrell Bartholomew. The meat laboratory in Marshall is used for formulation and analytical assessment of animal products. This USDA inspected facility includes equipment for developing and testing new products.

Additional information on AURI can be found at the AURI website: www.auri.org

Department of Agriculture

90 West Plato Boulevard, St. Paul, MN 55107-2094

Phone: (651) 297-2200; Fax: (651) 297-5522

Email: webinfo@state.mn.us

Website: www.mda.state.mn.us

Commissioner Gene Hugoson

Deputy Commissioner Sharon Clark

Assistant Commissioner Perry Aasness

Assistant Commissioner Jim Boerboom

Assistant Commissioner Tom Masso



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

THE MINNESOTA DEPARTMENT OF AGRICULTURE (MDA) is responsible for ensuring the food we eat is safe and wholesome all the way from the farm until it reaches the consumer. Its mission is to work toward a diverse agricultural industry that is profitable as well as environmentally sound; to protect public health and safety regarding food and agricultural products; and to ensure orderly commerce in agricultural and food products. The MDA administers inspection programs to ensure the wholesomeness of foods, milk and animal feeds. The agency is responsible for pesticide, fertilizer, weed, feed and seed regulations. The MDA is also the only state agency that promotes the development of Minnesota agriculture and its related industries, which together are responsible for nearly one-quarter of all the jobs in Minnesota.

Background

The Minnesota State Dairy Commission, a forerunner of the Agriculture Department, was created in 1885 for the limited purpose of prohibiting the sale of oleomargarine 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 the 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 Agriculture Department and the Dairy and Food Departments 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.

In 1961 the name of the consolidated department was changed to the Minnesota Department of Agriculture. Today 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

(651) 296-2857; Fax (651) 297-5522 Gene Hugoson, commissioner. The Commissioner and his staff are responsible for the overall administration of the 550-person Minnesota Department of Agriculture. The Commissioner serves as a spokesperson for Minnesota agriculture throughout the state and nation, and also within the state's executive branch of government. The Commissioner and his staff set policy directions for the agency. Every two years, the Commissioner and his staff are responsible for preparing the agency's budget and presenting it to the legislature. Legal issues are also administered within the Commissioner's office. The Commissioner and his staff also actively represent the interests of Minnesota agriculture in Washington, D.C. Citizens wishing to bring issues to the Commissioner's attention can reach him on a toll-free hotline by calling 1-800-967-AGRI (2474).

The Commissioner, deputy and assistant commissioners are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

The Commissioner's Office houses communications functions for the MDA. The goals of MDA communications include service as the primary media contact, offering information to the public, promoting MDA services and communicating MDA policies on various issues. These messages are targeted at stakeholders including farmers, consumers, agribusinesses, media, government officials and non-government organizations.

Policy and Legal Analysis Section

(651) 297-1551 Sharon Clark, deputy commissioner. Responsibilities focus on collecting issue information and monitoring agriculture policy. This section coordinates legal services to the department, including rule writing, data practices and department legislative activity. It monitors legislative sessions and coordinates the department's legislative initiative process.

It also administers the following programs:

- **Farmers' Market Nutrition Program.** This program supplements the Women, Infants and Children (WIC) program administered by the Department of Health by providing WIC participants with vouchers that can only be used at farmers' markets for fresh, locally grown fruits and vegetables.
- **Agriculture Information Center Grants.** Six regional agriculture information centers located around the state receive grant funds through the department. The services offered by the centers reflect the needs of the area in which they are located, but all provide financial analyses for farming operations.

The MDA is organized into three program areas: Protection Services, Marketing and Promotion, and Support Services.

Protection Services Program Area

Protection Services is responsible for:

- **Protecting the public health and safety** by ensuring a safe and wholesome food and dairy supply.
- **Preventing fraud** in the manufacture and distribution of food, animal feeds, fertilizers, seeds, pesticides and similar items.
- **Administering inspection and regulatory programs** that encompass the production, processing and consumption of agricultural products.
- **Inspecting and certifying** both bulk (or raw) and processed Minnesota agricultural products so that they enter into intrastate, domestic and international markets without delays or restrictions.
- **Protecting water quality and natural resources** by promoting voluntary and regulatory Best Management Practices for agricultural chemicals (i.e., pesticides and fertilizers).
- **Protecting natural resources** through plant pest monitoring, exotic pest interception and biological control efforts.
- **Provides comprehensive laboratory testing** of samples submitted in support of inspection activities.

Agronomy and Plant Protection Services Division

(651) 296-5639; Fax (651) 297-2271 Greg Buzicky, director. (651) 297-8293 Dan Stoddard, assistant director. Agronomy and Plant Protection Division programs encompass consumer, trade, public health and environmental protection laws in areas including: pesticide, fertilizer, feed, noxious weed, seed, groundwater protection and environmental quality. Various permits and individual, facility or product licenses, registrations and certifications are involved. The division conducts statewide surveillance, inspection and investigation activities.

In addition to the regulatory programs described above, the division provides services for handling responses to agricultural chemical emergencies, clean-up of agricultural chemical contaminated sites, waste pesticide collections, pesticide container collection, monitoring for agricultural chemical contaminants in surface and ground water, soil an manure testing laboratory certification, as well as educational activities in pesticide and fertilizer management practices. Program and unit supervisors listed below are available for assistance. The division facilitates commerce by certifying agricultural shipments, both interstate and abroad, as being pest free. It also promotes healthy urban

forests and combats exotic pests such as Gypsy moth and Japanese beetle. For more information on any of the programs, contact the Agronomy and Plant Protection Division, 90 West Plato Boulevard, St. Paul, MN 55107.

Waste Pesticides 1 (800) 657-3986

To report pesticide and fertilizer incidents to the state's 24-hour emergency duty officer-response numbers:
Metro (651) 649-5451
Non-Metro 1 (800) 422-0798

Division Operations Section

(651) 297-1390 Gary Braun, manager. The Operations Section includes the Operations Unit and the ACRRRA Program.

Agricultural Chemical Response Reimbursement Program (ACRRRA)

(651) 296-3349 Vicky Cook, ACRRRA executive director. The Agricultural Chemical Response and Reimbursement Account (ACRRRA) is an agricultural industry-financed fund that is available to reimburse persons for costs incurred in cleaning up agricultural chemical incidents. ACRRRA monies are managed by the Agricultural Chemical Response Compensation Board, which meets monthly. The department provides staff to the Board. Persons wishing to obtain more information, including application forms and instructions, should call (651) 297-3490.

Operations Unit

(651) 297-7121 Jenny Hance, supervisor. The Operations unit provides staff and management support in the following areas, managing the divisions: electronic data systems; records system; data requests under the Minnesota Data Practices Law; communications; purchasing, invoicing and inventory control; budgets; personnel matters; and coordinating the division's outreach activities.

Environmental Response and Enforcement Section

(651) 297-4872 Paul Liemandt, manager. The Environmental Response and Enforcement Section includes the Ag Chemical Investigation Unit, Enforcement Unit and Incident Response Unit.

Ag Chemical Investigation Unit

(651) 297-2614 John Peckham, supervisor. Conducts inspections and investigations at agricultural chemical facilities, performs misuse investigations and complaint response. Assists in waste pesticide collection projects. Obtains regulatory samples. No service samples are accepted. There is a 45-day time limit on crop/vegetation damage complaints from the date of the pesticide application that is alleged to have caused the damage.

To report a pesticide or fertilizer regulatory violation, call and ask for a "Request for Inspection." The telephone number for registering a complaint is (651) 296-6121 from 8 AM - 4 PM, Monday through Friday and 1 (800) 627-3529 after hours and weekends. To request other inspections or to file other complaints, contact field staff or the unit supervisor indicated.

Enforcement Unit

(651) 297-2528 Heidi Fischer, supervisor. The Minnesota Department of Agriculture is responsible for enforcing state pesticide and fertilizer (agricultural chemical) control laws, and the federal pesticide regulations delegated to the state under the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA). The department brings actions enforce regulatory violations, including, in part, pesticide misuse; use and distribution of unregistered or unlabeled

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

AGRICULTURAL CHEMICAL RESPONSE COMPENSATION BOARD (ACRRA BOARD) - The board accepts applications for reimbursement from the Agricultural Chemical Response Compensation Account, determines eligibility and amount of reimbursement due and notifies the Commissioner of eligible claims. The board consists of five members including the Commissioner of Agriculture, the Commissioner of Commerce and three private industry members consisting of one representative of agricultural chemical manufacturers and wholesalers, one representative of farmers, and one representative of dealers who sell the agricultural chemicals at retail. Meetings on the third Wednesday of every month at 9:30a.m., unless otherwise for two hours at the Dept. of Agriculture. No expiration date. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. **Required to file Statements of Economic Interest:** members. *Minnesota Statutes 18E.05.* (651) 296-3349.

PESTICIDE APPLICATOR EDUCATION AND EXAMINATION REVIEW BOARD - The board reviews and evaluates pesticide applicator training and examinations to increase effectiveness, and discuss topics of concern that can be incorporated into training and examinations. The fifteen members represent agriculture, turf, aerial, aquatic structural and private pesticide applicators, and other governmental agencies, including the University of Minnesota, the Pollution Control Agency, Department of Health, Department of Natural Resources, and Department of Transportation. Membership on the board must include representatives from environmental protection organizations. The terms of new members are two years. Meetings are held on a quarterly basis for four hours at the MN Department of Agriculture. The board expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioner of Agriculture. **Compensation:** Reimbursement of expenses. *Minnesota Statutes 18B.305, Subdivision 3.* 90 West Plato Blvd., St. Paul, MN 55107. (651) 297-7175.

products, improper licensing, record-keeping, and handling, storage and disposal practices which may adversely affect the environment. Investigation and inspection files are evaluated and appropriate administrative, civil, or criminal enforcement action is taken when violations are substantiated.

Incident Response Unit

(651) 282-2697 Roger Mackedanz, supervisor. The Emergency Response Spills Team provides emergency response support for agricultural chemical incidents. Spills, transportation accidents, fires and other events which result, or threaten to result, in releases of pesticides and fertilizers into the environment must be immediately reported, contained and cleaned up under MDA oversight and approval.

The unit's Comprehensive Facility Investigation Program oversees cleanup of sites that have been historically contaminated by agricultural chemicals. This program will identify the site and responsible party(s), manage the investigation to determine the scope and extent of contamination and request, or in some cases, perform remediation.

In addition, this unit houses the Agricultural Voluntary Investigation and Cleanup (AgVIC) Program, which allows prospective property buyers to confirm the land they buy or sell is not contaminated by agricultural chemicals. Landowners and operators with documented agricultural chemical contamination can also enter the AgVIC program to get land cleaned up quickly. To report pesticide and fertilizer incidents: Metro (651) 649-5451 - Non-Metro 1 (800) 422-0798.

Environmental Regulatory Section

(651) 296-8547 Michael K. Fresvik, manager. The Environmental Regulatory Section includes the Information & Certification Unit, Ag Chemical Registration/Facilities Unit, Agronomy Regulatory Unit, and Seed and Noxious Weed Unit.

Ag Chemical Information and Certification Unit

(651) 297-7175 Rick Hansen, supervisor. This unit is responsible for several tasks involving the training, licensing and compliance with pesticide application and sales requirements. This includes licensing of commercial, noncommercial, aquatic pest control applicators, structural pest control operators, and pesticide dealers. More than 24,000 private pesticide applicators are also certified. A new requirement is the licensing of commercial animal waste technicians for those persons who apply/manage manure for hire.

Licensing requirements include completion of appropriate applications, fees, examinations and attendance at approved recertification workshops. In addition, the unit produces the MDA Update newsletter, administers the Pesticide Applicator Education & Examination Review Board and develops and distributes a variety of pesticide information.

The following staff are contacts for specific responsibilities:

- **Pesticide recertification workshop** approval, compliance efforts and commercial animal waste technician licensing: Joe Spitzmueller (651) 297-2746
- **Pesticide license applications and license renewals:** John Wagner (651) 297-7122
- **Development of pesticide licensing examinations:** Ruth Marston (651) 296-4948
- **Licensing of pesticide dealers:** Sue Narikawa (651) 297-5733
- **Scheduling and monitoring of pesticide applicator examinations:** Xia Moua (651) 296-5137
- **Private pesticide applicator certification:** Sue Scherbel (651) 296-6715

Ag Chemical Registration/Facilities Unit

(651) 297-4871 Gregg Regimbal, supervisor. This unit is responsible for the licensing, permitting, registration and overseeing of inspections for all pesticide, fertilizer, soil & plant amendment and lime products and storage facilities in the state. Applications, fees and other information must be submitted prior to completion of these requirements. Contact this unit for more information.

Agronomy Regulatory Unit

(651) 297-7176 Paul M. Bachman, supervisor. Administers the commercial feed law and supervises feed program staff, feed field staff and fertilizer/anhydrous ammonia field staff. Persons manufacturing and/or distributing commercial feed in or into the state of Minnesota must be licensed prior to distributing or manufacturing commercial feed. Commercial feed includes livestock feed as well as pet and specialty pet food. Registration forms are available on the department's web site at <http://www.mda.state.mn.us> or upon request. Inspections of manufacturing establishments, label review, and sampling and analysis of products are routine enforcement activities. Service samples are not accepted.

Seed and Noxious Weed Unit

(651) 296-6123 Charles Dale, supervisor. Administers and enforces the Minnesota Noxious Weed Law, Seed Law and Screenings Act. State regional staff provide training, technical support and direction to the local weed inspectors in each city and township about noxious weed law enforcement, and to county agricultural inspectors about enforcement of the seed, noxious weed and screenings laws. Information and assistance regarding the state noxious weed control program are available by contacting the Seed and Noxious Weed Unit or the county agricultural inspector. There is no fee for this service.

Ag Chemical and Plant Pest Management Section

(651) 297-7174; Fax (651) 296-7386 **Geir Friisoe, manager.** The Ag Chem & Plant Pest Management Section includes the Shade Tree and Invasive Species Unit, Nursery and Export Certification Unit, Special Projects Unit, Monitoring and Assessment Unit.

Shade Tree and Invasive Species Unit

(651) 296-8448 **Anne Selness, supervisor.** Develops and implements invasive species surveys, control programs and educational outreach. Specific programs include Gypsy moth, Japanese beetle, oak wilt control, and new and/or other introduced species detected in the state. Works closely with USDA APHIS and US Forest Service and Minnesota Department of Natural Resources.

Nursery Inspection and Export Certification Unit

(651) 296-8388 **Mark Schreiber, supervisor.** Provides inspection and certification services to the Nursery industry. Ensures that Nursery stock entering the state is free of dangerous pests and certifies stock exported from the state as free from specific pests. Provides export phytosanitary certificates for commodities and products destined for foreign markets. Unit works closely with USDA-APHIS.

Special Projects Unit

(651) 296-3349 **Bruce Montgomery, supervisor.** Develops and implements a variety of programs and projects intended to protect the waters of the state from non-point contamination by pesticides and fertilizers. Conducts nitrate testing clinics, manure and soil lab certification programs, source water protection, and Fan Map surveys. Grower education and development of best management practices are key elements. Works closely with the Minnesota Pollution Control Agency, the Minnesota Department of Natural Resources, University of Minnesota Extension, and EPA.

Monitoring and Assessment Unit

(651) 297-3994 **John Hines, supervisor.** Plans and implements programs to monitor agricultural chemicals as environmental contaminants. Provides pesticide-monitoring data for support of pesticide management plans and nitrate monitoring data for support of the nitrogen fertilizer management plan. Supports implementation of pesticide use survey information.

Dairy and Food Inspection Division

(651) 296-2627; Fax (651) 297-5637 **Shirley Bohm, director.** Responsible for enforcing dairy laws and rules to protect public health and serve the dairy community. Licenses individuals to grade and inspect milk to determine the amount of producer payment. Administers state laws and rules regarding standards for wholesomeness, quality and proper representation of meat, poultry, beverages and other food sold in Minnesota. For information, or to request a license or plan review application form, contact Dairy and Food Inspection Division, 90 West Plato Boulevard, St. Paul, MN 55107, (651) 296-1592.

Food Section

(651) 296-1598; Fax (651) 297-5637 **Dave Read, assistant director.** This section 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; and issues voluntary permits for fur farm operations. Poultry products and eggs marketed and sold in the state are inspected for quality, wholesomeness, condition, and labeling. The state meat and poultry inspection program inspects small to medium sized meat and poultry slaughter and processing plants to ensure state standards are met. State

Citizen Participation and Open Appointment - SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

COMMON DETECTION ADVISORY COMMITTEE - The committee's responsibility is to evaluate pesticide detection's to determine which one(s) meet the requirements set forth in *Minnesota Statutes* 103H.005 of not being due to misuse or unusual or unique circumstances, but likely to be the result of normal use of a product or practice. The committee's sole function will be to make a recommendation to the Commissioner of Agriculture on which pesticides should be considered common detection. The committee consists of ten members. Members of the committee will have scientific, technical or working expertise in areas such as hydrology, natural resources, pesticide chemistry pesticide labeling, pesticide use, public health, soil chemistry or toxicology. The committee would like one member from each of the following groups: commodity group; local unit of government; environmental organization; pesticide retailer; pesticide registrant; crop producer; state government; college of agriculture; Minnesota Extension Service; and Crop protection organization. No expiration date. **Appointing Authority:** Commissioner of Agriculture. **Compensation:** Expenses. *Minnesota Statutes* 15.014. Minnesota Dept. of Agriculture, 90 West Plato Blvd., St. Paul, MN 55107. (651) 297-7269.

inspected meat and poultry products are sold within the state. The state meat and poultry inspection standards are equal to the federal meat inspection program.

Food handler's license application forms are available from the section or a field inspector. Establishments must be inspected before the license is issued. Unannounced inspections are made periodically after licensure. The division inspects sanitation facilities and equipment in each establishment to ensure food safety; checks for meat, poultry and food wholesomeness; ensures that products conform to their labels; and checks the freshness of products requiring "open dating."

Before construction, major remodeling or conversion of a retail food store, plans and specifications must be submitted for review and approval. The plan review application form and the appropriate fee must be submitted along with plans and specifications. Once approved, an on-site construction inspection of the facility is conducted.

The plan review process eliminates improper installation before construction and prevents needless delays and expense caused by the failure to meet Minnesota Retail Food Store Rules. The plan review process promotes uniform standards in retail food stores statewide.

License Fees Are:

- **Retail Food Handler License or State/County Fair food Food Concession.** The fee is based on gross food sales for the previous license or fiscal year. The fee is \$48 for prepackaged, nonperishable food with gross sales of less than \$15,000 per year; \$65 for gross sales less than \$15,000, including food preparation, or gross sales of \$15,000 to \$50,000. The fee is \$126 for gross sales of \$50,000 to \$250,000. The fee is \$216 for gross sales of \$250,000 to \$1,000,000. The fee is \$601 for gross sales of \$1,000,000 to \$5,000,000; \$842 for gross sales of \$5,000,000 to \$10,000,000; and \$962 for gross sales over \$10,000,000.
- **Wholesale Food Handlers License.** The fee is based on gross food sales or service for the previous license or fiscal year. The fee is \$54 for gross sales or service under \$25,000. The fee is \$241 for gross food sales of \$25,000 to \$250,000. The fee is \$361 for gross sales of \$250,000 to \$1,000,000. The fee is \$601 for gross sales of \$1,000,000 to \$5,000,000. The fee is \$692 for those firms with more than \$5,000,000 in gross sales.
- **Food Broker.** The fee for this category is \$120.

- **Wholesale Food Processor or Manufacturer License.** This fee is based on gross sales of food items for the previous license or fiscal year. The fee is \$161 for gross sales of less than \$125,000. The fee is \$332 for gross sales greater than \$125,000 and less than \$250,000. The fee is \$480 for gross sales of \$250,000 to \$1,000,000. The fee is \$601 for gross sales of \$1,000,000 to \$5,000,000. The fee is \$963 for gross sales of more than \$5,000,000.
- **Wholesale Food Processor or Manufacturer of Meat or Poultry Products Under Supervision of USDA.** The fee is based on gross sales of food items for the previous license or fiscal year. The fee is \$107 for gross sales less than \$125,000. The fee is \$181 for gross sales greater than \$125,000 and less than \$250,000. The fee is \$271 for gross sales of \$250,000 to \$1,000,000. The fee is \$332 for gross sales of \$1,000,000 to \$5,000,000. The fee is \$535 for gross sales of more than \$5,000,000. **Licenses for retail and wholesale food handlers** are valid from July 1 to June 30 each year. Licenses for brokers and wholesale food processors or manufacturers are valid from January 1 to December 31 each year. Licenses for retail mobile food concessions and retail mobile food
- **Wholesale Food Processor or Manufacturer Operating Only at the State Fair.** The fee for this category is \$125.
- **Plan Review Fee.** The plan review fee structure for retail food stores is based on the square footage of the structure being constructed, remodeled or converted. The fee is \$125 for structures less than 5,000 square feet. The fee is \$175 for 5,000 to 25,000 square feet. The fee is \$275 for 25,000 square feet or greater.
- **Certificates of Free Sale.** Issued to facilitate movement of Minnesota processed and manufactured foods destined for export from the State of Minnesota. The fee for a certificate is \$75.

Field inspectors investigate complaints or questions regarding food, meat, or poultry products and/or standards of quality or wholesomeness and, when necessary, corrective action is required. For information or to register a complaint, contact the division at (651) 296-1592. There are no forms or fees.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

FOOD SAFETY ADVISORY COMMITTEE - Advises the Commissioner of Agriculture and legislature on food issues and food safety. Of the fifteen members on the committee, the governor appoints nine members. They are individuals interested in food and food safety of whom: one person represents a statewide general farm organization; one person represents a local food inspection agency; and one person represents a food-oriented consumer group. Four additional public members from industry, county government and trade associations. Meeting schedule determined by the chair, usually first Wednesday of every month for two hours at the Dept. of Agriculture. The committee expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Governor. **Compensation:** No compensation. *Minnesota Statutes 28A.20.* Dept. of Agriculture, Dairy and Food Inspection Division, 90 West Plato Blvd., St. Paul, MN 55107. (651) 296-2627.

Dairy Section

(651) 296-1586; Fax (651) 297-5176 Doug Engebretson, assistant director.

Licenses for Receiving Stations and Processors

Licenses milk-receiving stations, creameries, cheese factories, condensers, milk plants, transfer stations, marketing organizations not operating dairy plants and frozen dairy food plants. Such establishments file food manufacturer/processor license applications with the division.

For information or application forms, contact the Dairy and Food Inspection Division, 90 West Plato Boulevard, St. Paul, MN 55107.

Fees are:

- **Milk and Cream Grading and Testing License.** Initial fee is \$50, renewal fee is \$25, and the penalty fee is \$10.
- **Farmstead Cheese License.** The fee is \$30. The penalty fee is \$10.
- **Food Manufacturer/Processor License.** Based on gross sales of less than \$250,000, the fee is \$292, and the penalty fee is \$75; between \$250,000 to \$1,000,000 the fee is \$424, and the penalty fee is \$100; \$1,000,000 to \$5,000,000 the fee is \$530, with a penalty fee of \$125; and over \$5,000,000, the fee is \$610, with a penalty fee of \$150.

Renewal applications are mailed to the license holders about six weeks before the renewal date. Penalties are assessed for fees received after the renewal deadline.

Grade A and Manufactured Milk Inspection

Inspects all Grade A milk plants, dairy farms and bulk milk haulers. 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 Food Inspection Division.

Inspects farms producing manufacturing grade milk in accordance with the 1983 Milk Quality Standards Act. Manufacturing farms must be inspected and re-certified on an annual basis after initial certification. For information on requirements or to request certification, contact the Dairy and Food Inspection Division.

Fees Are:

- **Grade A Inspection Service** per plant per year is \$500;
- **Grade A Dairy Farm** per year is \$50 and Manufacturing
- **Grade Dairy Farm** per year is \$25, or 40 percent of the actual cost of inspection, whichever is less.

There is also a re-inspection fee of \$25 per farm per visit. Processors of fluid milk products pay a fee of 8 cents per hundredweight of milk processed. There is a fee for inspection of all pasteurization units of \$140 per year per unit.

Certification of Interstate Milk Shippers

Participates in the national interstate milk shippers certification program, which provides that milk producers, processors or manufacturers shipping their products interstate may voluntarily certify them as meeting federal Grade A milk standards. Certified shippers must obtain single service milk containers for shipment by fabricators or companies certified as meeting Food and Drug Administration standards. Companies that make single-service milk containers are also certified by the division.

For information or application for certification, contact the Dairy and Food Inspection Division. Certification is based on 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

Enforces manufacturing, composition and labeling standards established for milk, cheese, butter and other dairy products. Will investigate complaints concerning discrimination in the price paid for dairy products for manufacture or sale. The division has 23 area dairy sanitarians and two regional supervisors. For information or the name, address and telephone of your area dairy sanitarian or regional supervisor, contact the Dairy and Food Inspection Division. No forms or fees are necessary to make a complaint.

Dairy Trade Practices

A processor or wholesaler may not sell or offer for sale selected class I or class II dairy products at a price lower than the processor's or wholesaler's basis cost. A retailer may not use any method or device in the sale or offer for sale of a selected dairy product that results in a sale below cost.

Dairy and Food Inspection Division

Outstate Offices:

All outstate offices provide inspection services and information relating to food, food safety, consumer complaints and licensing of food establishments.

Larry Kruger, food inspection supervisor
Dairy and Food Inspection Division
Minnesota Department of Agriculture
401 16th Avenue NW, Suite 101B
Rochester, MN 55901
Phone: (507) 280-2935; FAX: (507) 280-2957

Anthony Loosbrock, food inspection supervisor
Dairy and Food Inspection Division
Minnesota Department of Agriculture
Building 4A, East Drive, Suite 700E
Fergus Falls, MN 56537
Phone: (218) 739-7218; FAX: (218) 739-7544

James Topie and Robert Behling, food inspectors
Dairy and Food Inspection Division
Minnesota Department of Agriculture
320 West Second Street, 603 Government Services Center
Duluth, MN 55802
Phone: (218) 723-4690; FAX: (218) 723-4743

Laboratory Services Division

(651) 296-1572; Fax (651) 297-8787 Bill Krueger, director. The Laboratory Services Division provides comprehensive laboratory testing of samples submitted in support of inspection activities and service programs of the department's regulatory divisions. Chemical, microbiological and physical analyses are performed on samples of food, dairy products, beverages, water, fertilizer, lime, feed, seed, plant material, pesticides, pesticide residues, grain and other agricultural products. These tests determine quality and conformance to state and federal laws and regulations.

Additionally, the Laboratory Services Division performs analyses to fulfill contracts and cooperative agreements with the U.S. Department of Agriculture (USDA), the Food and Drug Administration (FDA), the Environmental Protection Agency (EPA) and other federal and state agencies. Certifying other laboratories that test dairy products for Grade A labeling is another service provided to maintain consistent standards throughout the state. The laboratory maintains a technically competent staff through professional development and provides scientific expertise and technical knowledge for the department as a whole.

These analytical activities support the department in its protection of consumers, farmers, processors and the environment through the elimination of fraud and error in the production, processing, marketing and use of agricultural foods and products.

Operations and Dairy Inspection Service Programs

(651) 215-9064 Doug Bakker, assistant director. This section comprises three work units. The first, the Operations Unit is responsible for all sample custody functions and facility maintenance for the laboratory. As a laboratory service unit they process all samples, orders and invoices and building maintenance. The other two units, the Food Chemistry Laboratory and Microbiology Laboratory, primarily provide analytical and technical support for the Dairy and Food Inspection Division in their regulatory functions. They also work through cooperative agreements with FDA and the USDA, and they provide some services to the private sector as directed by the Commissioner or regulatory divisions.

Operations Unit

(651) 296-3729; Fax (651) 296-3702 Lisa Swanson, supervisor. The Operations work unit ensures that samples are submitted and their associated data comply with all project plans, quality standards and legal/regulatory requirements. The unit processes all purchasing and invoicing for services samples. The unit facilitates communication between inspection divisions and the laboratory to provide projected sample flow schedules. Responsibilities include support for computer hardware, software and Laboratory Information Management Systems (LIMS) for the division.

Food Chemistry Laboratory

(651) 296-1576 Treeske Ehresmann, supervisor. The Food Chemistry Work Unit analyzes foods to check for adulteration, weight, insect or rodent contamination, and illegal use of preservatives. The laboratory also checks for artificial coloring, sulfites, and off-flavors in foods. Dairy products are checked for proper pasteurization and chemical composition. Meats and fish are checked for proper species identification. Processed meats are checked for safe processing temperatures. Poultry, fish and meats are also tested in the laboratory for chemical compounds that could be harmful. This unit also analyzes products regulated by the department to verify the accuracy of labeling, and nutritional information to verify label claim. Allergen testing is completed to protect sensitive consumers.

Microbiology Laboratory

(651) 296-1574 Kevin Vought, supervisor. The Microbiology Laboratory work unit tests food, meat, beverages and water for microbiological safety and wholesomeness of food products. This includes participating in all USDA and FDA certification programs. This section analyzes grade "A" milk products; poultry products and other food or processing environmental samples for microbial contamination. One of its major activities is the isolation identification of disease-causing bacteria, when present in retail level foods, in response to foodborne illness complaints or product recalls. The Microbiology Laboratory unit also monitors Minnesota's food industries to help prevent problems with food products, and works with the Agronomy and Plant Protection Division to test for bacteria injurious to seeds destined for foreign markets.

Agronomy and Plant Protection Analysis Section

(651) 215-9063 Gary Horvath, assistant director. This section of the Laboratory Services Division provides analytical services to the Agronomy and Plant Protection Division of the department. Services are provided to programs that regulate agronomic chemicals and practices. Determinations for environmental fate, incident response,

label claim and product integrity are performed on a variety of samples.

This area also provides and administers analytical support for the Minnesota Department of Natural Resources.

Agronomy Analysis Section

(651) 296-1575 Michelle Campbell, supervisor. The Agronomy Analysis Section provides services in support of regulatory programs of the department. This area also provides analytical services to the Minnesota Department of Natural Resources. The services provided include analysis of animal feed, fertilizer and agricultural lime to ensure accuracy of manufacturing and label claims. Typical analyses include, but are not limited to: crude protein, fat, fiber, ash, moisture, minerals, vitamins, animal drugs and antibiotics, nitrogen, phosphorous, potash, microscopy, trace plan nutrients and neutralizing value of lime.

In addition, this section provides environmental analysis of inorganic parameters that may be impacted by agricultural activities. Examples of this work include: nitrate/nitrite, sulfates, BOD, and total solids. Metals analysis is also performed in this Section.

Environmental Analysis Section

(651) 282-2543 Phillip Hansen, supervisor. The Environmental Analysis Section provides services in support of regulatory programs of the department. This area also provides analytical services to the Minnesota Department of Natural Resources. The services provided include analysis of pesticide formulations, pesticide residue analysis in a variety of samples including surface water and ground water, soil, vegetation, produce and other foodstuffs.

Seed and Plant Pathology Analysis Unit

(651) 296-4749 Mike Muggli, supervisor. The Seed and Plant Pathology Analysis Section provides services in support of regulatory programs of the department. Analyses performed include purity and germination determinations. The section also provides plant pathology analysis, which includes identification and quantification of diseases of trees, ornament plants, seed stock and bees.

Quality Assurance/Quality Control

(651) 282-5985 Louise Ogden, quality assurance officer. The Quality Assurance Officer oversees the Laboratory Services Division's quality systems, quality assurance and quality control criteria for the various program areas, units and sections within the laboratory.

Marketing and Promotion Program Area

The Marketing and Promotion Program Area is responsible for:

- Administering financial programs that support agricultural development.
- Developing markets for agricultural products.
- Certifying agricultural products for weight, grade, condition and other characteristics.
- Administering departmental planning projects, environmental review, sustainable agriculture, plant pest detection, biological control and biocontrol activity.
- Providing accurate and timely statistics on Minnesota agriculture.

Agricultural Development Division

(651) 296-7686; Fax (651) 297-7678 Gerald Heil, director. The mission of this division is to work with Minnesota agriculture to enhance its economic potential in a sustainable manner so as to protect

the environment. The activities of the division are carried out through the following business functions:

- Conducting proactive outreach and communication with producers and related stakeholders;
- Engaging in strategic agricultural development planning and implementation activities;
- Evaluating, developing or transferring technical and scientific data and research in areas critical to production agriculture; and
- Delivering related pest management, crop or livestock production and program development services to producers.

Agricultural Planning and Environmental Review Unit

(651) 296-1488 Paul Burns, assistant director. The unit carries out development planning functions as well as administers specific planning programs in Agricultural Land Preservation and Agricultural Non-Point Source Pollution. Responsibilities also include conducting environmental review; assisting with or coordinating environmental policy development; assisting with policy and customer research; providing support to local governments on economic development, growth management or livestock facility siting issues; and facilitating producer participation in planning and programming activities of state government.

Specific activities administered include the following:

- **Agricultural Best Management Practices Loan Program.** This water quality program provides no interest loans to local units of government who in turn provide low interest loans to individuals for Agricultural Best Management Practices that help implement agricultural non-point source pollution priorities in local water plans. The program is administered jointly with the Agricultural Finance Division. Agricultural Development is responsible for overall policy and program implementation; Agricultural Finance is responsible for the financial management and oversight functions of the program. Agricultural Development works with county Soil and Water Conservation Districts (SWCDs) and local water planners to develop applications and convenes an advisory committee established by state statute to review and rank applications and advise on allocation decisions. Local units of government or others with questions on program policy, program eligibility criteria and the allocation process should contact the Agricultural Development Division. For more information, contact Dwight Wilcox at (651) 215-1018 or visit the web site at: <http://www.mda.state.mn.us/AgBMP>.

- **Agricultural Environmental Outreach.** This activity identifies and assesses agricultural non-point source pollution issues; provides customer input into state, local and federal programs; conducts customer and policy research; assesses technology and information needs of producers; coordinates activities with other agencies and groups; and develops a coordinated approach to link customer needs to programs and resources. For more information, contact Mark Dittrich at (651) 296-1482.

- **Agricultural Land Use Technical Assistance Program.** This program provides local government officials with practical assistance in addressing land use issues relating to agriculture and animal agriculture. These issues include: preserving agricultural land resources; minimizing conflicts between new rural residents and the farming community; assisting farmers and local governments in the siting processes for animal agriculture facilities; identifying the financial costs of rural sprawl to local governments; dealing with the changing nature of agriculture and maintaining a voice for agricultural land preservation. The program disseminates information on subjects relating to the land use aspects of animal agriculture and agricultural land use preservation. In 1996, it published the handbooks: *Planning and Zoning for Animal Agriculture: A Handbook for Local Government*, and *Planning for Agricultural Land Preservation: A Handbook for Planning Under Minnesota Statutes Chapter 40 A*. For more information, contact Becky Balk at (651) 215-0369 or Bob Patton at (651) 296-5226.

- **Animal Agriculture Support and Development.** The purpose of this activity is to provide information, educational and other forms of assistance to livestock producers. Staff working in this area provide information to producers on new developments in regulations, available resources and technologies, and work to identify and develop opportunities for enhancing animal agriculture. For more information, contact Jan Jarman at (651) 296-7509.

- **Environmental Review.** Environmental documents on proposed public and private projects are reviewed for impacts on agriculture. Staff also coordinate with the activities of the Environmental Quality Board (EQB) and other agencies working on environmental policy issues affecting agriculture. They also assist in the preparation of department environmental documents and provide advice and information on the environmental processes of state government. For more information, contact Becky Balk at (651) 215-0369 or Bob Patton at (651) 296-5226.

- **Feedlot and Manure Management Advisory Committee (FMMAC).** The committee is responsible for carrying out a constructive dialogue regarding animal agriculture issues. Participants include membership representing livestock producers, agencies and environmental groups. FMMAC also identifies needs, goals, and suggests policies for research, monitoring, and regulatory activities regarding feedlot and manure management. The Department provides support in partnership with the Minnesota Pollution Control Agency. For more information, contact Paul Burns at (651) 296-1488 or visit the web site at: www.mda.state.mn.us/agdev/program/htm.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

FEEDLOT AND MANURE MANAGEMENT ADVISORY COMMITTEE - The advisory committee shall identify needs, goals, and suggest policies for research, monitoring, and regulatory activities regarding feedlot and manure management. The committee must include representation from beef, dairy, pork, chicken, and turkey producer organizations. The committee shall not exceed 21 members, but, after June 30, 1999, must include representatives from at least four environmental organizations, eight livestock producers, four experts in soil and water science, nutrient management, and animal husbandry, one commercial solid manure applicator who is not a producer, one commercial liquid manure applicator who is not a producer, and one member from an organization representing local units of government, and chairs of the senate and the house of representatives committees that deal with agricultural policy or the designees of the chairs. In addition, the departments of agriculture, health, and natural resources, the pollution control agency, board of water and soil resources, soil and water conservation districts, the federal Natural Resource Conservation Service, the association of Minnesota counties, and the Farm Service Agency shall serve on the committee as ex officio non voting members. Nongovernmental members of the advisory committee shall receive expenses. Meeting schedule and location will vary. The committee expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioners of Agriculture and Pollution Control Agency. **Compensation:** Expenses. *Laws of 1994, Chapter 619, Section 1.* Minnesota Dept. of Agriculture, Agricultural Marketing and Development Division, 90 West Plato Blvd, St. Paul, MN 55107. (651) 282-6830.

Sustainable Agriculture and Integrated Pest Management (IPM) Unit

(651) 296-1277 **Mary Hanks, supervisor.** The unit works to identify producers' educational and research needs and link needs to resources or delivery systems. Major responsibilities include identifying and demonstrating sustainable agriculture or IPM practices and systems;

administering technical and financial assistance programs; providing a clearinghouse of information and organizations on sustainable agriculture and IPM; and writing state plans on sustainable agriculture and integrated pest management. Visit the web site at: <http://www.mda.state.mn/esap>

Specific activities administered include the following:

- **Agricultural Diversification.** This program provides technical assistance and resources to producers to investigate and research agricultural diversification opportunities including alternative crop and livestock species and production system that would enable them to access new markets and improve their profitability. For more information, contact Mary Hanks at (651) 296-1277.

- **Animal Mortality Composting.** On-farm projects demonstrate the composting of animal mortalities. Staff assist interested farmers in implementing this practice. See the publication, *Composting Animal Mortalities*, for basic information on composting how-to techniques and advice. For more information, contact Mary Hanks at (651) 296-1277 or visit the web site at: <http://www.mda.state.mn.us/composting>.

- **Biotechnology Program.** This program regulates the release of genetically engineered agriculturally related organisms with the goal of protecting humans and the environment. For more information, contact Mary Hanks at (651) 296-1277 or visit the web site at: www.mda.state.mn.us/biotech

- **Conservation Programs and GIS Services.** This program provides information on federal and state conservation programs and monitor major developments in federal and state conservation policy relative to Minnesota agriculture. Geographic Information Systems (GIS) staff assist with Division projects and programs using GIS tools and techniques. For more information, contact Barbara Weisman at (651) 282-6831 or Banette Kritsky at (651) 297-1320 or visit the web site at: <http://www.mda.state.mn.us/agdev/crpgis/crpgishome.html>

- **Integrated Pest Management (IPM) Program.** This program develops and implements state-wide strategies to increase the use of IPM on private and state managed lands. IPM is a balanced approach to pest management which incorporates the many aspects of plant health care and crop protection in ways that mitigate harmful environmental impacts and protect human health. Some of the program activities include: generating IPM information via newsletters for growers, producers and land managers which informs them of relevant issues and can help them make alternative choices in their pest management decision; developing an In Schools program to educate school districts on IPM and how to implement its use; providing funding for IPM research; and providing information to the general public. For more information, contact Jeanne Ciborowski at (651) 297-3217 or visit the web site at: <http://www.mda.state.mn.us/ipm>.

- **Organic Production and Certification.** Information on organic production practices and on certification criteria and processes are provided to farmers and consumers. A cost-share program is available for certified organic farmers. For more information, contact Mary Hanks at (651) 296-1277 or visit the web site at: www.mda.state.mn.us/ESAP

- **Soil Quality and Rainfall Simulation.** This project assists farmers, university, experiment station, extension, and state agency staff with on-site research question development, design, and implementation in the area of soil quality. Simulated rainfall is a primary tool used on farms to assess management effects on soil and water quality. For information on soil quality, the publication: *Assessing the Soil System: A Review of Soil Quality Literature*, is available as an introduction to the issues and terminology found in soil quality research. For more information, contact Mark Zumwinkle at (651) 282-6204.

- **Sustainable Agriculture Grant Program.** Grants provide a maximum of \$25,000 to farmers, researchers, educators and non-profit organizations for on-farm demonstrations that last up to three years. The projects demonstrate farming methods or systems that increase energy efficiency, reduce agricultural chemical usage, and

show environmental and economic benefits. A technical review panel made up of farmers, university agricultural researchers, extension agents and educators, evaluate the applications on a competitive basis and makes recommendations to the commissioner of agriculture for approval.

Grant project participants hold public field tours every year to share what they have learned and accomplished in their demonstrations. Summaries of project results are published annually in the Greenbook. For more information, contact Wayne Monsen at (651) 282-2261. The Greenbook is available at the website: www.mda.state.mn.us/ESAP/Greenbook

- **Sustainable Agriculture Loan Program.** Sustainable Agriculture Loan Program provides low-interest loans for purchasing new or used equipment and/or facilities to assist farmers in making the transition to more environmentally sound, profitable practices. This program is administered jointly with the Agricultural Finance Division. The Energy and Sustainable Agriculture Program (ESAP) is responsible for program policy, the application process and evaluation by a technical review panel. The Agricultural Finance Division is responsible for financial management and oversight of the program and advises on the credit worthiness of applicants. A small amount of funding has also been provided to farmers and others implementing anaerobic manure digestion technology. Questions regarding policy, application procedures, and program eligibility criteria should be directed to the ESAP. For more information, contact Wayne Monsen at (651) 282-2261. The application is available on the website: www.mda.state.mn.us/ESAP/ESAPloan

- **Whole Farm Planning.** The whole farm planning project focuses on the development of management options that integrate environmental, economic, landscape, and farmer goals into comprehensive, long-term, site-specific farm assessment and planning. As part of a watershed planning process, the project assists local groups in the identification of existing resources and building cooperation of farmers and a variety of disciplines and professionals to develop whole farm plans that meet the needs of the farmer and the community. For more information, contact Wayne Monsen at (651) 282-2261.

Plant Pest Survey and Biological Control Unit

(651) 296-1350 **Dharma Sreenivasam, Ph.D., supervisor.** The Plant Pest Survey and Biological Control Programs are complimentary efforts directed at controlling pests. The Plant Pest survey conducts surveys of Minnesota cropland during the growing season for insect, disease, and weed pests to assess crop damage or predict possible pest outbreaks. The plant pest survey provides real-time data to indicate when and where pests may cause economic damage to agricultural crops. Using this information, growers and consultants can make more informed control decisions. The Biological Control Program conducts research and implementation to provide long-term control options to manage pest problems using beneficial insects and mites. Insect and weed pest biological control agents are reared, released and monitored throughout the state; and information concerning their establishment and abundance are reported annually.

Specific activities administered include the following:

- **Biological Control Agent Production.** Surveys are conducted to find native pest infestations such as tent caterpillars, white marked tussock moth, and fall webworm for assessment and release of biological control agents. This also provides a preemptive control for gypsy moth. Current projects include: Biological Control of European Corn Borer, Urban Pests (Gypsy Moth) Biological Control, and Japanese Beetle Biological Control. For more information, contact Jared Ostrem at (651) 282-6807.

- **Biological Control Facility (BCF).** The BCF is used both as a green house for insect rearing and as a classroom. Beneficial insects and mites reared at the BCF are introduced indoors, to households, offices, conservatories, and similar sites to demonstrate control of pests such as aphid, mealybug, scale, and two-spotted spider mite.

The classroom displays insects collected around the world and an imaging system that creates pictures of live insects and mites as seen under a microscope. The Program offers tours of the BCF where visitors can learn about biological control by watching living insects and mites. Off-site talks about biological control and entomology to schools and other groups are given on request. For more information, contact Dr. John Luhman at (651) 282-6809 or Neil Cunningham at (651) 284-3867.

- **Insect Biological Control.** The project monitors and evaluates the effect of biological control agents (parasites and predators) after releases are made. Current project area focus on biological control of Gypsy Moth and some key Apple Pests. The program's goal is to promote the adoption of biological control of pests in Minnesota. For more information, contact Dr. Henry Fadamiro at (651) 282-6810.

- **Plant Pest Survey.** The Plant Pest Survey provides real-time information on the distribution, abundance and management of major crop pests. Data are collected from seven of nine Minnesota's crop-reporting districts and made available through the Minnesota Pest Report (published weekly during June, July and August) and the Pest Report web page. MDA survey personnel regularly check alfalfa, corn, soybean, small grains, and sunflower for insects, diseases, and weeds. European corn borer, sunflower beetle, potato leafhopper, and alfalfa weevil are a few examples of pest species the survey monitors during the growing season. Selected pest data is transmitted to the National Agricultural Pest Information System for nationwide distribution. For more information, contact Mark Abrahamson at (651) 296-6509 or visit the web site at: <http://www.mda.state.mn.us/pestsurvey>.

- **Quarantine Facility.** A quarantine/containment facility is being built on a site located within the current greenhouse complex of the University of Minnesota, St. Paul Campus (U of M). This facility will be built to specifications, qualifying it as a research facility as well as an approved and designated quarantine facility by USDA. MDA will own and operate the facility, with specific implementation projects or research initiatives jointly administered by the UofM and MDA. The planned occupied date is October 1, 2001. For more information, contact Dr. Dharma Sreenivasam at (651) 296-1350.

- **Weed Biological Control.** The project develops biological pest management strategies for exotic and invasive weed species in Minnesota. This project provides landowners with methods of weed management that use plant-feeding insects to produce long-term, sustaining, and cost effective results. Leafy spurge, spotted knapweed, and nuisance thistle are examples of exotic weed species currently being studied in Minnesota. This program cooperates with federal, state, and county agencies to accomplish its goals. For more information, contact Anthony Cortilet at (651) 282-6808 or visit the web site at: <http://www.mda.state.mn.us/weedcontrol>

Agricultural Finance Division

(651) 297-1246; Fax (651) 296-9388 **Curtis Pietz, director.** Agricultural Finance encompasses the lending programs available from the Minnesota Department of Agriculture. It includes the following specific programs:

Minnesota Rural Finance Authority (RFA)

The RFA currently administers loan programs to provide affordable credit to eligible farmers. The following is a brief description of the loan programs administered by the RFA:

Agricultural Development Bond (Aggie Bond)

The Agricultural Development Bond creates a federal tax exemption for banks and a federal and state tax exemption on interest income for an individual in exchange for below market interest rates for the buyer. The loan may be used to purchase agricultural land, agricultural improvements, breeding livestock and machinery. No state funds go into these loans. Sales between direct relatives are not eligible.

Basic Beginning Farmer

This program is aimed at younger individuals with lower equity who intend, over time, to become full-time farmers. Purpose is for the purchase of farm real estate. The RFA participation is limited to 45 percent of the loan principal up to a maximum of \$125,000. Each loan will require a minimum down payment of 10 percent of the purchase price. Loan amortization may be scheduled on a term of 15, 20 or 25 years negotiated between the lender, borrower and the RFA. RFA participation is for a maximum of 10 years. Eligibility requirements include: (1) sufficient education, training or experience to succeed in the type of farming that they intend to pursue; (2) total net worth of less than \$258,000, indexed for inflation; and (3) agreeing to enroll in a farm business management program approved by the commissioner of agriculture.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA RURAL FINANCE AUTHORITY - The authority's purpose is to develop the state's agricultural resources by extending credit on farm real estate security and depreciable agricultural property (improvements, machinery, animals). The authority carries out this purpose by purchasing participation interests in loans or selling Agricultural Development Revenue Bonds to agricultural lenders or individuals for the purchase of agricultural items. Another loan participation program provides for restructuring farmer agricultural debt. An additional program was added in 1994 providing assistance to lower equity farmers to purchase stock in a value-added processing cooperative. The eleven members include the Commissioners of the Depts. of Agriculture, Commerce, Finance, Trade and Economic Development, State Auditor, and six public members. No public member may reside within the metropolitan area. The board meets the first Wednesday of each month. Meetings are held at the Dept. of Agriculture, 90 W. Plato Blvd., St. Paul. The board does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem. **Minnesota Statutes 41B.025. Required to file Statements of Economic Interest:** members. 90 West Plato Blvd., St. Paul, MN 55107. (651) 297-3557.

Seller-Sponsored

This program is very similar to the Basic Beginning Farmer program with one exception. This program is designed to permit the sellers of a farm to fund a portion of the financing essential to the completion of the sale. The seller agrees to subordinate their financing to the lender/RFA. The lender and the RFA provide the balance of the funds with a first mortgage. The down payment is negotiable.

Livestock Expansion

This program creates affordable financing for new, state-of-the-art improvements for livestock production. This includes the purchase and construction or installation of improvements to land, buildings and other permanent structures, including equipment incorporated in or permanently affixed to the land, buildings or structures, which are useful for and intended to be used for the purpose of raising livestock. The RFA may participate on a loan up to 45 percent of the loan principal to a maximum of \$250,000 of state involvement. The RFA is restricted to participation in loans that do not exceed 80 percent of the appraised value of the real estate offered for collateral. Eligible applicants networth must not exceed \$422,000, indexed for inflation.

Agricultural Improvement

This program is similar to the Livestock Expansion program in that it provides financing for improvements to a farm, but these improvements can be for any farm-related purpose including grain

handling facilities, machine storage, erosion control, wells and manure systems. The RFA participation is 45 percent of the loan principal up to a maximum of \$125,000. The RFA is restricted to participation in loans that do not exceed 80 percent of the appraised value of the real estate offered for collateral. Borrower eligibility includes having a total net worth not to exceed \$258,000, indexed for inflation.

Restructured Loan

Under this program, the RFA will work with local lenders to help farmers reorganize their debt. This program is for farmers who remain in good credit standing with their local lender, but who are having trouble with cash flow. Only debt of an agricultural nature is eligible. The RFA will participate on 45 percent of the loan principal up to \$150,000. Amortization schedule may be based on up to 25 years. Participation is restricted to loans that do not exceed 80 percent of the appraised value of real estate offered for collateral. Eligibility criteria include: (1) have received at least 50 percent of average annual gross income from farming for the past three years, (2) have a debt-to-asset ratio over 50 percent, and (3) have a net worth that does not exceed \$422,000, indexed for inflation.

Value-Added Stock Loan Program

The 1994 Legislature established this program to provide financing for farmers with limited capital who want to buy stock in a cooperative proposing to build or purchase and operate an agricultural product processing facility located in Minnesota. The RFA will participate in loans at 45 percent of the loan up to a maximum of \$24,000. There are limited funds available.

Two other loan programs are administered by Agricultural Finance.

Agriculture Best Management Practices Loan Program

This is a water quality program that provides no-interest loans to local units of government to help implement agricultural non-point source pollution priorities in their local water plans. The program is administered jointly with the Agricultural Development Division. Agricultural Development is responsible for overall policy and program implementation; Agricultural Finance is responsible for the financial management and oversight functions of the program. Agricultural Development works with county Soil and Water Conservation Districts (SWCDs) and local water planners to develop applications. Agricultural Development also convenes the advisory committee established by state statute (comprised of water quality agencies and local units of government) to review and rank the applications and advise the commissioner on allocation decisions. Local units of government or others with questions on program policy, program eligibility criteria and the allocation process should contact the Agricultural Development Division.

Sustainable Agriculture Loan Program

The Sustainable Agriculture Loan Program provides low-interest loans for capital purchases to assist farmers in making the transition to more environmentally sound, profitable practices. This program is administered jointly with the Agricultural Development Division. The Agricultural Development Division is responsible for program policy, the application process and evaluation by a technical review panel. The Agricultural Finance Division is responsible for financial management and oversight of the program and advises on the credit worthiness of applicants. Questions regarding policy, application procedures, and program eligibility criteria should be directed to the Ag Development.

Other activities administered by the division include the following:

Family Farm Security Program

Although the program is not making any new loans, it continues to service existing loans.

Alien and Corporate Farm Acts

The Corporate Farm Law (*Minnesota Statutes*, Chapter 500.24) restricts certain business entities from engaging in farming or having an interest in farmland. These entities must meet certain requirements to be certified by the department. Once certified, an entity may engage in farming or have an interest in farmland. The entity must file an annual report with the department to maintain its certification. No fee is charged for this certification or report. Failure to make annual reports to the department is subject to a \$500 civil penalty.

The Alien Farm Law (*Minnesota Statutes*, Chapter 500.221) restricts all non-U.S. citizens, except permanent resident aliens, from owning Minnesota agricultural land. This 1977 law requires all aliens owning land prior to June 1, 1981, to file an annual report with the commissioner before January 31. The filing fee for the annual report is \$50. If the person or entity filing owns more than one quarter section of land, the fee is increased \$10 for each additional quarter section of land owned.

Farm Advocate Program

(218) 268-4472; Fax (218) 268-4040 Jan Boll, field supervisor. (218) 334-3276; Fax (218) 334-3276 Bruce Lubitz, field supervisor. Farm Advocates provide one-on-one assistance for Minnesota farmers who face crisis caused by either a natural disaster or financial problems. Farm Advocates understand the needs of our agricultural families and communities. They are trained and experienced in agricultural lending practices, mediation, lender negotiation, farm programs, crisis counseling, disaster programs and to recognize the need for legal and/or social services.

There is no charge or fee for Farm Advocate assistance.

Agricultural Marketing Services Division

(651) 296-6382; Fax (651) 296-6890 Kurt Markham, director. The Agricultural Marketing Services Division works to develop and diversify Minnesota's agricultural industries, markets and products through market research, market information, education and technical assistance. Division programs focus on developing domestic markets/opportunities for Minnesota producers and marketers. The division works closely with the Minnesota Department of Trade and Economic Development (DTED) to develop foreign markets.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

AGRICULTURAL MARKETING AND BARGAINING ADVISORY COMMITTEE - Monitor and review Implementation and effectiveness of the agricultural marketing and bargaining act. Issue a status report. The committee consists of seven members, three producers and three handlers (as defined in *Minnesota Statutes* 17.693), commissioner or representative to chair. Meetings are at least twice within two years of establishment at the MN Department of Agriculture. The committee expires June 30, 2002, unless reauthorized by the Legislature. **Appointing Authority:** Commissioner of Agriculture. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes* 17.703. Minnesota Dept. of Agriculture, 90 West Plato Blvd., St. Paul, MN 55107. (651) 296-3378.

Marketing Section

Aquaculture Program

MDA is the lead state agency for aquaculture development in Minnesota. Activities include promotion of aquaculture industry; coordination of establishment and fine tuning of policies and regula-

tions that encourage the development of aquaculture while protecting Minnesota's environment and natural resources, and assistance in areas of industry infrastructure, marketing and sales of Minnesota aquaculture products, technological development and implementation and dissemination of technical and regulatory information. For more information, contact Dr. Richard Ying Ji, (651) 296-5081.

Biofuels and Related Products

Oxy-Fuel/Ethanol Info: 1-800-846-FUEL. MDA leads the nation in promoting the development of ethanol production and use. Opportunities to grow and strengthen the new industry include market development, ethanol from cellulose, alternative fuels, diesel fuels, livestock feed and a wide range of industrial products. Biodiesel, made from oilseed crops and waste oil, is another alternative to petroleum. The MDA continues to play an important role in the development of biofuels and related products as well as the growth of New Generation Farmer Coop (NGC) organizations. For more information, contact Ralph Groschen, (651) 297-2223.

Livestock Development Services

This program provides assistance to producers and processors who have an interest in re-investing in Minnesota's animal ag industry. The program provides leadership in livestock development, assistance with county, state and federal regulations, legislative and agency connections, feedlot issues, business structures, business plans, farm alliances, retention of animal ag market share and value-added ventures. The program is housed both in St. Paul and Fergus Falls. For more information, contact Harold Stanislawski, St. Paul: (651) 296-8170, Fergus Falls: (218) 739-7632, Mobile: (218) 770-0448.

Market Opportunity Research

This program supports all other Division programs by providing accurate market analyses for Minnesota agricultural commodities based on primary and secondary data sources. Examples include market price analyses for exporting Minnesota products to other markets, identification of seasonal niches for fresh vegetables and analyses of feedstock availability for industry. For more information, contact Su Ye, (651) 296-6384.

Minnesota Ag in the Classroom

Produces educational materials that help K-12 students learn about agriculture by encouraging teachers to integrate agriculture into existing courses. Produces a student newsletter and teacher guide. For more information, contact Al Withers, (651) 296-6688.

Minnesota Grown Program

Minnesota Grown Info: 1-800-657-3878. Minnesota Grown is the umbrella program that unites the marketing efforts of several commodity/market groups. It promotes Minnesota products within the state and in other domestic markets. Efforts include developing promotional/advertising programs for producer groups, licensing users of the Minnesota Grown logo and introducing several new marketing tools. Contact Paul Hugunin, (651) 297-5510, for more information.

Processed Food Program

Through trade shows (such as the Minnesota Food Expo) and information referral services, this program assists food companies introduce and market products. Contact Paul Sand, (651) 297-4654, for more information.

Promotion Councils Section

Assists research and promotion council activity and advises agricultural commodity groups on the establishment of new councils. Conducts and supervises council elections, processes refunds to producers who choose not to participate in the check-off programs, and monitors the activities of councils to assure each conducts business in confor-

munity 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 twelve commodities: beef, dairy, corn, canola, barley, area one and two potato, dry edible beans, soybeans, paddy wild rice, wheat and turkey. For more information, contact Ruth White, (651) 297-5794, Fax (651) 296-6890, or write to Research and Promotion Councils, Minnesota Department of Agriculture, Ag Marketing Services Division, 90 West Plato Boulevard, St. Paul, MN 55107.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

AREA ONE POTATO RESEARCH AND PROMOTION COUNCIL - The council promotes Minnesota grown Irish potatoes through research and advertising by providing grants. The council consists of seven members including one potato processor, one potato wash plant representative and five elected members representing potato growers. Meetings are in August, November, February and June in East Grand Forks, MN. The council expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Governor. **Compensation:** \$45 per diem. *Minnesota Statutes 17.54, Subd. 9.* P.O. Box 29, East Grand Forks, MN 56721. (218) 773-1629.

Risk Management Services

Works with other state organizations to provide basic and advanced risk management education for Minnesota's farmers, ranchers and agribusinesses. Administers the Minnesota Certified Farm Risk Management Consultant (MCFRMC) program in conjunction with the MnSCU Farm Business Management program. For more information, contact David Bullock, (651) 284-3706.

Special Project Group

The special project group works with various divisions of MDA, outside agencies and entities to adapt to changing trends in agriculture. Activities include public education on matters such as production and marketing contracts, coordination of interest groups to achieve common goals and work with other states on issues of mutual importance. Contact Paul Strandberg, (651) 284-3706, for more information.

Value-Added Agricultural Cooperative Grant Program

This grant program assists in the formation and development of value-added agricultural cooperatives. Assistance is available for cooperative formations, marketing research, produce development, business plan development and pre-design of facilities. Contact Terry Dalbec, (651) 215-0368, for more information.

Agricultural Certification Section

(651) 297-2157; Fax (651) 297-2504 **Jim Gryniewski**, assistant director. Brings together several department functions relating to licensing, bonding and certification of agricultural products, including: grain licensing and auditing; apiary inspection; livestock weighing, and livestock dealer licensing; wholesale produce dealer licensing and bonding; and the animal damage compensation program.

Licensing, Bonding and Auditing Section

Licenses, bonds and audits grain buyers, grain warehouse operators, public warehouses storing household goods, livestock dealers, markets, packers and stockyards, and wholesale produce dealers. Issues four kinds of licenses:

- **License to Buy Grain:** Required to buy grain from producers or any one else. The license fee ranges from \$100 to \$500, depending on the applicant's annual dollar grain purchase. An additional \$50 to \$100 is required for each additional licensed location. A grain buyer's bond ranging from \$10,000 to \$50,000 must be provided. The bond amount is based on the dollar amount of annual grain purchases.

- **License to Store Grain:** Issued to persons operating grain warehouses (elevators) to store grain for the public. The license fee is \$100 for each licensed location. The examination fee is based on the bushel capacity of the elevator and ranges from \$275 to \$1,415. Grain storage elevators must provide a storage bond. The bond provides reimbursement to depositors experiencing damage or other grain loss. The storage bond, which ranges from \$20,000 to \$500,000, is based on 50 percent of the dollar value of the grain stored by depositors.

- **Grain Bank License:** Issued to persons operating grain warehouses that receive and store grain to be processed into animal feed, where the feed is returned to the grain depositor. The license fee is \$125 for each licensed location. Elevators that have a storage bond are not required to have a grain bank license. The grain bank bond ranges from \$1,500 to \$150,000 and is based on 50 percent of the dollar value of the grain stored by depositors.

- **General Merchandise Storage License:** Issued to persons not storing grain but who operate a warehouse to store other property, such as household goods, for the public. The license fee ranges from \$80 to \$470 depending on the square footage capacity of the warehouse. A \$10,000 general merchandise storage bond for each warehouse operated is also required (companies that do not store household goods may substitute \$50,000 of warehouse liability insurance instead of a bond).

- **Livestock Dealers License:** Issued to persons (including packing companies) who are in the business of buying and selling livestock on a regular basis. The agents of livestock dealers are also required to be licensed. The license fee for a livestock dealer is \$100 and \$50 for each agent of a livestock dealer. The minimum amount for a livestock dealer bond is \$10,000; a livestock dealer is required to have a bond in the amount equivalent to two days purchases.

- **Livestock Market Agency License:** The market agency license is issued to persons who sell consigned livestock for the account of others. The license fee for a livestock market agency is \$300. The minimum amount for a livestock market agency bond is \$10,000; a livestock market agency is required to have a bond in the amount equivalent to two days transactions.

- **Wholesale Produce Dealers License:** Issued to persons who purchase or contract to buy produce in wholesale lots for resale, acts as an agent or brokers who deals in produce for a fee, or a canner or processor who purchases produce in wholesale lots. The license fee ranges from \$50 to \$1,500 depending on the dollar amount of produce purchased annually. The maximum amount for a wholesale produce dealer's bond is \$1,000,000, a wholesale produce dealer is required to have a bond in the amount equivalent to ten days transactions.

Claims against any of the grain, general merchandise, livestock or wholesale produce dealers bonds can be filed by writing to the Minnesota Department of Agriculture, Agricultural Marketing Services Division at 90 West Plato Boulevard, Saint Paul, MN 55107.

Apiary Registration and Inspection

- **Registration:** Persons who own, lease or possess colonies of bees or who intend to bring bees into the state under an entry permit shall register the bees with the department. The registration of colonies of bees helps in the identification and control of diseases and pests that put the industry at risk. The registration fee is \$10 per beekeeper.

- **Inspection:** State apiary inspectors conduct three types of inspections: interstate shipment, sanitary, and survey for specific pest. The interstate inspections certify that colonies are disease and pest free and eligible for interstate movement, these inspections are on a fee for service basis at a rate of \$30 per hour. Sanitary inspections are done at random intervals to gauge the prevalence and tolerance to treatment of

diseases and pests in the industry. Pest survey inspections are conducted to determine if new pests have made their way to Minnesota. Sanitary and pest survey inspections are done at no cost to beekeepers.

Animal Damage Compensation

- **Livestock injured or killed by wolves:** Livestock producers are compensated up to \$750 per animal for livestock killed by wolves or so severely injured by wolves that they must be destroyed. Conservation officers, county extension agents and/or federal wolf trappers, verify claims. The amount of the claim may be reduced for any compensation received from crop insurance. This program reimburses the producer for the actual value of the animal, or the maximum value allowed, whichever is less.

- **Crops damaged by elk:** Crop producers are compensated for crops damaged or eaten by elk. County extension agents verify claims. The amount of the claim may be reduced for any compensation received from crop insurance. The producer may not receive more than \$20,000 in compensation, from this program, in any calendar year.

Livestock Price Reporting

Both daily livestock price reporting, and quarterly livestock contract reporting have been taken over entirely by the U.S. Dept. of Agriculture (USDA) Agriculture Marketing Service and is no longer done by the Minnesota Department of Agriculture.

Use the following phones and websites to contact the USDA-Ag Marketing Service (AMS):

- Website: www.ams.usda.gov
- Washington, D.C. - USDA-MSA Administrator's Office: (202) 720-5115
- Livestock and Seed Programs Group (LSPG): (202) 720-5705
- Website: www.ams.usda.gov/lsg/price.htm
- General information in Washington, D.C.: (202) 720-2791
- General USDA Website: www.usda.gov

Agricultural Statistics Division

(651) 296-2230; Fax (651) 296-3192 **Michael Hunst, director;** **George Howse, assistant director.** The Agricultural Statistics Division is located at: 8 East Fourth Street, Suite 500, St. Paul, MN 55101.

Agricultural Statistics Division conducts agricultural surveys of farmers and agribusinesses to provide accurate, timely, and relevant Minnesota statistics of crop acreage, yield, production, and stocks; livestock inventories; farm prices, expenses, and income; weekly crop and weather conditions during the growing season; agricultural chemical usage; as well as providing statistical services.

The Agricultural Statistics Division is a good example of state and federal cooperation. A cooperative agreement exists between the Minnesota Department of Agriculture and the USDA's National Agricultural Statistics Service to consolidate and coordinate activities in the collection, analysis, and publication of statistical data for the state of Minnesota. The division is made up of both MDA and USDA employees in a cooperative effort to promote economy and efficiency in collecting and disseminating agricultural information. This cooperative effort also minimizes respondent burden and avoids duplication of effort. In addition to the ongoing statistical program, special surveys are conducted for MDA divisions, the University of Minnesota, and other organizations.

Following is a description of Agricultural Statistics Division activities and uses of Minnesota agricultural statistics by the agricultural community and others:

- **Conduct statistical surveys** and disseminate agricultural statistics to the public in scheduled published reports and electronic media.
- **Compile and publish** the annual Minnesota Agricultural Statistics book.

- **Provide county statistics** for crops, livestock, and cash receipts from farm marketings.
- **Respond to requests** for agricultural statistics information.
- **Provide statistical expertise and sampling technology** to groups interested in conducting special surveys of benefit to agriculture and rural areas.
- **Farmers use agricultural statistics reports**, both directly and indirectly, to make production and marketing decisions.
- **Agribusinesses use county estimates** to help meet farmers' needs for items such as fertilizer, seed, and equipment.
- **Farm organizations, Congress, and state and local governments** use the published reports to help devise farm programs and policies.
- **Agribusinesses use agricultural statistics** to determine the supplies of agricultural products available for processing and for export.
- **Farm broadcasters and agricultural reporters** convey survey results to their audiences and use the data to help focus their stories on important areas of agriculture.
- **Researchers and legislators use county-level data** to define problem areas and help farmers recover from weather-related losses and from outbreaks of diseases and pests.
- **Information is used by farm organizations and governments** to evaluate programs affecting agriculture.

Grain and Produce Inspection Division

(612) 341-7190; Fax (612) 349-2616 **Dale Heimermann, director;** **Judy Wickham, assistant director.** Provides grain sampling, grading, weighing and protein analyses upon request to producers, shippers, grain firms, elevators and processors. State inspection personnel are licensed by the Grain Inspection, Packers and Stockyards Administration. Performs official grain weighing, sampling and inspection for outbound shipments of grain at the export terminals in Duluth. Official weighing, sampling and inspection services on grain loaded from inland or country elevators are provided to any interested person upon request when an official certificate is required on specified lots or containers of grain.

Inspects and grades grain samples, officially obtained or submitted, according to federal standards established by the U.S. Grain Standards Act and by the Minnesota Board of Grain Standards. Obtains official samples for 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. Performs official protein analyses, aflatoxin testing, deoxynivalenol (vomitoxin) testing, and falling numbers test. The samples are usually graded the same day as received and official certificates are issued.

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

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

Fees are charged according to the division's fee schedule, which is available upon request. Ask for the booklet Fees for Grain Inspection and Weighing Services.

All outstate offices provide sampling, weighing and inspection services.

- **Breckenridge**, 718 Minnesota Avenue, 56520; (218) 643-1517; Fax (218) 643-1605
- **Duluth**, 716 Garfield Avenue, 55802; (218) 723-4998, Fax (218) 723-4697
- **Granite Falls**, Office Plaza, Highway 212, 56241; (320) 564-3512, Fax (320) 564-3512
- **Mankato**, Village East Ctr, 3132 Hoffman Road, 56001; (507) 389-6282, Fax (507) 389-6283

- **Morris**, Fifth and Great Northern Track, 56267; (320) 589-1827, Fax (320) 589-2860
- **Savage**, Highway 13, 55378; (612) 890-1143, Fax (612) 890-5656
- **Windom**, 1043 Fourth Avenue, 56101; (507) 831-2924, Fax (507) 831-2923
- **Winona**, 988 Riverview, 55987; (507) 453-2997, Fax (507) 453-2998

Fruit and Vegetable (Metro)

Fruit and Vegetable Inspection Program

(612) 341-7512 **Alan Peterson**, supervisor. Provides inspection and grading at terminal markets, shipping points and processing plants for all fresh fruits, vegetables, nuts and ornamentals. For more information or to request one of these voluntary inspections, contact Fruit and Vegetable Inspection Program, 316 Grain Exchange Building, Minneapolis, MN 55415

Federal fresh fruit and vegetable grades and fee schedules are used for terminal market inspections. State fees ranging from 9 to 10 cents per hundredweight are charged for shipping point inspections. Federal or federal-state certificates are issued at the completion of the inspection.

Potato Section

(218) 773-3346; Fax (218) 773-3530 **Willem Schrage, Ph.D.**, supervisor. Manages the activities in this section.

Seed Potato Certification Program

Certifies seed potatoes to meet prescribed standards relating to disease and variety. Each growing season, seed acreage are inspected for disease, varietal purity and chemical and insect damage. Applicants must enter the entire potato acreage. It is advisable to contact Seed Potato Certification prior to planting if the applicant is unfamiliar with program requirements. The certification program is voluntary. For information or assistance, contact Seed Potato Certification, 312 Fourth Avenue Northeast, East Grand Forks, MN 56721. The inspection/certification fee is based on acreage, and applications must be received by June 15.

Fruit and Vegetable (NW)

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

ADVISORY SEED POTATO CERTIFICATION TASK FORCE - The task force reviews quality control, research, and market development in the certified seed potato industry. The task force consists of nine members including growers in Minnesota of certified seed potatoes. Meetings take place four times a year for four hours in East Grand Forks, MN. The task force expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioner of Agriculture. **Compensation:** Reimbursed for expenses. *Minnesota Statutes 21.112. 312 4TH Avenue N.E., East Grand Forks, MN 56721. (218) 773-3346.*

Provides voluntary and mandatory shipping point grading to ensure proper grade and condition of potatoes. Provides inspection of potatoes at processing plants to assure proper use and settlement. For information or to request inspection, contact Potato Inspection Program, 312 Fourth Avenue Northeast, East Grand Forks, MN 56721.

No forms are necessary. Shipping point inspection fees are 8 to 10 cents per hundredweight with a minimum of \$12.50 to \$15.00 per inspection. An additional \$1.00 is charged for additional inspection

and grading issued on same certificate. There is a charge of \$15 to \$25 an hour for inspection by hourly contract. If inspection is requested for anytime other than regular office hours (Monday-Friday, 8 a.m.-5 p.m.), there is an overtime fee. Inspections can usually be scheduled within 24 hours.

Support Services Area

Support Services is responsible for:

- **Supporting managers and supervisors** in maintaining a well-trained, flexible and diverse workforce.
- **Representing the agency** on resolution of human resources and diversity issues.
- **Developing an agency-wide affirmative action plan.**
- **Ensuring a safe workplace** and promoting employee well-ness activities.
- **Managing facilities**, including such tasks as negotiating leases; coordinating building remodeling and renovation; and monitoring security systems.
- **Participating in the statewide nuclear response drills** and preparation to ensure that health and safety of the public is protected in the event of a nuclear emergency at the Monticello or Prairie Island nuclear generating plants.
- **Developing and maintaining the department's computer system** and associated activities.
- **Maintaining and upgrading the department's website.**

Finance and Budget Division

(651) 296-1151; Fax (651) 297-1056 **Becky Leschner**, director; **Al Louismet**, assistant director. This division is responsible for handling all accounting-related inquiries, and the administration of grants and claims. For more information, contact Becky Retherford at 651-296-1151. Inquiries regarding receiving information for central services should be directed to Joyce Walkosz at 651-297-2135.

Human Resources and Diversity Division

(651) 296-1584; Fax (651) 297-7868 **Russell Havir**, director; **Susan Miller**, assistant director. (651) 297-2598; Fax (651) 297-5522 **Shirley Holyfield**, diversity director. The mission of this division is to support managers and supervisors in maintaining a well-trained, flexible and diverse workforce to meet the challenges of a changing environment and to ensure a safe workplace. The division provides staffing, classification, training, labor relations, affirmative action, facilities management and safety services to agency's management, supervisors and the public. Also, represents the agency on statewide efforts and on resolution of statewide human resources and diversity issues.

The following are division programs:

- **Human Resources** serves as a technical resource in recruitment, selection, retention and development of staff. It provides information to staff on benefits and other information they require as a part of their employment and provides information to the public on job opportunities. Under delegated authority, it determines the job classification of positions and approves compensation. It provides guidance on labor relations contract administration.
- The **Office of Diversity** develops an agency-wide affirmative action plan that encourages fair access to all individuals, respect for all employees and stakeholders, encourages the use of employee skills and development, and continuous assessment of the department's diversity initiatives. The diversity director provides consultation on affirmative action, equal opportunity and works closely with the department's **Americans With Disabilities** coordinator while keeping

the management team aware of current EEO trends and training opportunities. The director served as a community liaison and networks with various state, county and federal agencies.

- **Safety and Health** ensures a safe workplace and promotes employee wellness activities for staff.
- **Building Services** negotiates leases; coordinates building remodeling and renovation; monitors security systems; and, plans space, communications and moves.
- **Nuclear Response** participates in the statewide effort to ensure that health and safety of the public is protected in the event of a nuclear emergency at the Monticello or Prairie Island nuclear generating plants.

Information Services Division

(651) 215-1347; Fax (651) 282-2442 **Larry Palmer, chief information officer.** Responsible for developing and maintaining the department's computer system and associated activities. Most technology support services are performed for internal customers. However, as the department creates centralized databases and captures

more work on department-wide systems, this information is being made available to the public on our website.

MDA Website: <http://www.mda.state.mn.us>

E-mail: webinfo@state.mn.us

(651) 297-7447 **Kimberly Von Toft, web coordinator.** New information is added to our website daily and updated periodically. Questions and suggestions may be directed to the web coordinator via the interactive comment box on our website.

Website content falls into the following categories: information about department programs and employees; publications produced by the department; agricultural grants and loans; pest and exotic species information; lists of dairy farms, licensees, permit holders, and certified growers/sellers; food recalls, codes, and safe handling practices; Minnesota products; crop, weather and livestock reports; pesticide and environmental data; education and training opportunities; testing, inspection and certification services; links to other agriculture-related websites.

Board of Animal Health

90 W Plato Blvd, St. Paul, MN 55107

Phone: (651) 296-2942 Ext. 16; Fax: (651) 296-7417

Website: www.bah.state.mn.us

Executive Director William Hartmann, DVM

Minnesota Statutes, Chapters 35 and 347; *Minnesota Rules*, Chapters 1700-1799

FROM 1883 – 1903, THE FUNCTIONS OF ANIMAL DISEASE CONTROL were under the State Board of Health. In 1903 the Livestock Sanitary Board was created and in 1980 the name was changed to the Board of Animal Health.

The mission of the Board is to protect, maintain and improve the health of the state's domestic animals. By doing this, the Board is able to protect public health and to provide an abundant and wholesome food supply to the consumers of Minnesota.

The board protects the health of 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 and cat kennels and dealers 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.

Veterinary Diagnostic Laboratory

(651) 625-8787. 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, except 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.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

BOARD OF ANIMAL HEALTH -The board carries out disease control programs for livestock and poultry. The board consists of five members including three livestock producers and two licensed veterinarians. **Member File W/Campaign Finance & Public Disclosure Board:** Yes. **Senate Confirmation:** Yes. Quarterly meetings for four hours at the Department of Agriculture. Does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes* 35.02. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. Agriculture Bldg., 90 West Plato Blvd., St. Paul, MN 55107. (651) 296-2942.

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 \$30. 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.

Export Division

(651) 296-2942 Ext 12 **William Hartmann, DVM.** The division monitors movement of animals to other states and 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 this 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, USDA, 251 Starkey St., Suite 229, St. Paul, MN 55107 (651) 290-3691. There is no fee for this information.

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 is \$10. The fee for transferring a brand to another owner is \$10. Brand books are available from the Board of Animal Health, Agriculture Building, 90 W. Plato Blvd., St. Paul, MN 55107 (651) 296-2942 Ext 12. Brand certificates are issued within 5 working days after receipt of applications.

Cattle and Ruminant Diseases/Markets Division

(651) 296-2942 Ext 27, **William Hartmann, DVM**. The division administers the bovine brucellosis eradication program, the voluntary Johne's disease program, the bovine paratuberculosis control program, the bovine tuberculosis eradication program, the goat brucellosis control program, the goat tuberculosis control program, the anaplasmosis program, the cervidae tuberculosis eradication program, the cervidae registration program, the cervidae brucellosis eradication program, the cervidae chronic wasting disease program, scrapie program, the public exhibition of livestock and poultry state rule, the slaughter cattle identification state rule.

The division promulgates rules for the importation of livestock into Minnesota. The division provides information on requirements for importation of livestock into Minnesota. It also issues permits for livestock auction markets and consignment sales.

The division inspects rendering and pet/mink food plants and issues permits for processing and transporting carcasses and discarded animal parts. It also investigates improper disposal of animal carcasses.

Livestock owners, veterinarians, and the public may call, write, or visit 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 is 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 eradica-

tion program is responsible for healthier, more productive herds which means more meat, milk, and animal products for the public. Public health is protected as humans can contract brucellosis from brucellosis infected cattle rule.

Voluntary Johne's Disease Program for Cattle

The purpose of this program is to provide information and assistance so that the individual cattle producer can combat the disease. Numerous publications that explain Johne's disease and its control are available from the Board. To encourage testing, which is critical to any control program, the Board will pay the full laboratory cost for the Johne's disease ELISA test for 50 cattle per herd, per fiscal year (July 1 through June 30), without authorization.

Prior authorization and a herd plan are necessary if more than 50 head are tested. Beyond 50 samples the Board will pay for one-half of the laboratory cost of the Johne's disease ELISA test. The Board will pay the full laboratory cost for any fecal culture tests that are done as a follow-up to a positive ELISA test.

U.S. Voluntary Johne's Disease Herd Status Program for Cattle

This program allows herds to attain increasing levels of certainty that they are not infected with Johne's disease. The program has two different tracks. The standard track allows an owner to reach the highest level (level 4) after 3 years. The fast track allows a herd owner to reach level 4 after two years. This program has two distinct advantages over previously used certification programs.

The first is that you can reach level one by testing just 30 cows each year. The goal of the program is not to certify a herd free, but to provide increasing levels of certainty that a herd is not infected with Johne's disease. As infected herds are developing herd cleanup plans and implementing test and cull programs, a source of replacement cattle that are not infected with Johne's disease is needed. The use of *Mycobacterium paratuberculosis* bacterin is regulated by 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.

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. Public health is protected as humans can contract tuberculosis from tuberculosis infected cattle.

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.

Anaplasmosis Control

The rule for anaplasmosis control became effective in 1981. The rule requires all breeding cattle imported into Minnesota from high prevalence states to be tested negative for anaplasmosis prior to entry. Serologically positive cattle are quarantined and herds in which there is a clinical outbreak are quarantined. Tests made under the anaplasmosis rule are at the owner's expense. This board has no charges for the administration of the rule.

Public Exhibition of Livestock and Poultry

This 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 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 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 Identification

The rule requires slaughter cattle to be identified by back tag 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.

Importation of Livestock and Companion Animals

Calves under two months of age, not accompanied by dams, need the name and address of the veterinarian requesting the permit and signing the certificate of veterinary inspection, 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 person 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 moving before knowing the results of the anaplasmosis test 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 for slaughter at a non-inspected slaughtering establishment 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 destination.

For information and permits contact the division, Agriculture Building, Room 119, 90 W. Plato Boulevard, St. Paul, MN 55107, (651) 296-2967. There is no charge for permits. Permits are mailed on the day requested. A **certificate of veterinary inspection** issued by a 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 the request is received. Up to five days may be required for inspection of the sale premises to determine compliance with board rules before the permit is issued.

Farmed Cervidae Registration

The board registers farmed cervidae upon request of the owner. The owner submits the registration request on forms provided by the board. The forms must include copies of sales receipts or other documentation of the origin of the cervidae. The owner is required to keep written records of the purchases and sales of registered farmed cervidae. Registration is voluntary and there is no charge.

Farmed Cervidae Tuberculosis Eradication

The rule was adopted to permit the establishment of accredited tuberculosis-free cervid 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 the owner's expense.

Farmed Cervidae Brucellosis Eradication

Brucellosis Certification for Cervid Herds is voluntary. A herd may be certified brucellosis-free after the owner signs an agreement and the herd passes the required number of tests. The owner must pay his veterinarian for collection of the blood samples. There is no laboratory charge for private tests.

Chronic Wasting Disease Surveillance Program for Farmed Cervidae

Chronic Wasting Disease Surveillance is voluntary. Annual inventory of all cervids owned is required. The brain from all cervids, 16 months of age and over, that die for any reason, must be submitted to the National Veterinary Services Laboratory for examination for Chronic Wasting Disease. All costs associated with the herd inventory and the surveillance are at owners expense, including the laboratory cost of examining brains for CWD.

Minnesota Brucellosis Laboratory

(612) 624-9250, Bob Tiller, supervisor. 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, intrastate shipments, interstate shipments and international shipments. The tests include cattle, bison, swine, goats, and miscellaneous species. Results of the tests are normally reported the same or next day following the receipt of blood or milk samples.

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

Swine and Equine Diseases Division

(651) 296-2942 Ext. 21, Paul Anderson DVM, division director. The division administers rules regulating importation of livestock, pseudorabies control and eradication, swine brucellosis, feeding of garbage to livestock and poultry, and swine tuberculosis.

Importation of Livestock

The division issues permits for importation of livestock. There is no cost for this service. Permits may be obtained 24 hours per day by calling (651) 296-2967. Permits must be obtained prior to importation of the following categories of livestock: breeding cattle if anaplasmosis test results are pending; female feeding cattle of beef type and breed between 6 and 18 months of age if originating from a non-Brucellosis free state; calves under 2 months of age not accompanied by the dam; feeding swine which originate from Stage 1 or 2 states; breeding swine which originate from Stage 1 or 2 states; horses if equine infectious anemia (EIA) test results are pending; and all cervidae including deer, elk, moose, caribou, and reindeer.

Swine Brucellosis

Minnesota was declared a Validated Swine Brucellosis Free State on May 1, 1975. A slaughter surveillance program is used in Minnesota to maintain this swine brucellosis free status. At least 5% of the State's breeding swine population is subjected to an official swine brucellosis test each year. Producers may apply to have individual herds designated as validated swine brucellosis free by contacting the board office. There is no fee for this service. All required testing is at owner expense.

Pseudorabies Control and Eradication

Pseudorabies, also known as Aujeszky's Disease, is a viral disease of swine that is caused by a herpes virus. Swine which are infected with the virus are infected for life and may shed the virus intermittently.

Mortality rates in swine vary, but when cattle, sheep, goats, dogs or cats are infected, the disease is always fatal.

A national program to eradicate pseudorabies from domestic swine in the United States began in 1989 and was scheduled to be completed in all states by January 1, 2000.

The program to control pseudorabies in Minnesota actually began in 1975. During that year, two infected herds were identified and placed under quarantine. The major effort to eradicate pseudorabies from the state began in 1989. In the following three years, all swine herds in the state were tested for pseudorabies and the infected herds were identified and quarantined. The number of infected herds peaked in 1992 with 903 premises under quarantine.

Although the goal of pseudorabies eradication in Minnesota has not yet been reached, only 3 quarantined premises remain as of November 2000.

Feeding of Garbage to Livestock and Poultry

No person is permitted to feed garbage to livestock in Minnesota unless he has first obtained a garbage feeding license from the Board of Animal Health. Licensed garbage feeders must cook all garbage at 212° F for 30 minutes prior to feeding it to livestock. They are also subject to monthly inspections to verify compliance. Currently there are eight (8) producers in Minnesota that have obtained permits from the board to feed garbage to pigs. There is no fee for this service.

Livestock producers may also apply to the board for an "Exempt Materials" permit. Such a permit allows producers to feed certain non-meat food waste ("exempt materials") to livestock and poultry without cooking it prior to feeding. There are fourteen (14) producers who have obtained permits from the board to feed exempt materials.

Swine Tuberculosis

The bovine strain of tuberculosis was eradicated from cattle and swine in Minnesota in 1976. All currently occurring cases of tuberculosis in swine in Minnesota are caused by the avian strain of tuberculosis which is an environmental contaminant and is inhaled or ingested by swine in close contact with infected birds or their environment.

The Food Safety Inspection Service (FSIS) does maintain a program to identify tuberculosis lesions in swine at slaughter. This division responds to inquiries from swine producers regarding condemnation of hogs at slaughter.

State Poultry Testing Laboratory

(320) 231-5170, 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, fecal swabs, and environmental samples collected from flocks participating in poultry disease control programs including Salmonellae, Mycoplasmas, Avian Influenza and Avian Pneumovirus 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 622 Business Hwy 71 NE, P.O. 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.

Poultry, Companion Animal and Miscellaneous Diseases

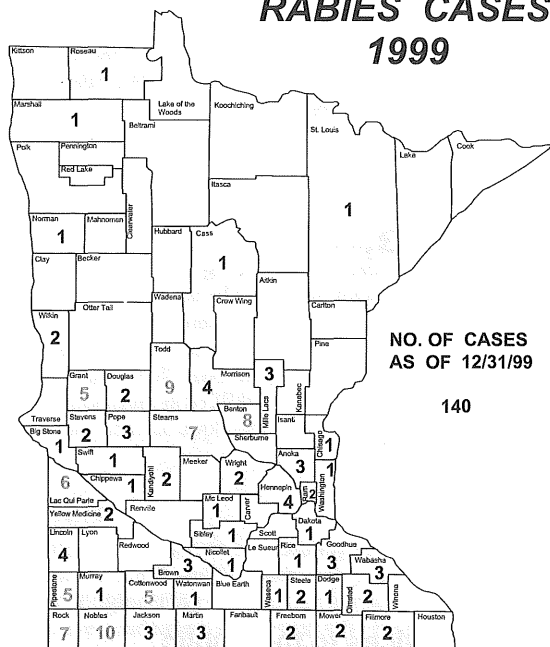
(651) 296-2942 Ext. 18, Keith Friendshuh, DVM, veterinarian in charge. The division directs poultry diseases and eradication programs and conducts investigations of all rabies cases and other miscellaneous diseases, establishing quarantines when indicated. It licenses and inspects dog and cat dealers and kennels which confine stray and unwanted animals.

The division supervises the testing of poultry. The division authorizes persons to conduct the official pullorum whole blood plate tests after they have completed a one day training course and field instructions. There is a small charge for the course and preregistration is required. Annual permits are issued, after an inspection, to hatcheries and poultry dealers and to out-of-state hatcheries, dealers and breeders to import poultry and hatching eggs into Minnesota.

Information, applications and disease control program forms can be obtained by contacting the division, Room 119, 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 regulations for the importation of companion animals. Investigations are made immediately upon receipt of report of a rabies infected animal. There is no fee to owners for investigations. A veterinarian and pamphlets on rabies are available to organizations for presentations and to answer questions on rabies. For information, contact the board at (651)296-2942, ext. 18, or the nearest field veterinarian.

RABIES CASES 1999



The division issues licenses, after inspection, to dog and cat dealers and kennels which pick up and confine stray, unwanted, abandoned or lost animals. Exempt from the license requirement are boarding kennels, breeding kennels and municipal pounds. The annual license fee is \$15 for kennels and \$100 for dealers.

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, complaints are to go to local law enforcement first and then to this division if not resolved. A complaint in writing is required. A follow-up investigation will be made as soon as possible. A report on the result of the investigation will be furnished the complainant if requested.

Office of the State Archaeologist

Fort Snelling History Center, St. Paul, MN 55111-4061

Phone: (612) 725-2411; Fax: (612) 725-2427

Website: www.admin.state.mn.us/osa/

State Archaeologist Mark J. Dudzik

Minnesota Statutes 138.31-138.42 and 307.08

ESTABLISHED IN 1963, THE OFFICE OF THE STATE ARCHAEOLOGIST (OSA) is charged with sponsoring, conducting and directing research into the prehistoric and historic archaeology of Minnesota; protecting and preserving archaeological sites and objects; promoting public education and disseminating archaeological information through the publication of reports and articles; identifying, authenticating and protecting human burial sites; reviewing and licensing archaeological fieldwork conducted within the state; and enforcing provisions of *Minnesota Statutes* 138.31-138.42 (the "Field Archaeology Act") and 307.08 (section of the "Private Cemeteries Act"). The OSA, an agency of state government, is a division of the Minnesota Department of Administration.

Under *Minnesota Statutes* 138.31-138.42, licensure through the OSA is required for field archaeology undertaken on all lands or waters owned, leased by or subject to the paramount right of the state or its subdivisions, as well as on lands impacted by publicly-funded develop-

The Board also works with other agencies and counties in Disaster Planning and preparation and training.

Foot-and-Mouth Disease (FMD)

The Board has been monitoring the recent spread of foot-and-mouth disease in other countries.

Foot-and-mouth disease (FMD) is a severe, highly communicable viral disease of cattle and swine. It also affects sheep, goats, deer, and other ruminants (cloven-hoofed, cud-chewing quadrupeds). FMD generally does not affect humans.

This country has been free of FMD since 1929, when the last of nine U.S. outbreaks was eradicated.

The disease is characterized by fever and by blisterlike lesions in the mouth and on the teats and feet. Many affected animals recover, but the disease leaves them debilitated, and it causes losses in the production of meat and milk.

Because it spreads widely and rapidly and because it has grave economic as well as physical consequences, FMD is one of the animal diseases that livestock owners dread most.

What You Can Do

You can back up the state's and nation's efforts against FMD by:

- Watching for slobbering, lameness, and other signs of FMD in your herd.
- Immediately reporting any unusual or suspicious signs of disease to your veterinarian, to state or federal animal disease-control officials, or to your county agricultural agent.

If foot-and-mouth disease should appear in your animals, your report will set in motion an effective state and federal eradication program.

Your participation is vital. Both the early recognition of disease signs and the prompt notification of officials are essential if eradication is to be carried out successfully. Your warning may prevent FMD from becoming established in the United States, or – if it does spread – reduce the time and money needed to wipe it out.



ment projects. Proposed projects are reviewed to assess the appropriateness of research methodology and to assist in identifying strategies for mitigating potential adverse effects to known cultural resources. Only professional archaeologists meeting the *U.S. Secretary of the Interior's Standards for Archaeology* (36 Code of Federal Regulations, Part 61) may be licensed to conduct such investigations in the state of Minnesota. A copy of the application form, including terms and conditions for licensure, can be obtained by contacting the above address.

Minnesota's "Private Cemeteries Act," *Minnesota Statutes* (307.08), affords all human remains and burials older than 50 years, and located outside of platted, recorded or identified cemeteries, protection from unauthorized disturbance; this statute applies to burials on either public or private lands or waters. Authentication of burial sites is conducted under the sole auspices of the OSA per this statute. In the event that a burial is either known or suspected to be associated with

American Indian peoples, the OSA works in concert with representatives of Minnesota's tribal communities to ensure the integrity of such burial sites.

The OSA maintains a database of the state's identified archaeological sites in collaboration with the Minnesota State Historic Preservation Office (SHPO). For further information on this database, please contact either the above number or the SHPO (see separate listing under "Minnesota Historical Society").

Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design

85 E. 7th Place, Suite 160, St. Paul, MN 55101

Phone: (651) 296-2388; Fax: (651) 297-5310

Website: www.aelslagid.state.mn.us

Email: Doreen.b.Frost@state.mn.us

Executive Secretary Doreen Frost

Minnesota Statutes 326.02 – 326.15; *Minnesota Rules*, Parts 1800.0200 to 1805.1600

THE MINNESOTA BOARD OF ARCHITECTURE, Engineering, Land Surveying, Landscape Architecture, Geoscience, And Interior Design was established to protect the public and ensure that persons practicing architecture, professional engineering, land surveying, landscape architecture, geoscience, or interior design meet and maintain the qualifications, standards, and professionalism required to competently practice their profession in Minnesota. The Board examines, licenses, and regulates the practice of these professions. A person must be licensed or certified before being permitted to offer these professional services to the public. The Board's program for administering the law is comprised of (1) administering exams; (2) issuing and renewing licenses and certificates; (3) regulating the professions by enforcing the Board's statutes and rules.

The full Board meets twelve times annually, normally the third Friday of each month. The **Executive Committee** is comprised of the chair, vice chair, secretary, and treasurer and is responsible for setting Board policy. The **Complaint Committee**, comprised of five Board members, is responsible for processing and resolving all complaints received by the Board. The **Enforcement and Law Committee** is responsible for providing information and handling all issues regarding the Board's statutes and rules. The **Examination and Licensing Committee** is responsible for addressing issues concerning examination and licensing including those surrounding the use of national examinations and their applicability to Minnesota's statutes. The Enforcement and Law and Examination and Licensing committees are each comprised of eight Board members appointed by the Board chair. Each Board member serves on at least one of these committees. The committees each meet six times annually with the exception of the Complaint Committee, which meets monthly. The Board is also divided into two sections (1. Architects, Landscape Architects, and Certified Interior Designers (ALACID) 2. Professional Engineers, Land Surveyors, Geoscientists (PELSGEO)) which meet six times annually in the opposite months as the above mentioned committees. Each of the sections discuss and provide recommendations to the full Board regarding issues pertinent to the professions in that section. The full Board must ratify all actions taken by Board committees and sections.

All Board, Committee, and Section meetings are open to the public, **except** Complaint Committee meetings. The meeting schedule is posted on the Board's web site or can be obtained by contacting the Board office.

Summary of Services to the Public

The Board strives to protect the public health, safety, and welfare by ensuring that persons practicing architecture, professional engineering, land surveying, landscape architecture, geoscience, or interior design meet and maintain the qualifications, standards, and professionalism required to competently practice their profession in Minnesota. The Board investigates complaints from members of the public against licensed or certified professionals and/or individuals who are practicing one of the above professions without a license. (See Complaints and Enforcement below for information on filing a complaint).

Agency Services at Work in Minnesota

The Board was created in 1921 to regulate the practice of architecture, professional engineering, and land surveying. In 1986, the practice of landscape architecture was added to the Board's jurisdiction. The title act for Certified Interior Design in 1992 added this profession to the Board. Finally, in 1995 the practices of geology and soil science (geoscience) were added to the Board.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

BOARD OF ARCHITECTURE, ENGINEERING, LAND SURVEYING, LANDSCAPE ARCHITECTURE, GEOSCIENCE, AND INTERIOR DESIGN - The board licenses and regulates architects, engineers, land surveyors, landscape architects, geoscientists and certifies interior designers. The twenty-one-member board includes three licensed architects, five licensed engineers, two licensed landscape architects, two licensed land surveyors, two certified interior designers, two geoscientists, and five public members. Not more than one member may be from the same branch of the profession of engineering. Each professional member must have ten years of experience and shall have been in responsible charge of work for at least five years. Full board meetings take place monthly. In addition, members attend monthly committee or section meetings. Meetings will be held at 160 Golden Rule Bldg., St. Paul. Does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes* 326.04. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. 85 East 7th Place, Suite 160, St. Paul, MN 55101-2333. (651) 296-2388.

Architects

The **Architect Registration Examination (ARE)** is a nine-part computerized test administered by the National Council of Architectural Registration Boards (NCARB) at various times and locations. 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. The applicant will fill out an application and submit it to the Board office, along with a \$75.00 application fee for Board approval. Once the application is approved, the applicant's name and information is given to the Chauncey Group who will then send the applicant the list of times and locations that each of the exam parts is offered. The Board will automatically receive the applicant's scores for each of the nine parts of the exam. Once all nine parts are passed, the Board will send the applicant an application for licensure. The fee for licensure is \$120.00. The fees for each of the nine parts of the exam vary and the applicant should contact NCARB for fee information.

Engineers

The Board administers engineering and land surveying licensing examinations in April and October each year. The eight-hour **Fundamentals of Engineering (FE) Examination** is given to those applicants who are graduating seniors or who hold a bachelor of science degree from and 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 has passed the FE Examination 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 (PE) Examination** in the engineering discipline desired by the applicant. Applications for the Fundamentals of Engineering (FE) Examination must be filed in the Board office sixty (60) days prior to the date of the scheduled examination with a fee of \$100.00. Applications for the Principles and Practice of Engineering (PE) Examination must be filed in the Board office sixty (60) days prior to the date of the scheduled examination with an application fee. The application fee for all disciplines except Structural II is \$200.00 and the fee for Structural II is \$500.00. Retake fees for the PE Examination are \$425.00 for Structural II and \$125.00 for all other disciplines.

Land Surveyors

The eight-hour **Fundamentals of Land Surveying (FLS) Examination** is given to those applicants who hold a bachelor of science degree to include eight (8) quarter credits of surveying coursework. Applications for the Fundamentals of Land Surveying (FLS) 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 \$115.00. Preliminary requests for admission to the **Principles and Practice of Land Surveying (PLS) Examination** must be submitted five (5) months prior to the scheduled examination date. Examination qualification requirements include a bachelor of science degree to include sixteen (16) quarter credits of surveying coursework 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 application must be filed in the office sixty (60) days prior to the scheduled examination. The fee to take only the six-hour Principles and Practice of Land Surveying (PLS) Examination is \$205.00 and \$130.00 to retake it. Applicants must also take and pass the Minnesota two-hour local exam before being licensed to practice. The fee to take only the local exam is \$145.00 and \$70.00 for the retake. If applicants choose to take both the PLS Exam and the Local Exam at the same time, the fee is \$250.00 and \$175.00 for the retake. The FLS and PLS Exams are given twice annually in April and October.

Landscape Architects

The **Landscape Architectural Registration Examination (LARE)** is given twice per year in June and December. Sections A-E of the exam are given in June and Sections C and E are given in December. An applicant must hold a bachelor of landscape architecture degree from and 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. Formal requests for admission for the LARE must be filed in the Board office by March 1 for the June exam and September 1 for the December exam. The examination fee is \$720.00 (including the application and exam administration fee) to take all five sections of the exam. (Each of the five sections can be taken separately. For individual fees, please contact the Board office).

Geoscientists

"Geoscience" is broken down into two professions, geology and soil science, each of which require a fundamentals exam and a professional exam for licensure. The Board administers these exams in March and September of each year. Admission to the four-hour **Fundamentals of Geology (FG) Examination** requires a Bachelor of Science degree in geology with a minimum of thirty (30) semester or forty-five (45) quarter hours in geology. Geology courses must include a minimum of twenty-four (24) semester hours or thirty-six (36) quarter hours in a variety of specific geology subjects. Please contact the Board office for the exact requirements. Once the applicant has passed the FE Examination and gains five years of qualifying geology experience, they are eligible to apply for the **Practice of Geology (PG) Examination**. Applications for the FG and PG exams must be received in the Board office sixty (60) days prior to the date of the desired examination. The fee for the FG examination is \$200.00 and the fee for the PG examination is \$250.00.

Admission to the **Fundamentals of Soil Science (FSS) Examination** requires a bachelor of science degree in soil science with a minimum of sixteen (16) semester or twenty-four (24) quarter hours in soil science AND a minimum of fourteen (14) semester or twenty-one (21) quarter hours in closely related geoscience courses. Soil science courses must include a minimum of two (2) semester hours or three (3) quarter hours in each of four basic soil science areas. Please contact the Board office for the exact requirements. Once the applicant has passed the FSS Examination and gains five years of qualifying soil science experience, they are eligible to apply for the **Practice of Soil Science (PSS) Examination**. Applications for the FSS and PSS exams must be received in the Board office sixty (60) days prior to the date of the desired examination. The fee for the FSS examination is \$150.00 and the fee for the PSS examination is \$200.00.

Interior Designers

Certified Interior Designer means a person who is certified under section 326.10 to use the title certified interior designer and who provides services in connection with the design of public interior spaces, including preparation of documents relative to non-load-bearing interior construction, space planning, finish materials and furnishings. An applicant for certification as a certified interior designer shall pass a written examination prepared and administered by the National Council for Interior Design Qualification (NCIDQ). To qualify for admission to the written examination, an applicant shall present evidence that the applicant has obtained at least six qualifying credits for education and experience. After an applicant has been approved by the board based on education, experience and passage of the NCIDQ exam, the applicant will be required to submit a \$120.00 certification fee. Minnesota licensed architects are exempt from the NCIDQ examination. Minnesota licensed architects who are interested in certification as an interior designer shall submit application to the Board with an application fee of \$50.00 as well as a \$120.00 certification for the remainder of the two-year biennium.

Comity

The Board also licenses persons from other jurisdictions on the basis of comity. The out-of-state applicants must have received the original license based on requirements equal to or greater than Minnesota requirements at the time of original licensure. The comity application fee is \$100.00. Comity applicants are reviewed upon receipt for compliance with Board requirements. Architect, professional 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 land surveyor applicants by comity must pass a two-hour examination on Minnesota land surveying law and procedures before they may be licensed to practice.

Forms

Application forms for licensure or certification by examination or comity are available on the Board's web site or by calling the Board office. All forms, including those for examinations not administered by the Board must be returned to the Board office by the deadline date. Many applications have multiple parts and ample time should be allowed to gather all references, verifications, and other pertinent information. If there are questions about the applications, please call the Board office.

Renewal

The Board renews licenses and certifications every two years. Renewal notices are mailed by May 15 each even-numbered year. Licenses and certificates must be renewed by July 1 of each even-numbered year. The renewal fee is \$120 biennially. All licenses and certificates expire at the same time (June 30 of each even-number year) regardless of when initial licensure or certification was granted. Licenses or certificates, which are not renewed on or before June 30, are considered to be lapsed beginning July 1. Individuals are not allowed to practice with a lapsed license or use the title Certified Interior Designer, or CID, with a lapsed certificate. Renewals postmarked after June 30 will be assessed a \$30 late fee and those postmarked on or after September 1 will be assessed a \$60 late fee.

Information concerning licensing, examinations, examination fees and certification is available on the Board's web site or may be obtained by calling or writing the Board office. Written and telephone requests are normally answered on a same-day basis.

Complaints and Enforcement

The Board receives and investigates consumer complaints. The Board has the authority to revoke or suspend licenses or certifications or take action against unlicensed and uncertified persons who practice architecture, professional engineering, land surveying, landscape architecture, or geoscience or use the title of certified interior design. Persons desiring to file a complaint may do so by writing the Board office. There is also a complaint form available on the Board's web site or by request from the Board office that may be used to file a complaint. There is no fee for filing a complaint and anonymous complaints are not investigated. Complaints are resolved as soon as possible. Complaint resolution time varies from 30 days to 18 months depending on the complexity of the complaint.

Professional Firms

All professional corporations, limited liability companies, and limited liability partnerships, which provide architectural, professional engineering, land surveying, landscape architectural, geology, soil science, or certified interior design services, are required by *Minnesota Statute 319B* to register with the Board. This includes professional firms located out of state that are providing services in Minnesota. Minnesota professional firms must submit a copy of their organizational document along with a \$100.00 initial filing fee to the Board office. Foreign professional firms must submit a copy of their Certificate of Authority to Transact Business from the Minnesota Secretary of State along with the \$100.00 initial filing fee. The professional firm is then issued a Certificate of Compliance and must renew their registration each year. The registration renewal fee is \$25.00 and is due on the first day of January. Forms for initial filing and renewal are available on the Board's web site, or by contacting the Board office.

Each individual professional in the firm, who will be providing services in Minnesota, must be licensed in the State of Minnesota before providing those services. (See the Comity section above).

Publications

The Board publishes its newsletter, *The Communicator*, between two and four times per year. It contains current disciplinary action information, dates for upcoming events, as well as other articles pertinent to licensure or certification. *The Communicator* is mailed to all current licensees, certificate holders, building officials, legislators, National Councils, professional societies, state boards, and others who request to be on the mailing list. If you would like to receive *The Communicator* in hard copy, please contact the Board office. There is no charge to be on the mailing list. *The Communicator* is also available on the Board's web site at www.aelslagid.state.mn.us for download in the same format sent in hard copy.

Minnesota State Arts Board

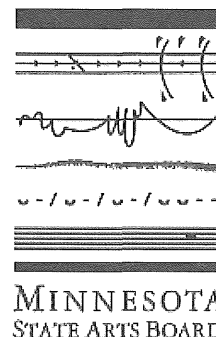
400 Sibley Street, Park Square Court, Suite 200, St. Paul, MN 55101-1928
(651) 215-1600; Toll-free: (800) 8MN-ARTS; (866-2787) TTY: (651) 215-6235

Website: www.arts.state.mn.us

Email: msab@arts.state.mn.us

Executive Director Robert C. Booker

Minnesota Statutes, Chapter 129D; *Minnesota Rules*, Chapter 1900



AS AN AGENCY DEDICATED TO ENRICHING THE CULTURAL LIFE of Minnesota, the Minnesota State Arts Board serves the state by increasing arts awareness, access, and participation. The Arts Board nurtures and supports excellence in the arts, encourages new forms of artistic expression, and works to preserve the state's artistic heritage. Through a series of grant award programs administered by a professional staff, the Arts Board provides aid for a variety of arts activities in the performing, visual, and literary arts. Minnesota is recognized as an innovative and spirited cultural center in the Upper Midwest, and the board plays a key role in maintaining a climate in which the arts are fostered and their contribution to society is recognized and valued.

The Arts Board was first established as the State Arts Society by the Minnesota Legislature in 1903. In 1963, two years before the National Endowment for the Arts was formed, the legislature dissolved the State Arts Society and created the Minnesota State Arts Council in its place. In 1976, the enabling statute of the Arts Council was amended significantly and the agency was officially renamed the Minnesota State Arts Board.

The board is governed by eleven private citizens, appointed by the governor and approved by the senate to serve four-year terms. One member is selected from each of the eight congressional districts, with the remaining members chosen at large. Serving without pay, the board meets approximately ten times a year to establish policy and programs, and make final decisions for grants assistance. Funds administered by the agency are obtained primarily from the state legislature, the National Endowment for the Arts, and the private sector. The board makes its programs, grants, and services available to all Minnesotans without regard to race, national origin, color, sex, age, religion, sexual orientation, or disability.

Each year the board appoints over one hundred advisory panelists to review funding requests and recommend grantees based on the artistic quality of their work. Volunteer panelists from throughout Minnesota contribute their time and knowledge to help make the distribution of state funds to the arts a fair and open process. Throughout the year the Arts Board actively solicits and accepts panelist nominations from constituents and private citizens who have expertise or experience in a particular area of the arts.

The board also offers assistance by providing consultant services, mailing lists, workshops, conferences, and publications to individuals, organizations, and schools around the state. The board maintains a mailing list of arts constituents that includes approximately 14,000 artists and arts organizations who have applied to one of its grant programs or who have asked to be placed on the database. The information on this database is provided to the public for a nominal fee in accordance with the Minnesota Government Data Practices Act and the information release guidelines of the National Standard.

Major programs offered by the Arts Board are listed below. All grant amounts and selection criteria are current for fiscal year 2001. Contact the Arts Board for up-to-date information:

- **Arts Across Minnesota Program** — This program exists to make outstanding art experiences available to citizens in every region of the state. Arts Across Minnesota has two grant programs: *Host*

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA STATE ARTS BOARD - The board is dedicated to making the arts available to all citizens of Minnesota. The development of the arts is featured through a series of grants, programs, and services, which are administered by a professional staff. The eleven members include one member from each congressional district and three at large members; only four members may serve on boards of other arts organizations. Members must file with the Campaign Finance and Public Disclosure Board. Senate approval is required. The board has a minimum of six meetings per year with no set meeting location. The board does not expire. **Appointing Authority:** Governor. **Compensation:** \$35 per diem plus expenses. *Minnesota Statutes 129D.* **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. 400 Sibley Street, #200, St. Paul, MN 55101-1928. (651) 215-1600.

Communities and Festivals. Host Community grants provide up to \$50,000 to organizations in Greater Minnesota to help present distinguished Minnesota-based performing arts institutions. Each presentation has three components: a major public performance, a masterclass for local avocational and professional artists, and educational activities for young people. Festivals grants provide up to \$20,000 for sponsoring groups to involve Minnesota individual artists and small- to mid-sized Minnesota arts organizations in the arts component of community-based festivals. Arts Across Minnesota also maintains a Touring Directory of Minnesota-based arts groups. Participating institutions include The Children's Theatre Company, The Minnesota Opera, The Saint Paul Chamber Orchestra, James Sewell Ballet, Ragamala Music and Dance Theater, Zenon Dance Company, and many other premier groups.

- **Artist Assistance Program** — All our artist assistance programs are designed to support individual artists at various stages in their career. The *Fellowship* program is designed to reward, recognize, and encourage outstanding individual artists throughout Minnesota. The program provide support for materials, time, and living expenses to artists. The fellowship period is twelve months and grant amounts are \$8,000. *Career Opportunity Grants* enable professional artists to take advantage of unique short-term opportunities that will advance their work or careers. Awards ranging from \$500-\$1,500 are made at three deadlines each year. The *Video Documentation Grants* provide from \$500-\$3,000 for artists whose work is time or movement based to document their work on videotape, or edit existing tapes related to artwork documentation. *Cultural Collaborations* funds provide assistance to artists of color in collaboration with nonprofit arts or community organizations. Grants range from \$1,000-\$6,000. Collaborating organizations provide a matching grant for half of the total cost of the project.

• **Arts in Education Program** — The mission of this program is to convey to students, teachers, parents and the general public that the arts are essential to the learning process. The programs and services offered are designed to create an awareness that the arts are a basic component to education k-12; to support quality arts opportunities in schools through grant making programs that fund artist and art organization residencies; and to provide professional development services for teachers and artists.

The *School Support* program offers grants to fund independent artist residencies of at least one week in length at K-12 public or private nonparochial schools or educational organizations. Matching grants in variable amounts up to one-half of the total residency cost are awarded. The program has an annual deadline in the spring. *Organizational Support* grants are available for arts organizations that produce K-12 school residency programs of at least one week in length. The program offers matching grants in variable amounts; grants cannot exceed one-half of residency expenses. The program has a biennial winter deadline. The *Roster of Artists* is a list of juried artists demonstrating high artistic quality and teaching ability. It serves as a resource guide for schools interested in hiring professional artists for residency work. The roster includes up to 70 artists working in all disciplines, and is used by schools around Minnesota. The roster has a biennial spring deadline.

• **Folk Arts Program** — This program helps preserve and perpetuate Minnesota's living folk arts traditions by providing financial assistance to folk artists and folk arts organizations, and through research projects undertaken by the Arts Board's folk arts specialist. Each year the *Folk Arts Apprenticeship* program awards grants ranging from \$500-\$4,000 for the serious study of traditional art forms between a master folk artist and an apprentice. The *Folk Arts Sponsorship* program provides annual matching grants for research and presentation of Minnesota folk arts events like exhibitions, concerts, workshops, or festivals by nonprofit, tax-exempt organizations such as community groups, museums, or government agencies. The *Minnesota Folk Artists Directory* is a juried listing of individual folk artists and groups in Minnesota interested in public performance opportunities.

• **Institutional Support** — This program provides unrestricted operating support to nonprofit, tax-exempt arts organizations that produce or exhibit works of art, or offer a broad range of services to artists. Rather than emphasizing new initiatives or specific projects, this funding permits established arts organizations to support their artistic goals and management objectives, as well as maintain ongoing programs, services, and facilities. The program has a biennial deadline and has two components: *formula funds* and *merit awards*.

• **Series Presenters** — This program provides annual grants to arts presenting organizations to help Minnesota communities experience new, diverse, and outstanding live performances, exhibitions, and screenings in the visual, performing, and literary arts. A presenter can be any nonprofit, tax-exempt organization, college, university, school, or governmental unit which engages touring artists or exhibitions.

• **Institutional Presenter Support** — This program provides unrestricted operating funds to large and medium-sized arts presenters (or arts presenting organizations affiliated with nonprofit organizations) who present live performances, exhibitions, or screenings in the visual, performing and literary arts.

• **Minnesota Percent for Art in Public Places** — According to Minnesota's 1984 "percent for art" legislation, state buildings with construction or renovation budgets of \$500,000 or more may designate up to one percent of their total construction budget for the purchase or commission of original artwork for the site. The Arts Board maintains a Slide Registry of work by visual artists from around the country interested in having their work purchased or commissioned for the Percent for Art program. The Registry, which is available for review by appointment, is used as a resource file for selecting artists and artwork

when new sites are identified for the program. To be included in the Registry, artists must submit an application form, resume, and up to twenty slides of their work. The Percent for Art program is administered by the Arts Board in partnership with the Department of Administration.

In order to be included on the Arts Board's mailing list and regularly receive application guidelines and other publications, constituents must complete and return a Mailing List Questionnaire.

The following publications, which are produced or updated at various times throughout the year, are available free of charge from the Arts Board.

- *Arts Board News*, the agency's quarterly newsletter
- *The Minnesota State Arts Board Annual Report*
- *Arts in Education Roster of Artists*
- *Minnesota Folk Artists Directory*
- *A Basic Guide to Grants for Minnesota Artists, A Guide to Gallery and Exhibition Spaces in Minnesota and A Guide to Performance and Rehearsal Spaces* (produced in collaboration with Resources and Counseling for the Arts.)
- *Program Information* - detailed guidelines for all Arts Board grant programs; including 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 publications and program guides from the National Endowment for the Arts are frequently available at the Arts Board office.

The **Arts Board website** <www.arts.state.mn.us> reaches out to Minnesota citizens, offering useful information about the Arts Board and the organizations and artists the agency serves. It includes: guidelines and applications for all Arts Board grants; grant deadline, workshop and panel meeting dates; links to Minnesota's 11 Regional Arts Councils; staff listing with phone numbers and e-mail links; fact sheets on all Arts Board programs; Arts Board news releases and newsletter; and an online mailing list questionnaire. The site also has two new features: **the Folk Arts Directory Online**, an interactive site allowing users to see video, hear audio and view photographs of the work by Folk Arts Directory artists; and **eGrants**, an electronic version of our grant applications, allowing users to apply for grants online.

The Arts Board is a member Arts Midwest, a regional arts organization providing funding, training, and publications to individuals and organizations in the nine-state Midwestern region. Arts Midwest's programs include a regional performing arts touring program that provides grants for arts presenters, visual arts fellowships, a jazz program, and a Minority Arts Administration Fellowship program. The participating states include Illinois, Indiana, Iowa, Michigan, Minnesota, North Dakota, Ohio, South Dakota, and Wisconsin.

Americans With Disabilities Act: The Minnesota State Board is committed to the state of Minnesota's Equal Employment Opportunity Policies and Statewide Affirmative Action for its employees and the public it serves. In order to ensure that the Arts Board's programs are open and available to everyone, an agency ADA Coordinator was appointed. Some of the accessibility steps taken include: the agency offices are located in an accessible space; a TTY was installed and the phone number is listed on all publications, business cards, and stationery; and all publications are provided upon request in alternative formats. Grant contracts with arts and community organizations have a specific clause regarding discrimination based on disability, and the on-staff ADA Coordinator is available to assist grantees with questions and concerns about accessibility and compliance with the ADA.

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 Arts Council
115 South Main Avenue
Warren, MN 56762
(218) 745-6733

Lake Region Arts Council
133 South Mill Street
Fergus Falls, MN 56537
(218) 739-5780
(800) 262-ARTS

East Central Arts Council
100 South Park Street
Mora, MN 55051
(320) 679-4065

Southeastern Minnesota Arts Council
1610 14th Street NW, Suite 206
Rochester, MN 55901
(507) 281-4848

Region Two Arts Council
426 Bemidji Avenue
Bemidji, MN 56601
(218) 751-5447

Five Wings Arts Council
611 Iowa Avenue
Staples, MN 56479
(218) 894-3233

Central Minnesota Arts Board
Radio City Music Mall
913 West St. Germain, Suite 107
PO Box 1442
Saint Cloud, MN 56302
(320) 253-9517

Metropolitan Regional Arts Council
2324 University Avenue West,
Suite 114
Saint Paul, MN 55114
(651) 645-0402

Arrowhead Regional Arts Council
Carnegie Building
101 West Second Street, Suite 204
Duluth, MN 55802-2086
(218) 722-0952; or (800) 569-8134

**Southwest Minnesota Arts &
Humanities Council (SMAHC)**
FA 221 Southwest State University
SU 1501 State Street
Marshall, MN 56258
(507) 537-1471; or (800) 622-5284

Prairie Lakes Regional Arts Council
109 South State Street
Waseca, MN 56093-2951
(507) 835-8721
(800) 298-1254

Many magazines, newspapers, websites, and radio and television stations in Minnesota offer calendar information about local arts events. Check your local media for more information. The Minnesota Office of Tourism publishes the *Minnesota Explorer* three times a year, a newspaper featuring articles about special activities throughout the state, as well as calendars of festivals and arts events.

Perpich Center for Arts Education

6125 Olson Memorial Highway, Golden Valley, MN 55422

Phone: (763) 591-4700; Toll-free: 1-800-657-3515; Fax: (763) 591-4747

Website: <http://www.pcae.k12.mn.us>

Email: firstname.lastname@pcae.k12.mn.us

Executive Director David O'Fallon

Minnesota Statutes, sections 129C.10 and 129C.15; *Minnesota Rules*, Chapter 3600

THE PERPICH CENTER FOR ARTS EDUCATION (PCAE) is an agency of the state of Minnesota. Its mission is Innovative Public Education Centered in the Arts. The Center works to insure quality arts education is a central part of the daily learning of all Minnesota students. In this vision, arts study is integrated into the overall educational curriculum of schools and is valued as essential to the educational achievement of each individual. The Perpich Center for Arts Education is the home of both a Research, Assessment, & Curriculum/ Professional Development Institute, serving teachers and schools across the entire state of Minnesota, and the Arts High School, providing innovative, tuition-free public education centered in the arts to 300 11th and 12th grade students who come from communities throughout Minnesota.

The Arts High School:

The Arts High School is an innovative, tuition free, public high school delivering a comprehensive education centered in the arts. It is a statewide program for 11th and 12th grade students and offers a residential component for students enrolled from outside the Twin Cities metropolitan area. Students accepted to the high school have shown potential talent and a desire to grow both artistically and academically.

Selected students from all over Minnesota have the opportunity to enroll as eleventh or twelfth graders in this innovative two-year program. Even if they have never had any formal training, but have drive and potential, the Arts High School may be the place for them to enhance their skills and explore their creativity.

Not every student who attends the Arts High School pursues a career in the arts- some come to develop their talents for themselves or as an addition to another career. Others come to the school thinking about a career in the arts, and through in-depth exposure to the arts and unique academic studies program, decide to pursue career options they never realized were available to them.

One thing is for sure: if the student has the energy and talent needed to attend the Arts High School, the student will be enriched and challenged while pursuing a strong liberal arts education.

The Research, Assessment and Curriculum/ Professional Development Institute:

This division provides teaching tools, information, technical assistance, curriculum models and opportunities for professional growth in the field of arts education. In collaborations between teach-

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

BOARD OF THE PERPICH CENTER FOR ARTS EDUCATION

- The board shall have the powers necessary for the care, management, and control of the Perpich Center for Arts Education. The board consists of fifteen members including at least one member from each congressional district. A member may not serve more than two consecutive terms. **Senate Confirmation:** Yes. Meetings are held the third or fourth Wednesday of the month at 3:00p.m. for two hours at the Perpich Center for Arts Education, unless there is a conflict. Does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. **Minnesota Statutes 129C.10. Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. 6125 Olson Memorial Hwy., Golden Valley, MN 55422. (763) 591-4700.

ers and artists, the Institute seeks to bring about student success and school and community change in the arts. The Institute creates and participates in educational partnerships and produces materials that enhance and support arts education programs.

The Learning Resource Center:

The agency's library and resources division contains an outstanding collection of unique instructional materials in each arts discipline, as well as multi-cultural and interdisciplinary resources. It delivers information support through the internet, video, CD-ROM or print to more than 900 members statewide. (Minnesota residents may apply for an LRC Membership to check out books and videotapes from the LRC collection.) The unique collection of materials found in the LRC (books, videotapes, CD's, and more) support the academic and arts specific curriculum offered at the Arts High School as well as K-12 arts education in general. For more information please check out their website at: www.pcae.k12.mn.us/rpn/lrcmem/membinfo.html or call: Jeanne Iverson, Reference Librarian at (763) 591-4741.

For more information please call, or check out the center's website.

Council on Asian-Pacific Minnesotans

525 Park Street, Suite 105, St. Paul, MN 55103

Phone: (651) 296-0538; Fax: (651) 297-8735

Website: www.state.mn.us/ebranch/capm/

Email: jovita.bjoraker@state.mn.us

Executive Director Ms. Kao Ly Ilean Her

Minnesota Statute, Section 3.9226

THE COUNCIL ON ASIAN-PACIFIC MINNESOTANS (Council or CAPM) was created by the Minnesota State Legislature in 1985 to fulfill the following primary objectives:

- **advise the governor and state legislators** on issues pertaining to Asian-Pacific people;
- **ensure that Asian-Pacific Minnesotans** are more incorporated and engaged in the governmental and policy-making process;
- **see that residents of Asian-Pacific descent** have sufficient access to state government services;
- **promote the talents and resources** of the Asian-Pacific people where appropriate; and
- **act as a broker** between the Asian-Pacific community in Minnesota and the mainstream society.

Serving as a conduit to state government for Asian-Pacific organizations and individuals, the Council recommends bills to the governor and state legislature designed to improve the economic and social condition of all Asian-Pacific Minnesotans. Furthermore, the Council may provide comment and/or recommendations regarding any application for federal funds submitted by state departments or agencies that stand to impact programs pertinent to Asian-Pacific Minnesotans.

Targeted Population Served

The Council serves individuals and ethnic groups from over 40 countries, including: Afghanistan, Australia, Bangladesh, Bhutan, Brunei, Burma (Myanmar), Cambodia, China, Cook Islands, Federated States of Micronesia, Federated States of Midway Islands, Fiji, French Polynesia, Guam, Hawaii's, Hong Kong, India, Indonesia, Iran, Japan, Kazakhstan, Kiribati, Kyrgyzstan, Korea, Laos (Hmong and Lao), Macau, Malaysia, Maldive Islands, Maoris, Marianas, Marshall Islands, Mongolia, Nauru, Nepal, New Caledonia, New Guinea, New Zealand, North Korea, Northern Mariana Islands, Okinawa, Pakistan, Palau, Papua New Guinea, Philippines, Pitcairn Islands, Polynesia, Russia, Samoa, Singapore, Solomon Islands, South Korea, Sri Lanka; Tahiti, Taiwan; Tajikistan, Thailand, Tibet, Tonga; Turkmenistan, Tuvalu, Uzbekistan, Vanuatu, and Vietnam.

On behalf of this population, the Council plays the role of: advisor, advocate, and broker. In these capacities it deals with, among other things:

- problems unique to non-English speaking immigrants and refugees;
- administrative and legislative barriers blocking Asian-Pacific people's access to benefits and services;
- creating opportunities for affordable housing and health care; and
- taking appropriate measures to increase Asian-Pacific peoples' level of preparedness for, and overall presence in, the state's ever-evolving workforce.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State];

COUNCIL ON ASIAN-PACIFIC MINNESOTANS - The council advises the Governor and legislature on issues confronting Asian-Pacific people in this state. The council consists of 23-members, including 19 members appointed by the Governor representing the Asian-Pacific community of this state. The legislature appoints two senators and two representatives who are non-voting members. Bi-monthly meetings for three hours at various locations throughout the state (special meetings as needed). Exempt from sunset legislation. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes* 3.9226. 200 University Avenue West, #100, St. Paul, MN 55103. (651) 296-0538.

The council may perform its own research or contract for studies to be conducted which lead to policy recommendations intended to benefit the Asian-Pacific community. Areas of focus may include education; immigration and refugee issues; work-force development; human rights; mental health; affordable housing; social welfare; economic development; violence prevention/intervention; or any other timely subject matter.

The Work of CAPM

For a more thorough understanding of these issues or to facilitate a community dialogue, the Council frequently hosts roundtable discussions, forums, and workshops. It also convenes workgroups, taskforces, and special committees focusing on issues of particular importance – ones requiring more detailed examination or ones where the need for solutions is conveyed with a sense of urgency by the community.

CAPM Board Meetings

The Council board meetings are free and open to the public, and community members are encouraged to attend. Interested individuals may inquire by phone or visit the CAPM website for scheduled meetings dates, times, and location.

To raise specific issues or make a brief presentation during the community forum – held immediately preceding most board meetings – please contact the office manager to discuss the possibility of securing time on the agenda of an upcoming meeting.

Board of Assessors

c/o Department of Revenue. Mail Station 3340, St. Paul, MN 55146-3340

Phone: (651) 296-0209; Fax: (651) 297-2166;

TTY: (651) 215-0669

Website: www.taxes.state.mn.us/proptax/stassess/assess.html

Email: pam.e.lundgren@state.mn.us

Secretary-treasurer Deb Volkert; Administrative Secretary Pam Lundgren

Minnesota Statutes 270.41-270.53; *Minnesota Rules*, Chapter 1950

THE BOARD ESTABLISHES LEVELS OF LICENSURE and issues licenses to those who meet the education and experience requirements. A free brochure which describes the education and licensing procedures is available and can be obtained by either writing or calling the board's office.

The rules of the Board of Assessors regulate the licensure, education and conduct of assessors. Copies of the rules are available, at no charge, from the board. Complaints regarding an assessor not fulfilling the requirements of the office may be filed by writing the board. All complaints are investigated immediately and are usually resolved within a matter of weeks.

The board meets approximately every six (6) weeks at various locations throughout the State. The meetings are open to the public. Places and times of the meetings can be obtained by calling Pam Lundgren at (651) 296-0209.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

BOARD OF ASSESSORS - The board provides for the education, licensure, conduct and discipline of assessors. The board consists of nine members including: two public members, one designated appraiser, two county assessors, two local assessors (one township assessor) and two employees of the Department of Revenue. Bi-Monthly meetings at various locations. The board does not expire. **Appointing Authority:** Commissioner of Revenue. **Compensation:** None. *Minnesota Statutes* 270.41. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. Minnesota Dept. of Revenue, Mail Station 3340, St. Paul, MN 55146-3340. (651) 296-3010.

The board publishes an annual newsletter describing current events in the assessment field. A free copy can be obtained by calling the board office.

All persons engaged in valuing or classifying property must be licensed within three years of being employed. There are four licensing levels for assessors: certified assessor, certified assessor specialist, accredited assessor and senior accredited assessor. All applications for these designation levels must be approved by the board at one of their regular meetings. Various taxing jurisdictions throughout the state require different levels of licensure with the more complex assessment areas requiring a higher licensing level. All licenses must be renewed annually on July 1st.

The **Certified Assessor** license requires one year of experience either working in an assessor's office or alternate experience such as: employment in the appraisal field of another governmental agency, fee appraisal experience, or condemnation appraisal experience. Real estate sales experience will not be considered as qualifying experience. In addition, an individual must complete three week-long courses and pass the exam given at the conclusion of the classes. It is recommended that applicants complete the three courses and the one year experience requirement prior to making application for certification.

Certified Assessor Specialists must attend two additional weeks of training courses, receive a passing grade on a written form report, and work one additional year in the assessor's office.

Accredited Assessors must attend five weeks of courses and have three years of assessment experience. In addition, an individual must write and receive a passing grade on a demonstration narrative appraisal which demonstrates the applicant's knowledge of the appraisal process.

Senior Accredited Assessors are required to have five years of experience and must submit a second narrative appraisal report on an income producing property.

License Fees:

Certified Assessor	\$30.00
Certified Assessor specialist	\$40.00
Accredited Assessor	\$50.00
Senior Accredited Assessor	\$75.00.

License applications are mailed annually about May 1st to all who are currently licensed. Additional applications can be obtained by writing to the board.

All assessors must earn continuing educational units (C.E.U.'s) in the four year period beginning July 1, 2000 and ending June 30, 2004 and every succeeding four-year period thereafter. Certified assessors and certified assessor specialists must earn four C.E.U.'s; accredited and senior accredited assessors must earn five C.E.U.'s.

Training courses are offered by the University of Minnesota's Department of Professional Development and Conference Services. The courses are offered at various times and at various locations throughout the state. Interested persons can be put on the mailing list by writing to: University of Minnesota, Department of Professional Development and Conference Services, 344 Classroom Office Bldg., 1994 Buford Avenue, St. Paul, MN 55108-6041, or call (612) 624-3745. 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 canceled.

Office of the Attorney General

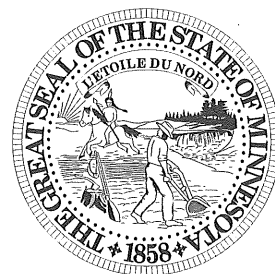
102 State Capitol, St. Paul, MN 55155

Phone: (651) 296-6196; Fax: (651) 297-4193; TTY: (651) 297-7026

Website: www.ag.state.mn.us

Email: attorney.general@state.mn.us

Attorney General Mike Hatch



Minnesota Statutes, Chapter 8; *Minnesota Rules*, Chapters 2000-2009

THE ATTORNEY GENERAL IS THE CHIEF LEGAL OFFICER for the state and is the legal advisor to the governor and all the constitutional officers. His duties arise from the constitution, state statutes and common law. Every board, commission and agency of the state receives its legal counsel and representation from the attorney general.

The attorney general provides legal assistance to local officials, such as county attorneys and sheriffs, in their efforts to enforce laws, and his Criminal Division prosecutes difficult or complex criminal cases at the request of local prosecutors, especially serious crimes against people.

He represents and advocates for consumers through specialized divisions focused on consumer protection, charities oversight, antitrust enforcement and utilities regulation. In these areas the attorney general has focused on privacy issues, protecting the public from unscrupulous businesses, combating scams and fraud targeted at senior citizens, and combating telemarketing fraud.

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

The attorney general, deputy attorney general, solicitor general, deputy solicitor general, and assistant attorneys general must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Attorney General's Staff

The attorney general's staff is headed by

- Chief Deputy Attorney General and Solicitor General, Alan Gilbert;
 - Deputies Attorney General, Kristine Eiden, Ken Peterson, Peter Orput, Corey Gordon, Lori Swanson;
 - Director of Administration, Rebecca Spartz; and
 - Press Secretary Leslie Sandberg.
- Other staff include attorneys, legal assistants and support staff in the following divisions:

Agriculture and Natural Resources Division

(651) 297-1075, **B. Joseph Majors, assistant attorney general, division manager.** This division provides legal assistance and representation to the Department of Natural Resources, Department of Agriculture, the Board of Water and Soil Resources, the Board of Animal Health, the State Archeologist, the Indian Affairs Council and other related agencies. Advice is provided with respect to laws protecting Minnesota's natural resources, including its waters, forests and wildlife.

Civil Litigation/Public Utilities Division

(651) 282-5700, **Mark Levinger, assistant attorney general, division manager.** Attorneys in the Civil Litigation Division defend lawsuits challenging the validity of state statutes and actions of state officials on constitutional grounds, represent judges and other members of the state judiciary, and assist other divisions of the

Attorney General's Office in litigation matters. The division also represents the Minnesota Department of Corrections and the Public Utilities Commission by providing them legal advice and representing these agencies in litigation.

Commerce/Charities Division

(651) 296-9412, **Stephen K. Warch, assistant attorney general division manager.** The division provides legal advice and representation to the Minnesota Department of Commerce, which regulates the areas of banking, insurance, securities and real estate. The principal work of the division is litigation involving matters such as securities and real estate fraud, defense of constitutional challenges to client agency legislation, and disciplinary cases against persons licensed by client agencies. The division also handles various matters relating to insurance company solvency.

The Charities division represents the public interest in charitable organizations and trusts. Staff members investigate and take legal action against fraudulent solicitation campaigns; improper administration or use of charitable funds and assets; and breaches of fiduciary duty by directors and trustees. The division receives notice of all litigation involving charitable organizations and trusts, including probate court litigation, and may intervene in these actions if necessary to protect the public interest. The division also supervises the dissolution of nonprofit corporations that have charitable assets.

The Charities Division maintains a registry of all approximately 7,170 publicly-supported charities, 1,150 charitable trusts and foundations and 188 professional (paid) fundraisers. Each registered organization is required to file registration information and financial statements for its most recently completed fiscal years. This information is available to the public in hard copy or in computerized format.

The division publishes a wide variety of information to assist charities with registration, to educate charities and their board members as to their duties and responsibilities, and to assist the general public in evaluating charitable organizations. These materials are available free-of-charge and include forms and information sheets and well as brochures and booklets.

To obtain copies of forms or publications, to file a complaint about a charity or to obtain information on the availability of computerized data, contact the Charities Division by mail or at (651) 297-4613 or at the Attorney General's web site. Registration materials are available for public inspection and copying at the Charities Division between 8:30 a.m. and 4:30 p.m. daily.

Commercial Litigation and Environmental Compliance Division

(651) 282-5700, **Tom Vasaly.** This division assists and represents state agencies in a wide variety of commercial litigation and financial matters, including assistance with collections and bankruptcy matters, probate escheat and unclaimed property litigation, contract claims, real estate recovery and client security funds litigation, enforcement of student and business loans and administrative penalties, and actions to recover misappropriation or theft of state funds.

The attorneys in this division provide legal advice and representation in litigation to state agencies on all construction-related matters, including construction contract drafting and negotiation, construction disputes and claim litigation.

The Division also advises state agencies on compliance with state and federal environmental requirements, such as the acquisition and remediation of contaminated properties, hazardous waste management and storage issues, and environmental permitting issues; and the Division represents state agencies when they are involved in environmental litigation.

Consumer/Antitrust and Consumer Services Divisions

(651) 296-3353, or (800) 657-3787, **Karen Olson, assistant attorney general, division manager, Chuck Ferguson, division manager.** Attorneys in this division work on behalf of Minnesota consumers to ensure that state consumer protection laws are enforced. The division investigates and prosecutes a broad range of consumer-related cases, including privacy cases, telemarketing scams, pyramid schemes, landlord/tenant disputes, and many other deceptive trade practices.

The division has become nationally known for important actions involving privacy after taking the first action in the nation against a major bank holding company and then taking subsequent actions against the telemarketing companies to whom the information was sold.

The Consumer Enforcement section focuses its resources on deceptive practices that target vulnerable consumers and on those activities that involve the greatest harm to consumers in Minnesota. The division also has a consumer hot-line that is, in a very real sense, the Attorney General's ear to the concerns of Minnesota consumers. The office also has trained mediators that are available to negotiate between a consumer and a company when there is a problem. If mediation does not result in a satisfactory resolution, Attorney General staff can often refer consumers to the best source for assistance or explain what options a consumer may have for pursuing their claim.

The antitrust section enforces state and federal antitrust laws within the state of Minnesota. By enforcing the antitrust laws, the antitrust division helps consumers, business and government obtain the best possible environment in which to purchase goods and compete. The antitrust section also actively monitors mergers and acquisitions that may affect consumers and businesses within the state of Minnesota.

The Consumer Division also publishes a wide variety of brochures available to consumers free-of-charge. Titles include:

- *The Car Handbook*
- *Citizens Guide to Home Building and Remodeling*
- **Conciliation Court*
- *The Credit Handbook*
- *Fast Food Facts*
- *Guarding Your Privacy*
- *The Home Buyer's Handbook*
- *The Home Seller's Handbook*
- **Landlord and Tenants: Rights and Responsibilities*
- *Managing Managed Health Care*
- **Manufactured Home Park Residents: Rights and Duties*
- **Minnesota's Car Laws*
- *The Phone Handbook*
- *Pyramid Schemes*
- *Seniors Legal Rights*

* Also available in Spanish

To request copies of these free consumer publications or for assistance with consumer or antitrust-related matters, contact the Consumer/Antitrust Division by phone or in writing at Suite 1400 NCL Tower, 445 Minnesota Street, St. Paul, MN 55101. The World-wide web address for this division is: <http://www.ag.state.mn.us>.

Criminal Prosecution and Sex Offender Commitment Division

(651) 297-1050, **Hilary Caligiuri, assistant attorney general, division manager.** This division prosecutes serious crimes in trial courts throughout Minnesota and handles psychopathic personalities or sexually dangerous person commitments when requested by a county attorney under *Minnesota Statute* 8.01. The division also provides legal advice and prosecution support to the Minnesota Statewide Gang Strike Force and prosecutes white collar and drug offenses.

Criminal Appeals Division

(651) 297-1050, **Robert Stanich, assistant attorney general, division manager.** This division handles criminal appeals before the Minnesota Supreme Court and Minnesota Court of Appeals for 79 of Minnesota's 87 counties. The division seeks to uphold convictions properly obtained and also to shape and develop criminal case law to enhance the protection of Minnesota citizens.

Education Division

(651) 296-9412, **Charles T. Mottl, assistant attorney general, division manager.** The division represents agencies that provide services to the public at all levels of Minnesota's public education system, including the Department of Children, Families and Learning and the Minnesota State Colleges and Universities. Division attorneys provide legal advice to these agencies on numerous issues, such as student and personnel matters, open meeting and conflict of interest issues, copyright, contract, statutory construction and rulemaking proceedings. The division represents the agencies in state and federal court and before the Office of Administrative Hearings.

Environmental Protection Division

(651) 297-1075, **Eldon G. Kaul, assistant attorney general, division manager, Rhiddi Jani, assistant attorney general, assistant division manager.** This division provides legal assistance and representation to the Minnesota Pollution Control Agency, the Office of Environmental Assistance and the Environmental Quality Board. Advice and representation is provided with respect to, among other things, the enforcement of statutes and regulations protecting the water, air and land from pollution. The division also represents the Minnesota Pollution Control Agency in federal and state rulemaking, contested case hearings and all judicial proceedings.

Health Division

(651) 296-9412, **Ann B. Kinsella, assistant attorney general, division manager.** This division represents the Department of Health, which is responsible for the enforcement of certain state health laws. Responsibilities include regulation of health care facilities, asbestos contractors, health maintenance organizations (HMOs), and restaurants; handling public health aspects of communicable diseases; and dealing with public health aspects of environmental concerns related to such matters as protection of the state's drinking water.

Health Licensing Division

(651) 296-7575, **Steve Gunn, assistant attorney general, division manager.** This division represents 18 boards that license and discipline health care professionals such as doctors, dentists, nurses, and social workers. The division represents the boards in disciplinary proceedings against licensees and in contested cases before the Office of Administrative Hearings. Attorneys also seek injunctive relief on behalf of the boards against individuals who practice without a license. Complaints against a licensed professional should be filed directly with the board licensing the individual.

Health Licensing Investigation Division

(651) 296-7575, **Hollice Allen, division manager.** Investigators in this division investigate complaints filed with the state licensing boards governing health professionals such as doctors, nurses, dentists, social workers and psychologists. The division works closely with the licensing boards and with the office's licensing division.

Human Rights/Labor Division

(651) 297-2040, **Richard L. Varco, Jr., assistant attorney general, division manager.** This division represents the departments of Human Rights, Labor and Industry, Economic Security, and Veteran's Affairs as well as the Bureau of Mediation Services, the Ombudsman for Corrections, Public Employee Retirement Association, Minnesota State Retirement System, Teacher's Retirement Association, Veteran's Home Board, and the Health Benefits Division of the Department of Employee Relations. On behalf of its client agencies the division provides advice and handles litigation (on a variety of issues) before agencies, the Office of Administrative Hearings, and the courts. Its major human rights activity through negotiation, mediation, and litigation is handling of cases where the Department of Human Rights has determined that illegal discriminatory conduct has occurred. It's two major activities on behalf of the Department of Labor and Industry are litigating workplace safety and health violations and defending the Special Compensation Fund from unwarranted workers' compensation claims.

Human Services/ Residential Utilities Division

(651) 297-1075, **Thomas Bailey, assistant attorney general, division manager.** This division provides legal assistance and representation to the Department of Human Services. Division attorneys provide advice and representation on a wide range of issues including income assistance programs (AFDC, GA refugee assistance, child support), social services for children and adults (maltreatment, foster care, adoption), and licensing of day and residential treatment programs. The division also represents several regional treatment centers that provide residential and treatment services to persons who are judicially committed as mentally ill, developmentally disabled, psychopathic personalities and chemically dependent.

This division also acts as an advocate for residential and small business customers of utilities services and products in state proceedings. The division assists residential and small business customers with specific questions or problems regarding their utility service. While Attorney General staff cannot represent private citizens in legal actions, division staff are available to assist customers in disputes with utilities on issues such as unauthorized charges, service problems and disconnections. For assistance on utility matters, contact the Residential and Small Business Utility Division at 900 NCL Tower, 445 Minnesota Street, St. Paul, MN 55101.

Medicaid Fraud Division

(651) 297-1093, **Deborah Peterson, assistant attorney general, division manager.** This division brings criminal and civil suits against medical service providers who submit fraudulent claims for reimbursement to the state, including doctors, dentists, pharmacists, nursing homes, clinics and ambulance services. Responsibilities include investigating and prosecuting patient neglect and abuse allegations at Medicaid-funded facilities and investigating and prosecuting the misuse of patient trust accounts at facilities that receive Medicaid funds.

Public Finance/Opinions/ Small Boards Division

(651) 297-2040, **Christie B. Eller, assistant attorney general, division manager.** This division represents the Departments

of Finance and Administration, as well as numerous other state boards, agencies and departments which deal with financial matters, including the State Board of Investment, Department of Trade and Economic Development, Housing Finance Agency, Iron Range Resources and Rehabilitation Board, Public Facilities Authority, Agricultural and Economic Development Board and Rural Finance Authority. In addition, the division represents numerous other state boards such as the Campaign Finance and Public Disclosure Board and the Client Security Board.

Public Safety/Gambling Division

(651) 297-2040, **Jeff Lebowski, assistant attorney general, division manager.** This division provides legal services to the Department of Public Safety, including the State Patrol, Bureau of Criminal Apprehension, Driver and Vehicle Services, Emergency Management and the Office of Pipeline Safety. Staff attorneys prosecute DWI and other drivers license revocation cases throughout the state. In addition, the division represents other clients, including the Private Detectives Board, the Crime Victims Reparations Board and the State Patrol.

Tax Litigation Division

(651) 296-3421, **Barry Greller, assistant 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. This division is located at 600 Robert Street, St. Paul, MN 55146.

Telecommunications and Energy Division

(651) 297-2040, **Julia Anderson.** This division litigates on behalf of the Department of Commerce in the areas of telecommunications and energy law. The Department is responsible for the regulation of most of Minnesota's telephone, gas and electric utilities, and is the decision-maker for energy conservation programs throughout the state. Division attorneys represent the department before the Public Utilities Commission, federal regulatory agencies and state and federal courts. The division also provides legal representation, primarily in the consumer protection area, to the Weights and Measures Division of the Department of Public Service. The division advises the Commerce Department on a wide range of energy and utility law issues, and assists the department on matters of public policy, legislation and rulemaking.

Torts/Employment Law

(651) 297-2040 **P. Kenneth Kohnstamm, assistant attorney general, division manager.** This division defends state agencies and state employees against all claims for personal injury, property damage and wrongful death. The division handles litigation involving highway crash cases, persons injured in state correctional facilities and regional treatment centers, and accidents occurring in state parks. The division also represents the Minnesota Department of Employee Relations and is responsible for defending employment-related lawsuits brought against the State of Minnesota, its state agencies and the State University System.

Transportation Division

(651) 297-2040, **Donald J. Muetting, assistant attorney general, division manager.** This division represents the Commissioner of Transportation. Attorneys appear in eminent domain (condemnation) actions to acquire property for Department of Transportation projects throughout the state. They also advise the Commissioner and staff of the Department in their administrative, contractual, stewardship, and regulatory responsibilities involving trunk highway real estate, railroads, motor carriers, prevailing wage, aeronautics, transit, state aid to local governments, and other transportation matters. The division defends the Commissioner in litigation challenging the

constitutionality and legality of Department actions and projects undertaken in fulfillment of its legal obligations. Division attorneys are active in planning and implementing special activities of the department such as the light rail transit and fiber optics projects.

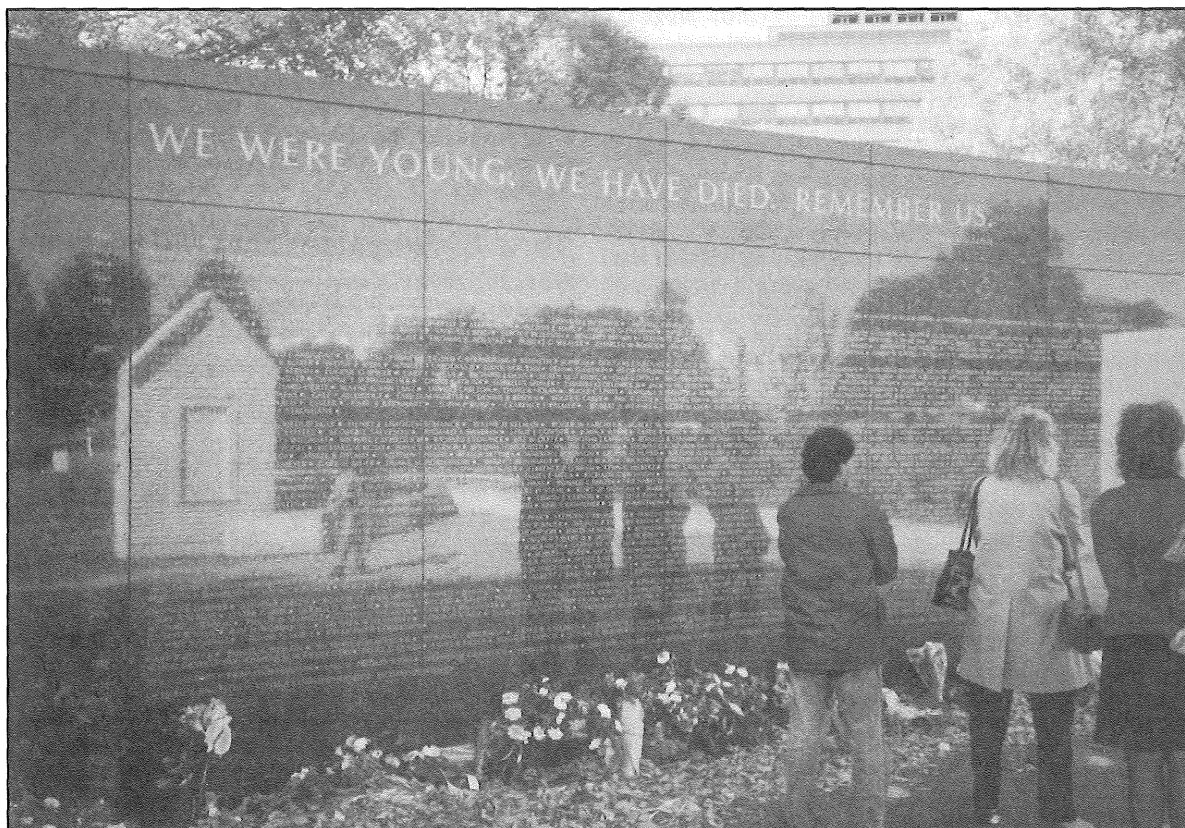
Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State];

D.A.R.E. Advisory Council - The council works to expand the DARE program throughout the state. It develops advisory policies and procedures to guide local communities in the operation of DARE and works with the Bureau of Criminal Apprehension in maintaining appropriate training and teaching standards. The council consists of seventeen members including the Attorney General serving as chair; the commissioner of Public Safety; the Commissioner of Education; three representatives of law enforcement appointed by the Commissioner of Public Safety; three representatives of education appointed by the Commissioner of Education; a representative of the DARE officers association appointed by the Peace Officer Standards and Training Board from among recommendations of the association; and seven citizens appointed by the Attorney General. Meetings are held quarterly for three hours at various locations. The council expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Attorney General, Public Safety, Education, POST Board. **Compensation:** None. *Minnesota Statutes* 299A.331. 102 State Capitol, St. Paul, MN 55155. (651) 296-6196.

Attorneys General since Statehood:

For more detailed information, visit the Legislative Reference Library website: www.leg.state.mn.us/lrl/mngov/Mngov.htm

<u>Name</u>	<u>P.O. address</u>	<u>Assumed office</u>
Charles H. Berry	Mankato	May 24, 1858
Gordon E. Cole	Faribault	January 4, 1860
William Colville	Lake City	January 8, 1866
F.R.E. Cornell	Minneapolis	January 10, 1868
George P. Wilson	Winona	January 9, 1874
Charles M. Start	Rochester	January 10, 1880
W.J. Hahn	Minneapolis	March 11, 1881
Moses E. Clapp	Fergus Falls	January 5, 1887
H.W. Childs	Wadena	January 2, 1893
W.B. Douglas	Moorhead	January 2, 1899
W.J. Donahower	St. Paul	April 1, 1904
Edward T. Young	Appleton	January 2, 1905
George T. Simpnson	Winona	January 4, 1909
Lyndon A. Smith	Montevideo	January 1, 1912
Clifford L. Hilton	Fergus Falls	March 9, 1918
Albert F. Pratt	Anoka	December 21, 1927
G.A. Youngquist	Crookston	February 2, 1928
Henry N. Benson	St. Peter	November 20, 1929
Harry H. Peterson	St. Paul	January 3, 1933
William S. Ervin	Minneapolis	December 15, 1936
J.A.A. Burnquist	Minneapolis	January 2, 1939
Miles Lord	Minneapolis	January 3, 1955
Walter F. Mondale	Minneapolis	May 4, 1960
Robert W. Mattson	Minneapolis	December 30, 1964
Douglas M. Head	Minneapolis	January 2, 1967
Warren Spannaus	Minneapolis	January 4, 1971
Hubert H. Humphrey III	New Hope	January 3, 1983
Mike Hatch	Burnsville	January 4, 1999



Vietnam War Memorial south of the State Capitol.

Office of the State Auditor

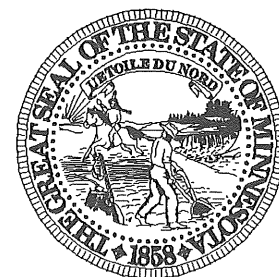
525 Park Street, Suite 400, Saint Paul, MN 55103

Phone: (651) 296-2551; Fax: (651) 296-4755

Website: www.osa.state.mn.us

Email: stateauditor@osa.state.mn.us

State Auditor Judith H. Dutcher



Minnesota Statutes, Chapter 6

THE MISSION OF THE OFFICE OF THE STATE AUDITOR (OSA) is to assure integrity, accountability and cost-effectiveness in government. The state auditor fulfills this mission by serving as a "watchdog" over Minnesota's governmental entities. Through financial, compliance and special audits, and review and analysis of financial data, the OSA helps to assure that approximately 4,300 units of government hold themselves to the highest standards of financial integrity.

The Office of the State Auditor is an outgrowth of the Public Examiner's Office, which was established in 1878 (*Laws of Minnesota*, 1878, Ch. 83). In 1973, the powers of the public examiner relating to audits of cities, villages, towns, counties, school districts, and other local governmental units were transferred to the state auditor.

The Office of the State Auditor (OSA) is one of five offices created by the Minnesota Constitution and its duties are governed by *Minnesota Statutes* Chapter 6. The other four constitutional officers are the governor, attorney general, secretary of state, and the treasurer.

To qualify as state auditor, a person must be a qualified voter, twenty-one years old, and elected by the people. The state auditor serves a four-year term. The state auditor and chief deputy must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Conducting annual audits is the largest function of the OSA and the most important component to fulfilling its mission. The office performs approximately 250 audits annually and reviews the audits performed by private CPA firms for local governmental units and nonprofit organizations that receive federal funds through the state of Minnesota. The audits attest to the accuracy of these governments' financial statements according to generally accepted accounting principles and to their compliance with federal, state, and local laws.

Citizens may petition for an audit of the financial affairs of a city, township or school district. If the petition audit is for a city, the petition must be signed by a number of registered voters at least equal to 20 percent of those voting at the last presidential election. In a school district petition audit, the petition must be signed by 10 eligible voters for each 50 students in average daily attendance. Town voters may request a petition audit at the annual or a special town meeting. Petition forms and other requirements are available from the Office of 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.

The second component to fulfilling the office's mission is to collect and distribute accurate, up-to-date information on the financial condition of Minnesota's cities, counties and townships. The office collects financial information about Minnesota's local units of government through its audits and statutorily required reporting to the Office of the State Auditor. One of its goals is to provide this information in an easily accessible format for lawmakers, local governmental units and the public.

The third component to fulfilling the office's mission is to work actively with local government officials to find more efficient and cost-effective ways to spend tax dollars. The office serves as a resource to cities and counties who wish to improve their financial operations and thereby direct more of their available tax resources to essential services.

Organizational Structure

The Office of the State Auditor consists of the following divisions and departments:

Constitutional Office

(651) 297-8342, **Jennifer Mohlenhoff**, deputy state auditor; (651) 297-3680, **Scott Simmons**, Assistant State Auditor. The Constitutional Office oversees all the activities of the Office of the State Auditor and its divisions. This includes the final review of all audits, special investigations and research reports, as well as the planning of conferences and training programs.

The office is responsible for the finances, administrative affairs, and all constitutional and legislative mandates assigned to the OSA. The office is also responsible for handling personnel issues, labor negotiations, compliance with state and federal employment laws, and designing and implementing the office's overall strategic plan.

The office publishes *Auditor's Update* twice a year, which is mailed to over 1,000 local government officials and is available on the OSA's website at osa.state.mn.us, or can be obtained by calling (651) 297-8290.

The office provides oversight of Minnesota funeral providers who maintain preneed trust accounts and permanent care and improvement (PCI) trust funds managed by cemeteries. The office also provides a consumer guide for funeral goods and services which may be downloaded from the OSA's website at www.osa.state.mn.us, or can be ordered for free by calling (651) 297-8290. The website also contains a resource list on funeral and cemetery goods and services, links to applicable law and benefits for veterans.

Legal Department

(651) 297-3673, **Deno Howard**, general counsel/deputy state auditor. The Legal Department serves all the divisions and 145 employees of the Office of the State Auditor and insures that the OSA stays abreast of current case law and is in compliance with new laws and rules. The department reviews each audit report and provides legal compliance comments. The attorneys have specialized knowledge in areas such as watershed districts, economic development agencies, solid waste facilities, ambulance services, metropolitan agencies, service cooperatives, and joint powers entities.

The department fields over 2,000 inquiries each year about Minnesota local government law from audit staff, private accountants, financial institutions, citizens, counties, cities, and other political subdivisions. The department provides private auditors with the minimum legal requirements of a public audit through annual updates of the Minnesota Legal Compliance Audit Guide for Local Government, which is available on the OSA's website at www.osa.state.mn.us, or for sale at the State of Minnesota Bookstore for \$7.95.

Audit Practice Division

(651) 296-7003, **Greg Hierlinger**, deputy state auditor/division director; (651) 297-8343, **Donna Cullen**, standards and procedures; (651) 296-4715, **Tom Karlson**, petition audits. The Audit Practice Division conducts financial and compliance audits of

local governments throughout Minnesota and is supported on a fee-for-service basis. Audited entities include: 87 counties; the three first-class cities; government authorities affiliated with these counties and cities; and other entities as required by statute. Audit staff provide services to other local governments when requested either by governing boards or by taxpayer petition. In 1999, the Audit Practice Division issued 258 reports.

Local governments receive an independent analysis of their organizational effectiveness and compliance with Minnesota law. Staff attorneys are available through the division for clarification of laws and regulations which affect the use of public funds. A management letter is provided with every audit and includes suggestions for improvement.

The division works closely with other state agencies to track state monies received by local governments. Entities that use these services include the Department of Natural Resources and the Department of Human Services.

The division has regional offices throughout the state to provide better service for local governments. More than half of the auditors work out of regional offices; the remaining auditors work in the metropolitan area. Regional offices are located in the following cities: Big Lake, Detroit Lakes, Duluth, Mankato, Marshall, Moorhead, Rochester, Thief River Falls, and Virginia.

Special Investigations Division

(651) 297-7107, Lea De Souza Speeter, division director. The Special Investigations Division investigates allegations of malfeasance, misfeasance, or nonfeasance on behalf of the taxpayers of Minnesota.

The division is a fact-finding entity and has no prosecutorial powers. Staff receive specialized training in fraud auditing, investigation, law, criminology, and ethics. In cases that require complex financial investigation, the division has assisted local law enforcement agencies, the Bureau of Criminal Apprehension, and the Office of the Attorney General.

The division encourages resolution of disputes between citizens and local governments and recommends corrective action to prevent future illegal or improper activity. The division trains and educates local government officials and employees on ways to detect and prevent fraud, waste, and abuse in their programs and operations.

The division has jurisdiction over 4,300 local governments and demand for services continues to increase. In addition to responding to inquiries and requests from citizens and local government officials and employees, the division has responded to an increasing demand for investigations. Case completions reached 341 in 1999, up from 202 case completions in 1995. The results of the division's major investigations are found on the OSA's website at www.osa.state.mn.us, or can be obtained by calling (651) 297-3676.

Government Information Division

(651) 297-7110, Matt Lindemann, division director; (651) 297-3682, Dave Kazeck, division supervisor, small cities and towns accounting system (CTAS). The Government Information Division (GID) collects uniform financial data from over 2,700 local governments and compiles it into statewide databases. The financial data is verified to audits, property tax data, and historical data from each local government. This data is then made available through published reports and on the Internet. It enables citizens, local officials and state policymakers to assess the financial condition of local governments.

The division issues a variety of reports as mandated by state law. Statewide financial data on local governments includes: revenues; expenditures; indebtedness; fund balances; salaries and benefits; and

tax capacity. Reports issued by the division result in more cost-effective government services. A foundation is provided for the discussion of financial trends and the relative financial condition of local governments. These reports are available on the OSA's website at www.osa.state.mn.us, or by contacting the Government Information Division at (651) 297-3688.

Other agencies and organizations rely on the uniform financial data provided by the division. These organizations include: the U.S. Bureau of the Census; the U.S. Department of Transportation; the Minnesota Department of Transportation; the Minnesota Department of Revenue; the Minnesota Taxpayers Association; the Minnesota Pollution Control Agency; Minnesota Planning; and the House and Senate research departments in the Minnesota Legislature.

The division has developed and maintains the Small City and Town Accounting System (CTAS). This basic, low-cost computer software program is used by over 500 local governments. Division staff serve as the helpline to these local governments to maintain and improve their accounting systems.

Pension Division

(651) 282-6110, division director. The Pension Division is responsible for monitoring investment, financial, and actuarial reporting for 720 public pension funds in Minnesota. The division tracks local tax dollars that are contributed to these funds and ensures fiscally sound management and compliance with state law. The division's financial reporting system establishes the normal cost of pension funds, determines unfunded liabilities or surpluses, and calculates required municipal contributions.

The division reviews annual financial reporting forms, schedules, actuarial reports, and audited financial statements for accuracy and completeness. The division resolves all reporting discrepancies by working directly with pension relief association officers, city officials, and independent accountants. The division prepares an annual compilation of financial information filed by Minnesota volunteer fire relief associations, which is available on the OSA's website at www.osa.state.mn.us, or by calling (651) 282-6110. The division also certifies to the Commissioner of Revenue the eligibility of pension relief associations for state aid.

The division provides assistance to police and fire relief associations with annual updates of its auditor's packet, treasurer's packet, tax booklet, investment recommendations, and financial spreadsheets. This information assists association officers, auditors, and money managers on key issues such as reporting requirements, fiduciary responsibilities of trustees, and compliance with state laws. The division also provides training to relief members at various conferences.

Tax Increment Financing Division

(651) 642-0837, Bill Connors, division director. The Tax Increment Financing (TIF) Division is responsible for monitoring over 2,100 TIF districts to ensure that the property tax revenues funding these districts are spent in accordance with state law. The division reviews annual reports containing financial information from all TIF districts and performs legal compliance audits on TIF districts throughout the state.

The division responds to inquiries regarding TIF from citizens and local government officials and travels throughout the state educating local governments and their affiliates on issues such as proper TIF expenditures, methods of accounting for TIF revenues and expenditures, and proper financial reporting.

Reports issued by the division can be obtained on the OSA's website at www.osa.state.mn.us, or by calling the division at (651) 642-0837.

State Auditors since Statehood:

For more detailed information, visit the Legislative Reference Library website: www.leg.state.mn.us/lrl/mngov/Mngov.htm

Name	P.O. address	Assumed office
W.F. Dunbar	Caledonia	May 24, 1858
Charles McIlrath	St. Paul	January 1, 1861
O.P. Whitcomb	Rochester	January 13, 1873
W.W. Braden	Preston	January 10, 1882
Adolph Biermann	Rochester	January 5, 1891
Robert C. Dunn	Princeton	January 7, 1895
Samuel G. Iverson	Rushford	January 5, 1903

Name	P.O. address	Assumed office
J.A.O. Preus	Minneapolis	January 5, 1915
Ray P. Chase	Anoka	January 5, 1921
Stafford King	St. Paul	January 6, 1931
William J. O'Brien	Mendota Heights	March 7, 1969
Rolland F. Hatfield	St. Paul	January 4, 1971
Robert W. Mattson	St. Paul	January 6, 1975
Arne H. Carlson	Roseville	January 4, 1979
Mark Dayton	Minneapolis	January 7, 1991
Judith H. Dutcher	Minnetonka	January 3, 1995

Board of Barber Examiners

1885 University Ave. West., Iris Park Place Bldg., Suite 335, St. Paul, MN 55104-3403

Phone: (651) 642-0489; Fax: (651) 649-5997

Executive Director Maureen Tibbetts

Minnesota Statutes, Chapter 154; *Minnesota Rules*, Chapter 2100

THE BOARD WAS CREATED IN 1897 TO PROTECT THE PUBLIC'S HEALTH and welfare while maintaining a high quality of barbering services to the public.

The board accomplished this goal by regulating the examination, practice and registration of all licensed apprentices, registered barbers, instructors, barber shops and barber schools as well as inspection of all shops and schools.

The board normally meets once a month and the meetings are open to the public.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

BOARD OF BARBER EXAMINERS - The board examines, registers and licenses barbers; enforces statutes regulating barbers, barber instructors, barber schools and shops. The board consists of four members including three barbers with at least five years experience, and one public member. **Member File W/Campaign Finance & Public Disclosure Board:** Yes. Meetings are held as necessary for four hours at 1885 University Ave. #335, St. Paul, MN 55104. Does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem. *Minnesota Statutes 154.22.* **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. 1885 University Avenue West, Suite 335, St. Paul, MN 55104. (651) 642-0489.

The board also conducts examinations four times a year, February, May, August and November. Examinations are held at the barber schools and pre-registration is required.

The board gives three different types of examinations to qualified applicants; registered barber, registered apprentices and instructors. The examination application can be obtained by contacting the board office, and are usually sent the same day. Applications for examination must be received in the office 20 days prior to the examination date. Examination fees must accompany the application and includes the license fee. Upon successful completion of the examination, the board will issue a license, normally within two working days of the examination.

The board issues five different types of licenses. Initial licenses for registered apprentices, registered barbers and instructors are issued upon successfully passing the examination. These three types of licenses must be renewed on an annual basis during the month of December. School licenses are issued upon approval of the application and are renewed in December of each year. Barber shop licenses are issued upon receipt and approval of the application and floor plan. These licenses must be renewed annually during the month of June.

License, Exam, and Registration Fees:

Temporary apprentice permit	\$25.00
Student permit	\$10.00
Examination and certificate registered apprentice	\$50.00
Examination and certificate registered barber	\$55.00
Examination - instructor	\$150.00
License - instructor	\$50.00
Initial school registration	\$1,000.00
Initial shop registration	\$50.00
Renewal - shop registration	\$50.00
Renewal - school registration	\$250.00
Renewal of license - registered apprentice	\$35.00
Renewal of license - registered barber	\$40.00
Renewal of license - instructor	\$50.00
Restoration of registered apprentice license	\$60.00
Restoration of registered barber license	\$75.00
Restoration of shop registration	\$75.00
Change of location - shop registration	\$25.00
Change of ownership - shop registration	\$25.00
Apprentice home study course	\$75.00
Temporary apprentice license	\$25.00
Duplicate license	\$10.00

Minnesota will issue an apprentice license or registered barber license without examination to an individual who holds a current license in a state which has a written reciprocal agreement with Minnesota. Applicants should contact the board in the state which they hold a current license, obtain a license certification from that board and sub-

mit the completed papers to the Minnesota board for review. Fee for a reciprocal license varies according to the other state. Minnesota charges what the other state would charge.

Continued education is required for renewal of the instructor license only.

Questions, information and applications can be obtained by contacting the board office.

Council on Black Minnesotans

2233 University Avenue, Wright Building, Suite 426, St. Paul, MN 55114

Phone: (651) 642-0811; Fax: (651) 643-3580

Website: None

Email: lester.collins@state.mn.us

Executive Director Lester R. Collins

Minnesota Statutes, Section 3.9225

THE COUNCIL ON BLACK MINNESOTANS (CBM) WAS CREATED in 1980 to address the unmet needs and ongoing issues impacting Minnesotans of African descent and ensure that the needs of their constituents are conveyed to the policy makers and others in positions of authority who impact the well-being of this population. One objective is to provide accurate and culturally competent information to policy makers and guarantee protection of the law and equal access to state services and programs to Black Minnesotans.

In 1990, Minnesota documented a growth rate of 78 percent for persons of African heritage, the sharpest increase nationally. Over the past five years, thousands of Minnesotans born in African as well as other cities throughout the nation have chosen this state as their home and CBM anticipates that the census figures for the year 2000 will, also, reflect a record growth.

The 78 percent increase reflects an under-count of the community per the State Office of Demographics. The CBM continues to experience a swift increase in the request for services: *i.e.* telephone activity has tripled since 1992 and mailing list is four times greater.

In order to advise the governor, legislative body and others, the small staff of CBM works in collaborative efforts with organizations and participates in approximately 73 different ongoing committees and task forces which examine and address issues including: economic development, education, employment, violence, crime, drugs, health, out-of-home placement of children, family preservation, police community relations, poverty, housing and the unique concerns of African-born Minnesotans.

As the population grows, the diversity of concerns continues to increase. In 1980, African Americans were the predominant focus. Today, diverse committees and task forces include individuals from approximately 20 different African countries and the Caribbean. 1995 included a number of new accomplishments for CBM: 1) coordination of the Martin Luther King march, rally and celebration (Over 5,000 individuals attended); 2) launching of the "One Company, One Child" campaign; 3) facilitation of the African and African-American Resource Committee; 4) African-American Lobby Day at the State Capitol (1,000 in attendance); 5) the Roy Wilkins Memorial (2,000 attended); 6) the African-American Summit and post-summit meetings; 7) ACCESS: Consumer Issues and, 8) the University of Minnesota's Roy Wilkins Community Dialogue.

In addition to gathering statistics related to the issues previously listed, making recommendations, conducting and participating in task forces and committees, the council is a designated U.S. Census Bureau

The board receives and investigates all complaints under its jurisdiction which are received from the public. The board has the authority to suspend or revoke the licenses of professionals, shops or schools found to be in violation of the law. For information regarding filing a complaint or to receive a complaint form, contact the board office.

Complaints are turned over to the Attorney General's Office in some instances and that office requires the name of the complainant before they will begin any type of investigation. There is no fee for filing a complaint and complaints are handled as quickly as possible.

Data Center Affiliate. The council works in conjunction with the State Demographer's Office and has direct access to extensive demographic information.

The Council on Black Minnesotans is funded by the State of Minnesota.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

COUNCIL ON BLACK MINNESOTANS - As specified in *Minnesota Statutes* 3.9225, subds. 3, 5; generally, to advise governor and legislature on issues of particular importance to black Minnesotans, to serve as a liaison between black Minnesotans and state government, to participate in policymaking on issues that affect the interests and well-being of black Minnesotans, and to publicize the achievements and contributions of black Minnesotans. The council consists of fifteen members including public members to be "broadly representative of the black community of the state and include at least five males and at least five females." At least one public member must be more than 60 years old. *Minnesota Statutes* 15.0591. Regular meetings of the council take place on the second Tuesday of each month at 5:30p.m. The meeting schedule for FY 2001: September 12, October 10, November 14, December 12, January 9, 2001, February 13, March 13, April 10, May 8, June 12. Meetings are sometimes postponed or rescheduled; call the council office to confirm the time and date of a given meeting. Wright Bldg., 4th fl. Conference room, 2233 University Ave., St. Paul. One or more regular meetings might be held in other locations, call council. The council does not expire. **Appointing Authority:** Governor. **Compensation:** Per diem for public members. *MINNESOTA STATUTES* 3.9225.

GOVERNOR'S COUNCIL ON THE MARTIN LUTHER KING JR. HOLIDAY - The council plans and executes events to promote racial harmony and to recognize and honor Martin Luther King, Jr. The council consists of twenty-six members. The chair shall be appointed by the Governor. Members are chosen to serve on the commission or reappointed. Monthly meetings for three hours at the council office. Does not expire until 90 days after end of Gov. term or Exec. Order 99-3 is rescinded. **Appointing Authority:** Governor. **Compensation:** None. *EXECUTIVE ORDER* 99-3.

Minnesota-Wisconsin Boundary Area Commission

619 Second Street, Hudson, Wisconsin 54016

Phone: (651) 436-7131 or (715) 386-9444; Fax: (715) 386-9571

Website: www.mwbac.org

Email: mwbac@mwbac.org

Administrative Director Clarence W. Malick

Minnesota Statutes, Sections 1.31-1.40

THE COMMISSION CONDUCTS STUDIES, MAKES RECOMMENDATIONS, 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 chair of the Upper and Lower St. Croix River 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 valleys. It conducts special studies on interstate and regional river corridor and watershed problems for state agencies, organizations and individuals.

Technical assistance is provided to state and local agencies for preparation of land 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 master plan for the Upper Mississippi River System, commission meeting notices, meeting minutes and a quarterly *St. Croix River Stewards Journal*. A river and watershed stewardship reference library is open to the public.

For more information or to request a report, contact the commission. There are normally 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. The commission requests reimbursement for cost of copying large documents or multiple copies of any document.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA-WISCONSIN BOUNDARY AREA COMMISSION -

The commission studies, makes recommendations and coordinates intergovernmental activities, and provides public information on the use, development and protection of the St. Croix and Mississippi rivers that form the interstate border of Minnesota and Wisconsin. The commission consists of ten members including five commissioners from each state; each Minnesota member has a four-year term. Terms are staggered. Bi-monthly commission meetings are held. Committee meetings are held more frequently lasting five hours. The commission does not expire. **Appointing Authority:** Governor. **Compensation:** Reimbursed for expenses. *MINNESOTA STATUTES 1.31.*



Looking southwest at the State Capitol in winter.

Board of Boxing

(The Board of Boxing was abolished by the 2001 Legislature)

Office Address: 85 East 7th Street, Suite 170, Golden Rule Bldg., St. Paul, MN

Mailing Address: 133 E. 7th Street, St. Paul, MN 55101

Phone: (651) 296-2501; Fax: (651) 297-5310

Website: None

Executive Secretary James J. O'Hara

Minnesota Statutes, Chapter 341; *Minnesota Rules*, Chapters 2200-2299

THE BOARD OF BOXING PROVIDES UNIFORMITY IN THE regulation of boxing, full contact karate and kick-boxing through the preparation, amendment and adoption of rules and regulations governing the conduct of boxing, and assists at professional bouts with weigh-ins, and dressing room surveillance, to insure safety of the participants and provide properly staged shows for the fans.

The board licenses and regulates the practice of promoters, referees, seconds and managers. The board renews licenses each year. The board processes applications for professional and amateur franchises in Minnesota. Any franchise holder is considered a promoter.

Boxing, Full Contact Karate and Kick-Boxing

License and Renewal Fees:

License	Professional	Amateur
Referees	\$ 25.00	\$ 10.00
Seconds	\$ 5.00	\$ 2.00
Boxers	\$ 5.00	no fee
Managers	\$ 10.00	no fee

Professional Boxing Franchise License Fees:

(issued quarterly [13] weeks)

- \$ 250.00 in Minneapolis, St. Paul, Bloomington
- \$ 125.00 in cities with 100,000-150,000 population
- \$ 50.00 in cities with 10,000-100,000 population
- \$ 25.00 in cities with populations from 10,000

Amateur Boxing Franchise License Fees:

(issued annually)

- \$ 150.00 in cities with over 150,00 population
- \$ 50.00 in cities with 100,000-150,000 population
- \$ 25.00 for all other cities and towns

Full Contact Karate and Kick-Boxing Professional and Amateur Franchise License Fees:

(Professional franchises are issued quarterly [13] weeks. Amateur franchises are issued annually)

- \$ 100.00 for cities with over 100,000 population
- \$ 50.00 for cities with 50,000-100,000 population
- \$ 25.00 for cities and towns under 50,000 population

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 more information or to register a complaint contact the board. Complaints are handled as soon as possible.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

BOARD OF BOXING - The board licenses boxers, seconds, managers, franchise holders and makes rules governing sparring and boxing exhibitions, which includes full contact karate and kick boxing. The board consists of seven members including two public members. Meetings are at the call of the chair for time and place for three hours. Does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem. *Minnesota Statutes 341.01*. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers.

Campaign Finance and Public Disclosure Board (formerly Ethical Practices Board)

658 Cedar St., 190 Centennial Building, St. Paul, MN 55155

Phone: (651) 296-5148; Toll-free: (800) 657-3889; Fax: (651) 296-1722

TTY through the Minnesota Relay Service: (800) 627-3529

Website: www.cfboard.state.mn.us

Email: cf.board@state.mn.us

Executive Director Jeanne Olson; Assistant Executive Director Jeff Sigurdson

Minnesota Statutes, Chapter 10A; *Minnesota Rules*, Chapters 4500-4525

THE CAMPAIGN FINANCE AND PUBLIC DISCLOSURE BOARD (formerly Ethical Practices Board) was established by the state legislature in 1974 through enactment of the Ethics in Government Act, *Minnesota Statutes* Chapter 10A. The board is a six-member bipartisan citizen body responsible for administration of the act.

Members of the board are appointed by the governor to staggered four-year terms. Their appointments must be confirmed by a three-fifths vote of the members of each house of the legislature. The board elects its leadership annually, holds regular meetings which are open to the public, and reports on its activities annually to the governor, the legislature, and the public.

In carrying out its responsibilities, the board develops and administers registration, disclosure, and enforcement programs to ensure that the requirements of the Ethics in Government Act are met. These programs are designed to promote public confidence in state government decision making and in the integrity of state government. In addition to enforcing the provisions of the act, the board provides the public with information about the activities of groups and individuals whose conduct is regulated by the act.

The board's programs require registration and public disclosure by candidates, political committees and funds, and lobbyists. Other programs provide for disclosure of economic interests and of conflicts of interest for certain state and metropolitan officials. The board is also responsible for administration of the state's public subsidy program which provides public funding for political campaigns.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

CAMPAIGN FINANCE AND PUBLIC DISCLOSURE BOARD -

The board administers programs for campaign finance disclosure for state candidates, economic interest disclosure for state and local officials in metropolitan governmental units, lobbyist registration and disclosure, and public subsidy of state candidates and political party committees. The board shall have six members, including two former legislators who do not support the same political party, two members who have not been public officials and have not held party office within three years prior to appointment. No more than three members may support the same political party. No member may currently serve as a lobbyist. Appointments are confirmed by the state senate and the state house of representatives. **Senate and House Confirmation:** Yes. Monthly meetings are held for four hours in the Capitol complex in St. Paul. The board does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem, plus expenses. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers.

The board maintains office hours from 8:00 a.m. until 4:30 p.m. Monday through Friday except for state holidays. The office is located

in Suite 190, Centennial Office Building at 658 Cedar Street in Saint Paul. Public meter parking is available on adjoining streets or in the public section of the Centennial Ramp, located behind the Centennial Office building and entered from Constitution Avenue.

Most of the forms, reports, and other materials mentioned in this guidebook are available for viewing and downloading from the Internet at the board's website.

Requests and comments directed to the board may also be placed from this site. Requests for assistance or for information, forms, or reports may also be made by telephone, facsimile transmission, in person, in writing, or by electronic mail. All reports and statements required to be filed with the board must be made in writing and signed. Advisory Opinion requests and complaints must also be written and signed. Board staff will advise callers when a written request is required.

Copies of the board's annual reports, summary program reports, program handbooks and forms, advisory opinions, findings, and notices, agendas and minutes of meetings are available on the board's website or from the board office without charge. Registrations, reports, and statements filed with the board are available for public inspection and copying within 48 hours of their receipt in the board office.

Self-service copying is available in the board office at a cost of 10 cents per page payable in cash or by check. Staff service for copying is also available at a cost of 50 cents per page. This service must be pre-paid and includes the cost of mailing the copies to the requester. Requesters using the staff copying service should allow up to four weeks for receipt of the requested documents. Certain reports are available on floppy disk. Contact the board office for more information about this service.

The Ethics in Government Act and the board rules relating to it are available at the board's world wide web site, or may be examined and copied at the board office or at the state depository libraries listed with the Legislative Reference Library entry of this guidebook. A copy of the act and associated rules may be purchased from Minnesota's Bookstore. For ordering information, see Minnesota's Bookstore within the Dept of Administration entry.

Campaign Finance Disclosure

(651) 296-1721. The Ethics in Government Act regulates spending for the purpose of influencing the election of officials for statewide offices, state senators and representatives, judges of the state Supreme Court, Appeals Court and District Courts, as well as spending to affect statewide ballot questions. Principal campaign (candidate) committees, political party units, political committees and political funds which raise or spend more than \$100 in a year for these purposes must register with the board within 14 days of doing so. Registration forms and handbooks are available at the board's website and are provided by the board upon request. There is no registration fee.

Registered committees and funds file reports of receipts and expenditures once in a nonelection year and three times in an election

year. The board mails reporting forms to registered committees and funds before each reporting date. Copies of registration statements and reports of receipts and expenditures filed with the board are available for viewing and photocopying in the board office within 48 hours of receipt.

Copies of statements and reports filed by legislative candidates may also be requested by county auditors. Procedures for viewing and copying documents in county auditor's offices are determined by each county auditor. A list of registered political committees and funds is available at the board's website and from the board office without charge.

Public Subsidy

(651) 296-1720. The board administers Minnesota's program of public subsidy for political campaigns and political parties. The subsidy is funded in part with funds designated by Minnesota residents through the voluntary check-off system on state income tax or property tax and renter refund forms. Public subsidy money is available for candidates for governor and lieutenant governor, attorney general, secretary of state, state auditor, state senator, and state representative.

Candidates who wish to participate in this program must register a principal campaign committee with the board and must sign and file a public subsidy agreement with the board by September 1 of their election year. Additionally, to be eligible to receive a public subsidy, candidates must raise matching funds in amounts specified in the act and file with the board a notarized affidavit verifying those contributions. The board provides agreement and affidavit forms to each candidate who files for office. There is no charge for filing these documents with the board.

Candidates who sign public subsidy agreements are limited in the amount they may spend for campaign expenditures and contribute to their own committee. These candidates also may obtain from the board without charge official contribution receipt forms to enable their contributors to claim a refund of up to fifty dollars per individual or one hundred dollars per married couple, filing jointly. Refund forms are obtained from and filed with the Department of Revenue. (See the Department of Revenue entry in this guidebook). A list of candidates with effective public subsidy agreements is available from the board office.

Conflict of Interest Disclosure

(651) 297-7352. The board administers provisions of the act under which certain public and local officials must disclose situations where their official action would substantially affect their financial interests or those of a business with which they are associated. If such a potential conflict of interest occurs, the official must give notice to the official's immediate superior or to the governing body of which the official is a part. If the official is unable to abstain from action in connection with the matter, the official must file written notice describing the conflict and the action taken within seven days after the action. State officials file this notice with the board; local officials file the notice with the governing body in which the local official serves. Forms are available at the board's website or from the board office. There is no filing fee.

Lobbyist Registration and Reporting

(651) 296-5615. The board administers a program of registration of lobbyists and reporting of lobbying disbursements by individuals, associations, or political subdivisions to influence legislative or administrative action or the official actions of metropolitan governmental units. After becoming a lobbyist as defined by the act, a person must register with the board within five days. Registration forms and handbooks are available at the board's website and from the board office upon request. There is no registration fee. Each year registered lobbyists must file three reports of lobbying disbursements. Report forms are provided automatically to registered lobbyists. A list of registered lobbyists, individuals or associations represented, and

subjects and kinds of action they seek to influence is available at the board's website and for viewing or copying in the board office.

Principal Disclosure, Lobbying Program

(651) 296-1721. A principal is an individual or association that spends more than \$500 in any calendar year to engage or compensate a lobbyist, or authorizes the expenditure of more than \$500 in any calendar year by a lobbyist. Principals also include individuals or associations not within the above definition that spend at least \$50,000 in any calendar year in efforts to influence legislative or administrative action or the official action of metropolitan governmental units. Each principal must report to the board by March 15 regarding its spending level during the preceding calendar year to influence legislative, administrative, and metropolitan governmental unit action in Minnesota. Spending levels are reported by the category with category breaks at \$50,000, \$150,000, \$250,000 and thereafter in increments of \$250,000. Reporting forms are provided to principals listed by registered lobbyists or otherwise identified by the board. The forms are also available from the Board's website. There is no filing fee.

Gift Prohibition

(651) 296-1721. The board administers provisions of the Act that prohibit gifts from lobbyists and lobbyist principals to officials. Officials include those public officials listed beginning on the next pages, employees of the Minnesota Legislature, and local officials in metropolitan governmental units. While most gifts are prohibited, the act provides limited exceptions. The board publishes a Guide to Interpretation of *Minnesota Statutes* 10A.71. The Guide is updated whenever the Board issues an advisory opinion relating to the gift prohibition provisions. The Guide is available at the board's website and without charge from the board office upon request.

Representation Disclosure

(651) 297-7352. The board administers provisions of the act which require a public official who represents a client for a fee at a rulemaking or other specified hearing before an individual, state board, commission, or agency to publicly disclose that representation within 14 days after the hearing. The public official must file a representation disclosure statement with the board using a statement form available from the board. Reports filed under this provision are available for public inspection in the board office. There is no filing fee.

Public Employee Retirement Association (PERA) Candidate Contribution Disclosures

(651) 297-7352. A candidate for PERA trustee who receives or spends more than \$100 to bring about the candidate's election must file a report with the Campaign Finance and Public Disclosure 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 reporting forms to the candidates. Reports filed by PERA trustee candidates are available for public inspection in the board office. There is no filing fee.

Minnesota Technology, Inc. (MTI)

(651) 297-7352. The president and board of directors of MTI are required to file statements with the board under *Minnesota Statutes* 116O.03 and 116O.04. Upon appointment to the MTI Board, directors must disclose the nature, amount, date, and recipient of contributions they made which in aggregate exceed \$100 a year, including non-cash contributions, within the four years preceding the appointment to any public office, political committee, political fund, or political party as defined in the Ethics in Government Act. Statements must be updated annually throughout the individual's term in office. The board prescribes and furnishes statement forms to the individuals required to

report. Statements filed by MTI officials are available for public inspection in the board office. There is no filing fee.

State Board of Investment (SBI)

(651) 297-7352. The members and employees of the SBI are required to file statements with the Campaign Finance and Public Disclosure Board under *Minnesota Statutes* 11A.075. The statements disclose member or employee expenses which were paid or reimbursed by investment advisors, consultants, or outside money managers who are under contract with the SBI or who have bid on SBI contracts, or by businesses in which the SBI has invested money under its control. Statements must be updated annually throughout the individual's term as an SBI member or employee. The board prescribes and furnishes statement forms to the individuals required to report. Statements filed by the SBI officials are available for public inspection in the board office. There is no filing fee.

Advisory Opinions

(651) 296-1721. Individuals or associations whose activities are regulated by the Ethics in Government Act may request advisory opinions from the board providing interpretation of the act or adopted rules of the board. The board may also issue advisory opinions to assist individuals in compliance with *Minnesota Statutes* 383B.041-383B.058 which require officials and candidates for elective office in Hennepin County and the cities of Minneapolis and Bloomington to disclose their personal economic interests and campaign contributions and expenditures. The board must issue an advisory opinion within 30 days of receipt of the request unless a majority of the board agrees to extend the time. The request for an opinion and the opinion itself are nonpublic data unless the requester consents to make them public. The board publishes public summaries of its opinions, which do not include identifying information. Compilations of advisory opinions are available without charge from the board office. Selected advisory opinions are also available at the board's website.

Rulemaking

(651) 296-1721. The board adopts rules to assist in carrying out the purposes of the Ethics in Government Act. Once adopted, the board's rules are applicable to the conduct of individuals and associations regulated by the act. Rules are adopted after public notice has been given, and pursuant to the Minnesota Administrative Procedures Act, *Minnesota Statutes* Chapter 14. Contact the board office if you wish to be placed on the board's list of individuals and associations desiring to receive notices and information related to the board's rulemaking activities.

Complaints, Audits, and Investigations

(651) 296-1721. Any individual or association may file a complaint with the board about an alleged violation of the Ethics in Government Act. The board must investigate any violation of the act based on a written complaint and may investigate violations based on information in its own files or other information. The board notifies individuals or associations being investigated and provides a copy of any written complaint to them. The board may also conduct audits and investigations with respect to statements or forms which are required to be filed under the act. Investigations and audits are conducted in confidence. Meetings concerning any complaints, investigation, or audit are confidential and are not open to the public. When the board issues a public finding of probable cause or no cause to believe the law has been violated, the matter becomes public along with materials contained in the record except as the board determines that the materials should remain private. The board reports a finding of probable cause that the act has been violated to the appropriate law enforcement authorities.

Economic Interest Disclosure

(651) 297-7352. The board administers a system of reporting personal economic interests by public and local officials and by candidates for governor, lieutenant governor, attorney general, secretary of state, state treasurer, state auditor, state senator, state representative, and candidates for elective office in metropolitan governmental units. These officials and candidates must file a statement of economic interest within the time prescribed by the act and must file supplementary statements on or before April 15 each year that the official remains in office if information on previously filed statements has changed. Individuals who have terminated service as public or local officials must file statements covering the period from the previous statement through the last day of service as public or local officials if information on previously filed statements has changed. Handbooks for public officials and for local officials are available at the board's website or from the board office. Candidates for state partisan offices and public officials file their statements with the board on forms supplied by the board. There is no filing fee.

Copies of statements of economic interest filed with the board are available at the board's website and for viewing and photocopying in the board office within 48 hours of receipt.

Public Officials Required to File Statements of Economic Interest:

- **Accountancy Board** - members, chief and deputy administrative officers.
- **Administration Department** - commissioner, deputy and assistant commissioners.
- **Administrative Hearings Office** - chief and administrative law judges; compensation judges.
- **Aging Board** - members, chief and deputy administrative officers.
- **Agricultural and Economic Development Board** - members, chief and deputy administrative officers.
- **Agricultural Chemical Response Compensation Board** - members.
- **Agricultural Society Board** - members, chief and deputy administrative officers.
- **Agriculture, Department of** - 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, Landscape Architecture, Geoscience, and Interior Design 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, assistant attorneys general.
- **Barber Examiners Board** - members, chief and deputy administrative officers.
- **Boxing Board** - members, chief and deputy administrative officers.
- **Bureau of Mediation Services** - commissioner, deputy commissioner.
- **Campaign Finance and Public Disclosure Board** - members, chief and deputy administrative officers.
- **Capitol Area Architectural and Planning Board** - members, chief and deputy administrative officers.
- **Children, Families, and Learning Department** - commissioner, deputy and assistant commissioners.
- **Chiropractic Examiners Board** - members, chief and deputy administrative officers.
- **Commerce Department** - commissioner, deputy and assistant commissioners.
- **Corrections Department** - commissioner, deputy and assistant commissioners.
- **Crime Victims Reparations Board** - members, chief and deputy administrative officers.
- **Dentistry Board** - members, chief and deputy administrative officers.
- **Designer Selection Board** - members, chief and deputy administrative officers.

- **Dietetic and Nutrition Board** - members, chief and deputy administrative officers.
- **Economic Security, Department of** - commissioner, deputy and assistant commissioners, referees.
- **Electricity Board** - members, chief and deputy administrative officers.
- **Emergency Medical Services Regulatory Board** - members, chief and deputy administrative officers.
- **Emergency Response Commission** - members, chief and deputy administrative officers.
- **Employee Relations Department** - commissioner, deputy and assistant commissioners.
- **Environmental Assistance, Office of** - director.
- **Environmental Quality Board** - members, chief and deputy administrative officers.
- **Export Finance Authority** - members, chief and deputy administrative officers.
- **Finance Department** - commissioner, deputy and assistant commissioners.
- **Gambling Control Board** - members, chief and deputy administrative officers.
- **Governor's Office** - governor, chief deputy.
- **Health Department** - commissioner, deputy and assistant commissioners.
- **Health Facilities Complaints, Office of** - director.
- **Higher Education Facilities Authority** - members and executive director.
- **Higher Education Services Office** - executive director.
- **Housing Finance Agency** - members, executive and deputy directors.
- **Human Rights Department** - commissioner, deputy commissioner.
- **Human Services Department** - commissioner, deputy and assistant commissioners.
- **Indian Affairs Intertribal Board** - executive director.
- **Investment Advisory Council** - members.
- **Investment Board** - executive and assistant executive secretary.
- **Iron Range Resources and Rehabilitation Board** - commissioner, deputy commissioner.
- **Labor and Industry Department** - commissioner, deputy and assistant commissioners.
- **Lake Superior Center Authority** - members.
- **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.
- **Lottery, Minnesota State** - director and deputy director.
- **Marriage and Family Therapy, Board of** - members, director, and assistant director.
- **Medical Practice Board** - members, chief and deputy administrative officers.
- **Medical Services Review Board** - members.
- **Metropolitan Airports Commission** - members, chief administrative officer.
- **Metropolitan Council** - members, chief administrative officers.
- **Metropolitan Parks and Open Space Commission** - members, chief administrative officer.
- **Metropolitan Sports Facilities Commission** - members, chief administrative officer.
- **Military Affairs Department** - adjutant general, deputy and assistant adjutant generals.
- **Minnesota State Colleges and Universities** - chancellor, members.
- **Minnesota State High School League** - members, chief and deputy administrative officers.
- **Minnesota State Retirement System** - members, chief and deputy administrative officers.
- **Minnesota Technology, Inc.** - president, directors.
- **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.
- **Perpich Center for Arts Education Board** - members, chief and administrative officers.
- **Petroleum Tank Release Compensation Board** - members, chief and deputy administrative officers.
- **Pharmacy Board** - members, chief and deputy administrative officers.
- **Physical Therapy Board** - members, chief and deputy administrative officers.
- **Podiatric Medicine Board** - members, chief and deputy administrative officers.
- **Pollution Control Agency** - board members, commissioner, and deputy commissioners.
- **Private Detective and Protective Agent Services Board** - members, chief and deputy administrative officers.
- **Psychology Board** - members, chief and deputy administrative officers.
- **Public Employees Retirement Association (PERA) Board** - members and executive director.
- **Public Facilities Authority** - members, chief and deputy administrative officers.
- **Public Safety Department** - commissioner, deputy and assistant commissioners; registrar of motor vehicles; and director of gambling enforcement.
- **Public Service Department** - director.
- **Public Utilities Commission** - members and executive director.
- **Racing Commission** - members, director, chief of security, medical officer, inspector of pari-mutuels, stewards.
- **Rehabilitation Review Panel** - members.
- **Revenue Department** - commissioner, deputy and assistant commissioners.
- **Rural Finance Authority** - members.
- **Secretary of State's Office** - secretary of state, chief deputy.
- **Sentencing Guidelines Commission** - member, chief administrative officer.
- **Social Work, Board of** - members, chief and deputy administrative officers.
- **State Auditor's Office** - state auditor, chief deputy.
- **State Treasurer's Office** - state treasurer, chief deputy.
- **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 and assistant commissioners.
- **Transportation Department** - commissioner, deputy and assistant commissioners.
- **Urban Initiative Board** - members, chief and deputy administrative officers.
- **Veterans Affairs Department** - commissioner, deputy and assistant commissioners.
- **Veterans Homes Board** - members, chief and deputy administrative officers.
- **Veterinary Medicine 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** director.

Metropolitan Governmental Units Public Officials Required to File Statements of Economic Interest:

Candidates for elective office in metropolitan governmental units and local officials in those units file their statements with the governing body in which they serve on forms prescribed by the board and furnished by the respective governing body. See the following list of metropolitan governmental units whose local officials must file statements of economic interest.

(as defined in *Minnesota Statutes* 10A.01, subd. 26, includes:)

- **the seven counties in the metropolitan area** as defined in *Minnesota Statutes* 473.121, subd. 2:
Anoka County, Carver County, Dakota County, Hennepin County, Ramsey County, Scott County, Washington County
- **a regional railroad authority** established by one of the counties listed above

- a city with a population of over 50,000 located in one of the counties listed above:
 - Anoka County - Coon Rapids
 - Dakota County - Eagan, Burnsville
 - Hennepin County - Bloomington, Brooklyn Park, Eden Prairie, Maple Grove, Minneapolis, Minnetonka, Plymouth
 - Ramsey County - St. Paul

- the Metropolitan Council
- a metropolitan agency as defined in *Minnesota Statutes* 473.121, subd. 5a:
 - Metropolitan Airports Commission
 - Metropolitan Parks and Open Space Commission
 - Metropolitan Sports Facilities Commission

Capitol Area Architectural and Planning Board

50 Sherburne Avenue, 204 Administration Building, St. Paul, MN 55155

Phone: (651) 296-1162; Fax: (651) 296-6718

Website: www.caapb.state.mn.us

Executive Secretary Nancy Stark

Minnesota Statutes, Section 15.50; *Minnesota Rules*, Chapter 2400

THE CAPITOL AREA ARCHITECTURAL AND PLANNING BOARD (CAAPB) was established by the 1967 Legislature to preserve and enhance the dignity, beauty, and architectural integrity of the Capitol, the buildings immediately adjacent to it, the Capitol grounds, and the Capitol Area. It is a ten-member board, chaired by the Lt. Governor, and has both House and Senate representation. The agency employs five full-time staff and is supported by a three-member architectural/planning Advisory Committee.

Mission:

To preserve and enhance the Capitol Area's unique aesthetic and historic character, and to plan and guide its future development by maintaining a flexible framework for its physical growth.

The CAAPB operates under the following criteria:

- **Providing a historical reference.** The CAAPB maintains the history of development within the Capitol Area. From construction of new buildings to placement of memorials on the Mall, the CAAPB has recorded the history of events and processes leading to growth within the area in the spirit of the original Cass Gilbert designs.
- **Providing and preserving the Capitol Area's unique aesthetic character.** As the planning and regulatory agency responsible for architectural design and long-range planning for the Capitol Area, the CAAPB has exclusive zoning jurisdiction and design review over both the state government complex and the surrounding commercial and residential neighborhoods. The agency guides planning and design for the Capitol Area with a newly revised Comprehensive Plan and Zoning and Design Rules for a sixty block area around Minnesota's Capitol building.

The comprehensive land use plan and the zoning and design ordinance are used to regulate both public and private 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 to the board for a zoning permit. Permit applications and instructions are available by contacting the board office.

Prior consent must also be obtained before any public building monument, or other construction can be built on public land within the capitol area, and before any substantial alteration or improvement can be made to public lands or buildings. In addition the board is responsible

for selecting the preliminary design for new public buildings and landscaping projects within the capitol area. To achieve these designs the board usually conducts architectural competitions; since 1985, the board has conducted seven such competitions: the judicial building, history center, capitol mall landscaping, state office building parking ramp, Minnesota Vietnam Veterans Memorial, Minnesota Korean Veterans Memorial, and the Minnesota Woman Suffrage Memorial. In addition to these planning and design roles, the board coordinates the implementation of major public projects in the capitol area.

For the Capitol Building the board shares responsibility with the department of administration to prepare standards and policies governing the repair, alteration, furnishing, appearance and cleanliness of its public and ceremonial areas. The board must also approve the design, structural composition, and location of all monuments, memorials or artwork in the capitol's public and ceremonial areas, and on the capitol grounds.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]

CAPITOL AREA ARCHITECTURAL AND PLANNING BOARD -

The board is responsible for architecture, urban design, and comprehensive land-use planning in the capitol area of St. Paul, exercises zoning and design review authority, and oversees redevelopment of the north capitol area. The board consists of ten members. The governor appoints four members, the Mayor of St. Paul appoints three members with confirmation by the city council; the legislature appoints one senator and one representative; and the lieutenant governor is the chair. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. The full board meets about six times a year for two hours at the Capitol Building, committees may meet more often. Does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem.

The board also advises the governor and legislature on the appropriate development of the capitol area; in the case of new state development proposals, the board provides a statement of the proposal's capitol area impact and compatibility with its comprehensive plan.

Council on the Affairs of Chicano/Latino People

555 Park Street, Suite 210, St. Paul, MN 55103

Phone: (651) 296-9587; Toll-Free: (888) 234-1291; Fax: (651) 297-1297

Website: www.clac.state.mn.us

Email: clac.desk@state.mn.us

Executive Director Ytmar Santiago

Minnesota Statutes, Section 3.9223

THE ELEVEN-MEMBER COUNCIL ADVISES THE GOVERNOR and the legislature on the issues and problems of Hispanic people in Minnesota and it serves as a liaison between state and federal governments, private organizations and Minnesota's Chicano/Latino community. An estimated 135,000 (CLAC figures) permanent residents are of Hispanic descent, and an average 12,00 to 18,000 Chicano/Latino migrant agricultural workers come to Minnesota every summer. The arrival of Caribbean, Central and South American immigrants added to this fast growing population.

The primary mission of the council is to create opportunities for Chicano/Latino people to realize their full potential and to secure a productive/satisfying existence in the state of Minnesota. The council's priorities are centered in the areas of legislation serving 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 in securing access to state agencies and community programs. The Chicano Latino Affairs Council works with the Governor and Legislators to recommend legislation designed to improve the economic, social and human services, equal employment opportunities, health, education and immigration of Hispanics in Minnesota.

The council, in cooperation with other organizations, has proposed the creation of a state commission to commemorate the contributions made by Chicanos/Latinos in the state of Minnesota.

The council produces the "Bilingual Resource Directory" consisting of over one hundred organizations and resources that provide bilin-

gual services for Chicano/Latino people. The Directory is free of cost to the public.

The council collaborates with studies designed to suggest solutions to problems encountered by Minnesota's Chicano/Latino community.

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 the second Saturday of each month. For exact meeting times, dates and places call the council. Copies of brochures, information manuals, and bilingual resource directory can be obtained by contacting the council.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

COUNCIL ON AFFAIRS OF CHICANO/LATINO PEOPLE - Advise the Governor and the Legislature on the nature of issues confronting Chicano/Latino people in the state including the unique problems encountered by Chicano/Latino migrant agricultural workers. The council consists of eleven members, one member from each congressional district plus three at-large members. Membership must accurately reflect the demographic composition of Minnesota's Chicano/Latino community, including migrant workers. Bimonthly meetings for four hours held at the CLAC offices. No expiration date. **Appointing Authority:** Governor. **Compensation:** \$55 per diem. *Minnesota Laws of 1996, Chapter 420.*

Department of Children, Families and Learning

1500 Highway 36 West, Roseville, MN 55113-4266

Phone: (651) 582-8200

Fax: (651) 582-8204; TTY: (651) 582-8201

Website: www.cfl.state.mn.us

Email: cfl@state.mn.us

Commissioner Christine Jax

MINNESOTA
DEPARTMENT OF

*Children,
Families &
Learning*

Minnesota Statutes, Chapters 119-129, 134; *Minnesota Rules*, Parts 3400.0010-.0235 and Chapters 3500-3799

Background

In 1995, The Minnesota Department of Children, Families & Learning was created. The department brought together programs that were previously administered by six different agencies. These included all the programs from the Department of Education; Head Start, emergency housing and food programs Minnesota Economic Opportunity Grant, and Energy/Weatherization programs from the Department of Economic Security; the Children's Trust Fund and the Child Care Assistance and Development programs from the Department of Human Services; Family Services Collaboratives from Minnesota Planning; the Abused Children program from the Department of Corrections. the Office of Drug Policy Violence Prevention (ODPVP) from the Department of Public Safety. (In FY2000, the governor transferred ODPVP back to Public Safety, and in FY2001, the Governor transferred the Energy and Weatherization programs back to Economic Security.)

The agency was created to increase the capacity of Minnesota communities to measurably improve the well being of children and families by integrating educational and social programs. In fulfilling this mission, CFL concentrates attention to the following strategies:

- Coordinate and integrate programs for children and families and ensure that all children begin school ready to learn.
- Improve flexibility in the design, funding and delivery of programs and services.
- Provide greater focus on preventing problems affecting children and families.
- Enhance local decision making, collaboration and the development of new governance structure.
- Improve accountability through the provision of research, information and the development of measurable program outcomes.
- Improve the early preparation of children so they start school ready to learn.
- Implement graduation standards to increase learning and support teaching.

- Support communities' capability to provide lifelong learning opportunities to their citizens.

Office of the Commissioner

(651) 282-8204, Christine Jax, Ph.D, commissioner. The commissioner of Children, Families and Learning, appointed by the governor, provides leadership for the public elementary and secondary education and other services for children and families in Minnesota; supports state legislation, rules and policies which promote an educational and social climate that serves all citizens; and ensures that information on the requirements and initiatives of the state are interpreted and disseminated to local and regional educational officials and family service providers. The commissioner administers the staff and budget of the Department of Children, Families and Learning so the agency serves local school districts and other educational agencies, and state and local family service providers, through a program of planning, research, consultation, coordination, communication and inservice education.

The commissioner, deputy and assistant commissioners must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Deputy Commissioner

(651) 582-8207, Barbara Yates, deputy commissioner. 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 through involvement in the budget process; works closely with staff 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 fiscal services and employee relations.

Office of Public Affairs and Policy Development

(651) 582-8482, Tammy L. Pust, Assistant Commissioner

Office of Government Relations

(651) 582-8292, Rose Hermodson, director. This office serves as the departmental liaison to the governor's office, the legislature, tribal and other governmental entities. It takes a leadership role in building partnerships with business and community organizations. In addition, this office interprets educational laws and rules for the general public and educators.

- **K-12:** Barry Sullivan, (651) 582-8838
- **Family and Early Childhood:** Patti Segal Freeman, (651) 582-8440

Indian Education

(651) 582-8838 Yvonne Novack, supervisor. This team provides leadership to schools in the provision of programs for American Indian students, provides training and technical assistance to administrators, teachers, parents and communities, operates adult education programs through contracts with school districts, and manages the scholarship program for post-secondary American Indian students.

Indian Education Field Offices

- **Bemidji Office:** Joseph Aitken, Supervisor (218) 755-2926
- **Duluth Office:** Valerie Tanner, Supervisor (218) 723-4954

Communications

Rachel Tschida, Director (651) 582-8230 Donna Swanson, Team Leader (651) 582-8350. Manages internal and external communications planning, media relations, public relations and mass communications. Manages projects that cross organizational lines of the Department, as assigned by the Commissioner and the cabinet. [projects involve strategic planning, citizen outreach and coalition building.

Accountability and Compliance

(651) 582-8603 Thomas Lombard, director. Monitors school districts and other educational agencies to ensure their programs comply with state and federal laws and rules. Programs monitored include special education complaints, special hearings and mediation; special education compliance monitoring, student discipline, maltreatment of minors and veterans education.

Due Process

(651) 582-8585 Darren Kermes, assistant manager. Administers programs which help to ensure students are afforded procedural and substantive due process protections. A model crisis management plan is available via the internet: <http://cfl.state.mn.us/dmc/cm/>.

- **Test Security Investigations and Arts High School Appeals:** (651) 582-8459; Fax: (651) 582-8725.
- **Review of the State High School League:** (651) 582-8237; Fax: (651) 582-8725.
- **Alternative Health Plans:** (651) 582-8710; Fax: (651) 582-8725

Special Education Complaints

(651) 582-8585 Darren Kermes, assistant manager. Investigates allegations that public agencies have violated state or federal special education law. Complaints may be filed by writing: Complaint Supervisor, Division of Accountability and Compliance, Minnesota Department of Children, Families & Learning, 1500 Highway 36 West, Roseville, MN 55113. Technical assistance related to special education and the complaint system is available at: (651) 582-8689; Fax: (651) 582-8725; and Internet: <http://cfl.state.mn.us/dmc/sec/>.

Special Education Hearings and Mediation

(651) 582-8585 Darren Kermes, assistant manager. Coordinates the special education hearing, hearing review and mediation systems: (651) 582-8604; Fax: (651) 582-8725 and Internet: <http://cfl.state.mn.us/dmc/dph/>.

Special Education Compliance Monitoring

(651) 582-8899 Bonnie Carlson, supervisor. Conducts reviews of special education compliance in schools through ongoing monitoring of district programs: (651) 582-8689; Fax: (651) 582-8725; Internet: <http://cfl.state.mn.us/dmc/sem/>.

Student Discipline

(651) 582-8585 Darren Kermes, assistant manager. Administers programs designed to ensure students are afforded procedural and substantive due process protections when faced with expulsion from school. (651) 582-8459; Fax: (651) 582-8725; and Internet: <http://cfl.state.mn.us/dmc/pfda/>.

Maltreatment of Minors

(651) 582-8278 Barbara Jondahl, supervisor. Assesses and investigates reports of alleged maltreatment of students by school personnel. Staff screen and investigate reports of physical abuse, sexual abuse and neglect, coordinating efforts with law enforcement and school districts. Fax: (651) 582-8725. Internet: <http://cfl.state.mn.us/dmc/mom/>.

Veteran's Education

(651) 582-8899 Bonnie Carlson, supervisor. This team evaluates and approves programs provided by public and private academic and vocational secondary and post-secondary schools in Minnesota to ensure they meet quality standards and federal guidelines for programs that serve veterans. (651) 582-8689; Fax: (651) 582-8725

Rulemaking

(651) 582-8248 Kristin Asche, coordinator. Coordinates all rulemaking activities within the Department. Fax: (651) 582-8725; and Internet: <http://cfl.state.mn.us/rulemaking/>.

Division of Personnel Licensing

(651) 582-8807 Richard Wassen, director. This team evaluates and processes all applications for initial issue and renewal of teacher and administrator licenses. This team also coordinates the review of all college teacher education programs to ensure they meet the requirements of State of Minnesota requirements.

Teacher Licensing and Progress Reporting

(651) 582-8825 Judy McGilvrey, supervisor

Teacher Education

(651) 582-8885 Richard Simms, supervisor. Conducts the review of all Minnesota colleges and universities seeking approval to prepare candidates for teacher licensure. The team coordinates activities focused on improving teaching education and the implementation of Board of Teaching initiatives.

Office of Equity

(651) 582-8817 Lyonel Norris, director. This office is charged with coordinating student enrollment, student and staff recruitment and retention, transportation, and inter-district cooperation among districts required by the Desegregation Rule to implement desegregation plans. The Office is implementing the settlement of the educational adequacy lawsuits brought by the NAACP against the State of Minnesota. The Office is also charged with the implementation of the Inclusive Education Rule and the administration of Urban Teacher grants. The Office collects data involving compliance with Title VI (Civil Rights, Title IX of the Education Amendments of 1972 (gender equity) and

Section 504 of the Rehabilitation Act of 1973 (disability). Collection of the data assures compliance with state and federal nondiscrimination laws in vocation education and in athletic programs in local school districts.

Office of Teaching and Learning

(651) 582-8615 Jessie Montano, assistant commissioner. This Office provides leadership and service in the design and implementation of the standards-based reform system for Minnesota's K-12 public education system and collaborates with institutions dealing with early education, postsecondary and other adult education programs. Efforts are directed toward learning, leadership and service in general education, special needs and lifelong learning.

Division of Special Education

(651) 582-8289 Norena Hale, manager. The Division of Special Education provides leadership to teachers, families and service providers throughout Minnesota who provide education and related services to children and youth with disabilities. The division plays a lead role in the state for special education policy, staff development, coordination of interagency services and the development of promising practice materials. The division also administers related state and federal aid programs to schools. The office has four units: Low Incidence, Continuous Aids, Data 7 Budget, and Interagency Services. TTY: (651) 634-2739 Web Page: <http://cfl.state.mn.us/speed>

Low Incidence Unit

(651) 490-0068, Eric Kloos, supervisor. The Low Incidence Unit provides leadership and expertise in eight of the thirteen special education disability areas. Teacher networks, statewide and regional training opportunities and production of promising practice materials occur for each of the disability areas. Special education related services are also addressed by various specialists in the unit. Regional low incidence grants are awarded and managed through this unit to help meet local and regional needs for expertise in low incidence areas.

Continuous Improvement Unit

(651) 582-8610 Bill McMillan, supervisor. Oversees the federal initiatives for developing statewide performance indicators and conducting statewide education needs assessment.

Aids, Data & Budget Unit

(651) 582-8264 Cecelia Dodge, supervisor. Administers the state and federal application process and calculations for special education aids to local education agencies; the annual federal unduplicated child count process; special education tuition billings; and state and federal data reporting requirements.

Special Education Interagency Service Unit

(651) 582-1143 Robyn Widley, supervisor. Assists in the development and implementation of policies and procedures used by local school districts and other agencies that relate to the needs of students with disabilities in Minnesota.

Division of Learner Options

(651) 582-8256 Anne Cutler, acting manager. Provides guidance to school districts in policy development, program implementation and resource coordination in the administration of state and federal programs for special populations. Programs include: Title I, Even Start, Migrant Education, Neglected and Delinquent, Homeless, Title II, Title VI, Title VII, Emergency Immigrant Education, Refugee Assistance, Limited English Proficiency, Comprehensive School Reform Demonstration Programs, Federal Class Size Reduction Programs and Byrd Honors Scholarships.

Enrollment Options

(651) 582-8700 Mary Pfeifer, supervisor. Provides guidance and leadership in assisting the development of alternative instructional systems, schools and sites. Programs include: Charter Schools, Alternative Learning Centers, Targeted Assistance Programs, Learning Year Programs, Home Schools, Gifted and Talented Programs, Tax Credit Deductions, Flexible Learning Year Programs, Open Enrollment and Postsecondary Enrollment Options.

Improving America's Schools Act (ISA)

(651) 582-8256, Anne Cutler, manager. Under its framework, the Improving America's Schools Act of 1994 encourages educators to align various reform efforts and create comprehensive solutions for school and districts in order to meet students' needs. Programs covered under IASA include:

- Title I - Helping Disadvantaged Children,
- Title II - Professional Development program,
- Title III - Technology for Education,
- Title IV - Safe and Drug-free Schools and Communities,
- Title V - Promoting Equity,
- Title VI - Innovative Education Program Strategies,
- Title VII - Bilingual Education,
- Title VIII - Impact Aid,
- Title IX - Indian Education,
- Title X - Programs of National Significance,
- Title XI - Coordinated Services,
- Title XII - School Facilities Infrastructure Improvement Act, and
- XIII - Support and Assistance programs to Improve Education.

Migrant Education Program

(651) 582-8700 Mary S. Pfeifer, supervisor. This team administers federal programs that serve eligible migrant families and their children. Since adult seasonal employment opportunities in Minnesota often cause children to change school systems during the year, Minnesota's schools and the resident state's schools are collaborating to create a seamless system of education, culminating in high school graduation and more. Comprehensive services include academic and enrichment school year and summer programs serving K-12 students, Head Start programs, Minnesota Migrant Education Resource Center teaching and learning materials, health and nutrition services and other family outreach service referrals. Contact information: (651) 582-8200; Fax: (651) 582-8727; Internet: <http://cfl.state.mn.us>

LEP (Limited English Proficient) Unit

(651) 582-6594 Paul Magnuson and Leigh Schleicher, LEP education specialists. The unit provides technical assistance to districts working with LEP students.

Division of System Services

(651) 582-8812 Mary Lillesve, manager. Coordinates a statewide regional delivery system of curriculum and instruction. Provides monitoring of system accountability reports and staff development reports and direct technical service to all local education agencies.

MN Educational Effectiveness Program (MEEP)

(651) 582-8759 Diane Cirkse, supervisor. Assists districts, schools and teachers develop and implement comprehensive and aligned curriculum that increase student achievement and demonstration of Minnesota Graduation Standards and continuous improvement processes. The office has regional coordinators around the state, specialists at the department in St. Paul and statewide networks which foster sharing of information and practices.

MEEP Regional Coordinators: The mission of MEEP (Minnesota Educational Effectiveness Program) is to prepare schools for the implementation of the graduation standards and Goals 2000.

Region 1, Alvarado: Ken Henry (218) 773-0505
Region 2, Virginia: Cindy Jindra (218) 741-0750
Region 3, Duluth: Julie Williams-Finn (218) 723-4172
Region 4, Fergus Falls: Barbara Hexum (218) 739-3273
Region 5, Sartell: Sherry Grundman (320) 252-8427
Region 6/8, Redwood Falls: Jay Haugen (507) 644-3511
Region 6/8, Marshall: Debra Miller (507) 537-4060
Region 7, Sartell: Sharon Tierney (320) 252-8427
Region 9, North Mankato: Donna Oakey (507) 389-5104
Region 10, Rochester: Pat Quade (507) 280-2969
Region 11, St. Paul: Tom Benson (651) 215-0091
Region 11, St. Paul: Cassie Erkens (651) 297-1670
Region 11, St. Paul: Jeanne Klein (651) 297-7344
Region 11, St. Paul: Marlys Peters (651) 297-2685
Region 11, St. Paul: Martha Waibel (651) 297-7177

SciMath MN

(651) 582-8813 William Linder-Scholer, director. SciMath MN is Minnesota's statewide initiative in K-12 science and mathematics education. Organized as a partnership among education, business and state government, SciMath MN's mission is to increase the educational achievement of all Minnesota students in science and mathematics. SciMath MN works in the areas of policy, public awareness and professional development as it provides leadership for implementing national standards in science and mathematics education.

Minnesota Academic Excellence Foundation (MAEF)



(651) 582-8476. Zona Sharp-Burk, executive director. The Minnesota Academic Excellence Foundation (MAEF) is the primary advocate for recognizing and promoting the importance of academic excellence in Minnesota elementary and secondary students, schools and communities. MAEF was created in 1983 in response to the first Nation at Risk report to

operate as a partnership between business, education and government.

MAEF's goals are increased student learning through innovation and continuous improvement to:

- Engage students and communities as active partners
- Advance local accountability for student achievement and school performance
- Advance partnerships and public awareness to support academic achievement.

MAEF is involved in three activities:

- **Product Leadership and Innovation:** design, pilot and bring to scale products and methods to advance school accountability for student learning.
 - Primary customer: government, major collaboratives
 - Primary products:
 - Partners for Quality: Education Quality
 - Leadership Academy, Classroom Quality Program,
 - District Training Centers, "Baby Baldrige", Title I.
- **Customized Services:** design and delivery of customized services to advance student learning and school performance.
 - Primary customer: schools, business, community groups
 - Primary services:
 - Partners for Quality
 - Assistance to Partnerships-awards
 - Academic League
- **Operational Excellence:** ongoing delivery of service through a field structure of staff and volunteers using standardized products developed by MAEF.
 - Primary customer: school members, students, community groups
 - Primary services:
 - Academic League: Academic Booster Clubs, Academic Lettering, *Reach for the Stars*, etc.
 - Governor's Scholars
 - Partners for Quality

- Awards, recognitions and incentives: Gathering of Champions, Lettering for Excellence and educator Awards.

Key initiatives of MAEF are:

- School improvement and accountability
- Community organization and student engagement
- Awards and recognitions

MAEF's revenue sources are: public appropriation, gifts from individuals and the private sector, fees for services and product sales, and interest from the MAEF endowment.

MAEF program activities are described in a variety of publications available by contacting MAEF by mail or email at maef@state.mn.us; **website:** maef.state.mn.us.

Division of Lifework Development

(651) 582-8330 Dan Smith, manager. Works with schools to implement graduation standards in career exploration and occupational preparation, support access to career and technical (vocational) education programs, partner with business and the community to promote work-based and service learning, increase community involvement in the public schools, and support programs for adult learners earning high school diplomas or GED certificates. The goal of this office is to create an education and employment transition system that helps learners of all ages make transitions between and among education and work.

School-to-Work/MCIS/ISEEK

(651) 582-8331 Robert Cox, supervisor. Allocates resources through school-community partnerships in support of activities that enhance learning about career opportunities, and monitor performance under appropriate state and federal programs. Promotes the use of technology to access information essential to preparing for and entering careers, including the Minnesota Career Information System (MCIS), Career Resource System (CRS) and Internet System for Education and Employment Knowledge (ISEEK). Ensures appropriate access to, and participation in, school-based, work-based, and service-based learning. Uses the principals of work-based learning to develop a system of education and employment transitions that help learners move between and among secondary and post-secondary education and employment. This team oversees the development and implementation of Youth Apprenticeship, Youth Entrepreneurship, Tech Prep & other work-based learning strategies.

Work-Based Learning/Vocational Education

(651) 582-8448 Tom Strom, supervisor. Sets standards for school-based and work-based learning, distributing resources in support of those learning activities, and monitoring performance under appropriate state and federal programs. Collaborates with Minnesota's higher education institutions to align curriculum and promote unimpeded transfer from one educational level to another. Ensures appropriate access to, and participation in, school-based and work-based learning activities by learners with disabilities or disadvantages.

Minnesota Commission on National and Community Service

(651) 582-8351 executive director. The Commission (*Minnesota Statutes* 124D.385) will develop a comprehensive state plan to provide services under sections 121.701 and 121.710 of federal law, pursue funding sources, coordinate service learning programs, administer the youth works grant program, establish an evaluation of program plan, administer the federal AmeriCorps program, and report to the governor and the legislature.

Youth Service/Service Learning Team

(651) 582-8351 executive director, Minnesota Commission on National and Community Service. Staff provide administrative support to the Minnesota Commission on National and Community Service.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA COMMISSION ON NATIONAL AND COMMUNITY SERVICE - The commission will implement a comprehensive state plan to provide services under sections 121.701 and 121.710 of federal law, pursue funding sources, coordinate volunteer learning service programs, administer the youth works grant program, establish an evaluation of program plan, administer the federal AmeriCorps program, and report to the governor and legislature. The commission consists of eighteen including the Commissioner of Education; a representative of the Children's Cabinet, and the executive director of the Higher Education Service Organization. The governor appoints fifteen additional voting members. Eight of these members shall include representatives of public or nonprofit organizations experienced in youth employment and training; organizations promoting adult service and volunteerism; community-based service agencies or organizations; local public or private sector labor unions; local governments; business; a national service program; and American Indian tribes. The remaining seven shall include; an individual with expertise in the educational, training, and development needs of youth, particularly disadvantaged youth; a youth or young adult who is a participant in a higher education-based service-learning program; a disabled individual representing persons with disabilities; a youth who is out of school or disadvantaged; an educator of primary or secondary students, an educator from a higher education institution; and an individual between the ages of 16 & 25 who is a participant or supervisor of a youth service program. The governor shall ensure to the extent possible that membership of the commission is balanced according to geography, race, ethnicity, age and gender. The governor shall appoint up to five ex officio nonvoting members from among the following agencies: Departments of Economic Security, Natural Resources, Human Services, Health, Corrections, Agriculture, Public Safety, Finance, Labor and Industry, the Minnesota Office on Citizenship and Volunteer Services, Housing Finance Agency, and Minnesota Technology, Inc. A representative of the Corporation for National Service shall also serve as an ex officio nonvoting member. Voting and ex officio nonvoting members may appoint designees to act on their behalf. Monthly meetings, except in December and August for ten hours at 1500 Highway 36 West, Roseville, MN 55113. The commission expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. *Laws of 1994, Chapter 647.* Dept. of Children, Families and Learning, 1500 W. Hwy 36, Roseville, MN 55113-4266. (651) 296-1435.

They oversee programs operating under the state Youth Works and federal AmeriCorps Acts. They set standards for service-based learning, distributing resources in support of those learning activities, and monitoring performance under appropriate state and federal programs. They ensure appropriate access to, and participation in, service-based learning activities by learners with disabilities or disadvantages.

Adult Basic Education Team

(651) 582-8442 **Barry Shaffer, supervisor.** Provides support to service providers who help Minnesota adults acquire basic education skills necessary for literate functioning and meeting their responsibilities with family and community, to benefit from post-secondary and job training programs, to achieve high school equivalency, and to achieve self-sufficiency. Adult basic education programs include:

- **English as a second language programs** for learners whose native language is something other than English.
- **High school equivalency programs** leading to a General Educational Development (GED) certificate upon completion of five tests: mathematics, reading, writing, social studies, science.
- **Adult Diploma programs** for adults over 21 leading to a high school diploma from a sponsoring school district.
- **Basic Skills Enhancement programs** for learners who need goal-specific elementary or secondary level basic skills such as work-related math, reading or basic computer literacy.
- **Family Literacy programs** for adults and children that feature instruction for adults in literacy and parenting as well as educational/developmental services for children.
- **Workplace Education programs** that are provided at the learner's place of employment. Workplace instruction features work-related vocabulary and information.
- **Citizenship Education programs** which prepare Minnesota non-citizens for the U.S. citizenship exam, including application preparation and English language instruction.

Minnesota Foundation for Student Organizations

(651) 582-8322 **Karen Davis, executive director.** (*Minnesota Statutes 124D.34*) Promotes and supports, career and technical student organizations in Minnesota's public and nonpublic schools through a public-private partnership. The Foundation supports student opportunities for leadership, personal development, community service, and career preparation in secondary and post-secondary schools. A board of directors representing seven career areas governs the Foundation.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA FOUNDATION FOR STUDENT ORGANIZATIONS

- To promote vocational student organizations and applied leadership opportunities in Minnesota public and non-public schools through public-private partnerships. The foundation consists of twenty-three voting members. Seven members appointed by the board of directors of the career and technical student organizations and chosen so that each represents one of the following career areas: agriculture, family and consumer sciences, service occupations, health occupations, marketing, business, and technical/industrial; seven members from business, industry, and labor appointed by the governor to staggered terms and chosen so that each represents one of the following career areas: agriculture, family and consumer sciences, service occupations, health occupations, marketing, business, and technical/industrial; five students or alumni of career and technical student organizations representing diverse career areas, three from secondary student organizations, and two from post-secondary student organizations. The students or alumni shall be appointed by the criteria and process agreed upon by the executive directors of the career and technical organizations; and four members from education appointed by the governor to staggered terms and chosen so that each represents one of the following groups; school district level administrators, secondary school administrators, middle school administrators, and post-secondary administrators. Executive directors of career and technical student organizations are ex-officio, nonvoting members of the board. Quarterly meetings for 4 hours at various locations. The foundation does not expire. **Appointing Authority:** Governor and others. **Compensation:** Mileage and expenses. *Minnesota Statutes 124D.34.* 1500 Hwy. 36 W., Roseville, MN 55113-4266. (651) 582-8322.

Office of Community Services

(651) 582-8397 Karen Carlson, assistant commissioner. The Office of Community Services (OCS), one of four offices within the Minnesota Department of Children, Families & Learning (CFL), brings together a wide variety of programs that serve children, families and communities statewide.

OCS maximizes collaborative efforts of communities, counties, school districts, community action agencies and family service providers in support of school readiness, self-sufficiency and safe and healthy lifestyles for all Minnesotans. OCS programs share information, ideas and resources to avoid duplication of services. This state-level collaboration promotes greater cooperation between the many programs that serve children, individuals, families and communities. It also encourages education and human services professionals to work together to better meet family needs. The Office of Community Services has four divisions: Early Childhood, Economic Opportunity, Prevention, and Food and Nutrition Services.

Early Childhood and Family Support Division

(651) 582-8390 Cherie Kotilinek, acting manager. This division seeks to improve developmental outcomes for Minnesota's young children and their families and prepare children for school success. The division includes three teams: Early Childhood and Family Initiatives, Child Care Assistance, and Head Start/Child Care Development.

Early Childhood and Family Initiatives

(651) 582-8345 Lois Engstrom, supervisor. This team administers programs that support families as they raise young children from birth to age five and prepare them for success in school. Programs include Early Childhood Family Education (ECFE), Way to Grow, School Readiness, Early Childhood Screening, Interagency Early Intervention (Part C) and Early Childhood Special Education. Contact Information: (651) 582-8402; Fax: (651) 582-8494, e-mail: faye.lovell@state.mn.us and Internet: <http://cfl.state.mn.us/ecfi>.

Child Care Assistance

(651) 582-8390 Elizabeth Roe, acting supervisor. This team administers subsidies that help low-income families pay for child care so that parents may pursue employment or education leading to employment while children are well cared for in appropriate settings. The following three child care assistance program specifically help parents pay for child care: Minnesota Family Investment Plan (MFIP) child care, Basic Sliding Fee child care and At-Home Infant Care. Contact Information: (651) 582-8562, Fax: (651) 582-8496, e-mail: child.care@state.mn.us, Internet: <http://cfl.state.mn.us/childcare>.

Child Care Automation Project

(651) 582-8463 Troy Vick, supervisor. The program is supported by the Minnesota Electronic Child Care Project (MEC2) Contact Information: (651) 582-8562, Fax: (651) 634-2305, e-mail: mec2@state.mn.us, Internet: <http://cfl.state.mn.us/mec2>.

Child Care Development /Head Start

(651) 582-8417 Barbara O'Sullivan, acting supervisor. This team administers the child care development program that improves the quality and develops the capacity of child care and includes Child Care Development Grants, Child Care Resource & Referral (CCR&R), and Schoolage Care. There are 23 CCR&Rs throughout the state. Specifically, the CCR&Rs help families access appropriate child care, build the supply and improve the quality of child care, and coordinate community resources and information. This team also administers the Head Start program, which helps economically disadvantaged families improve the health, social competence, and school readiness of young children and promotes economic self-sufficiency for parents. There are 34 Head Start grantees throughout the state; they are 23 Community Action Agencies, seven tribal governments, 3 single purpose agencies,

and one school district. Contact Information: (651) 582-8562, Fax: (651) 582-8496, e-mail: child.care@state.mn.us.

Prevention Division

(651) 582-8453 Carol Thomas, acting manager. This division seeks to prevent later remediation by supporting and strengthening children and families through community and school programs and activities. The division includes three teams: Safe and Healthy Communities, Safe & Drug Free Schools & Communities, and Coordinated School Health, Contact: (651) 582-8309 or (651) 582-8287.

Safe and Healthy Communities

(651) 582-8338 Sue Devich, supervisor. This team works with communities, schools and families to prevent child abuse, violence, and crime and drug abuse. It administers state and federal programs and grants, including Abused Children, Parenting Time Center, Children's Trust Fund, After-School Enrichment, Violence Prevention Education, Family Services Collaboratives, and Chemical Abuse Prevention Grants.

Safe & Drug Free Schools & Communities

This team works with school districts to help prevent the use of drugs, alcohol and tobacco by youth and reduce youth violence.

Coordinated School Health

(651) 582-8452 Mary Thissen-Milder, supervisor. This team provides a resource for those who work to prevent high-risk health behaviors among youth. The team promotes coordinated efforts among schools, communities and families to improve the health and educational status of children and youth. It measures behavioral changes of school-age youth through the *Minnesota Student Survey*. Coordinated School Health also promotes AIDS/HIV/STD prevention and education and administers the Male Responsibility and Adolescent Parenting programs.

Food and Nutrition Services Division

(651) 582-8529 Mary Begalle, supervisor. This team administers USDA and state funded food programs that improve the health and well-being of Minnesota children by giving them access to a nutritious diet and provides education to improve children's eating habits. This team includes: the Child and Adult Care Food Program, School Breakfast and National School Lunch Program, Fast Break to Learning, Special Milk Program, Summer Food Service Program, and the Food Distribution Program. Contact FNS@state.mn.us or (651) 582-8526 or toll-free: 800-366-8922.

Food Distribution Program and Technology Systems

(651) 582-8550, Linda Rosenbaum-Grubbs, supervisor. The Technology Systems team is a group within the Food and Nutrition Service Division (FNS). The FNS website: <http://FNS.state.mn.us> allows thousands of transactions to occur in the areas of applications and claims processing, and food distribution program requisitioning for our Child Nutrition program sponsors. An additional section of our website contains a Nutrition Education and Training Resource Center, and a geographical information system which are maintained by this team and accessed by the public as well as our Child Nutrition program sponsors.

The Food Distribution team is a group with the Food and Nutrition Service Division (FNS). USDA purchases commodities in excess of \$1 billion to remove surpluses from the marketplace and delivers them through the food distribution programs to state agencies. In turn, this team administers the USDA Food Distribution program to eligible school districts and other outlets in Minnesota.

Program Monitoring Team

(651) 582-8538, Mary Hunn, acting supervisor. The Program Monitoring Team is a group within the Food and Nutrition Division (FNS). The Monitoring Team reviews Child Nutrition sponsor

programs to ensure compliance with federal and state regulations and provides on-site program technical assistance.

Training of Child Nutrition Program Sponsors

(651) 582-8537, **Alida Herling, supervisor.** The Training Team is a group within the Food and Nutrition Service Division (FNS). The (FNS) Training Team provides USDA Child Nutrition Program training and technical assistance to approximately 1,100 local sponsors, as well as numerous program stakeholders.

Economic Opportunity Division

This division administers programs that help families in poverty move from welfare to self-sufficiency. The Economic Opportunity team works with communities to provide low-income Minnesotans the opportunity to obtain the skills, knowledge and motivation to become self-sufficient. Internet: <http://cfl.state.mn.us/oco>.

Community Action

Local grantees administer the federal Community Services Block Grant, the state Minnesota Economic Opportunity Grant, and the Family Assets for Independence program. Community Action Agency activities include self-sufficiency case management, economic development initiatives, entrepreneurial projects, nutrition programs, literacy, transportation, housing, job training, energy conservation efforts, Head Start, youth employment and recreation, services to seniors, crisis assistance, family resource centers, and advocacy and referral. Contact: Arnie Anderson at (651) 582-8303 or Joelle Hoeft at (651) 582-8375.

Food Programs

These include The Emergency Food Assistance Program, the Minnesota Food Shelf Program, the Community Food and the Nutrition Program. Contact: Ty Morris at (651) 582-8346.

Shelter and Homelessness Programs

These include Transitional Housing Program, Emergency Services Program, Emergency Shelter Grants Program, and the federal Supportive Housing Program. Contact: Vicki Farden at (651) 582-8348 or Pat Leary at (651) 582-8399.

Office of Management Services

(651) 582-8808, **Ken Hasledalen, assistant commissioner.** This division provides operational support within the agency and labor relations and personnel services. It also supports agency policymakers in developing program finance policy, implementing state education finance programs and financial management assistance to local agencies. Finally, it provides information technology system support and data management for schools, communities and the agency.

Division of Human Resources

(651) 582-8290 **Bill O'Neill, manager.** The Division of Human Resources Administers the human resource functions for the Department of Children, Families and Learning, Board of Teaching and the Minnesota Academic Excellence Foundation. Department job openings are posted on the website: cfl.state.mn.us/hr or Email: CFL.HR@state.mn.us

Division of Program Finance

(651) 582-8828 **Tom Melcher, manager.** This division provides information and analysis on education funding issues to support the policy development process, determines state aid entitlements, aid payments and property tax levy limitations for local education agencies, provides financial reports and consultation to local education agencies to facilitate local financial planning and operations, and manages the state's K-12 education and family & early childhood

education budgets. Fax: (651) 582-8878. E-mail: cfl.funding@state.mn.us.

Levies, Data & General Education Funding

(651) 582-8840 **Carol Hokenson, supervisor.** This Team provides information and analysis on general education funding and school property tax issues to support the policy development process; coordinates the management of education funding data, determines general education aid entitlements and property tax levy limitations for local education agencies, and provides financial reports and consultation to local education agencies to facilitate local financial planning and operations.

Budgeting, Payments & Categorical Funding

(651) 582-8793 **Audrey Bomstad, supervisor.** This Team manages the state's K-12 education and family & early childhood education budgets, provides information and analysis on categorical funding and aid payment issues to support the policy development process, determines state aid payments and categorical aid entitlements for local education agencies, and provides financial reports and consultation to local education agencies to facilitate local financial planning and operations.

For information and assistance call: (651) 582-8779. FAX: (651) 582-8878 or e-mail: cfl.funding@state.mn.us.

Federal Programs Accounting

This team performs all the necessary financial management functions for the agency's federal programs, including Title I, Food and Nutrition and Child Care. The staff provides budgeting, expenditure accounting and federal reporting for programs administered through 7 different federal agencies in areas throughout CFL.

Finance and Management Services

This section is responsible for managing the agency's internal finances, both state and federal, and administering financial management for school districts. Internally, the section provides services in the areas of budgeting, accounts payable, payroll, grants and contracts, federal program accounting and financial reporting. Externally, the section works with school districts to administer and oversee expenditure accounting, health and safety aid, district organization, transportation, and capital facilities.

Facilities/Organization Team

This team reviews plans for construction and remodeling of school facilities, approves district expenditures for health and safety, and provides assistance with handicap accessibility issues, fire marshal improvement mandates, and deferred maintenance. This team also provides leadership to reorganized schools on organization and approves school district cooperation, combination, consolidation, and dissolution efforts.

Agency Finance

(651) 582-8239 **Katie Shea, manager.** This section provides financial, operational and office services support for programs and staff serving external customers. The services provided by this section encompass the management of all financial and business affairs for the agency.

Accounts Payable

(651) 582-8224 **Pat Baggenstoss, supervisor.**

Capital and Transportation Funding

(651) 582-8764 **Norm Chaffee, supervisor.** This team provides assistance to school districts in the areas of transportation, school district reorganization, facility planning, renewal and construction and in the areas of health & safety and environmental issues. The team is

also involved in program grant management for state and federal bond funds.

Financial Management

(651) 582-8772 Gary Farland, supervisor. This team provides local education agencies and charter schools with support and technical assistance in business management, expenditure accounting, and financial reporting. The team advises policy makers on financial management issues, administers the uniform financial accounting and recording system (UFARS), and analyzes school district data. The team conducts audits of school district data reporting for revenues and administers the pupil transportation and charter school lease aid programs. The staff consults, approves, and monitors school districts and charter schools plans for the elimination of statutory operating debt.

General Agency Support

(651) 582-8228 Sharon Basco, supervisor. This office provides support services to the department, which includes the management of mail systems, operation of the department's copying system, design and management of phone equipment and voice mail system and coordination of all move and furniture projects.

Procurement

(651) 582-8571 Dan Holmquist, supervisor. This office is responsible for the procurement of printing, equipment, furniture, supplies, publications and services required in the operation of the department.

Office of District Organization

(651) 296-6005 Daniel Bryan, director. This office is responsible for school facilities, district reorganization, charter schools, alternative programs, choice programs, food and nutrition services, and teacher and personnel licensing.

Office of Research and Planning

(651) 282-6278 Leo Christenson, director. This office provides research and planning services to the department. Major projects include the department's Annual Performance Report and the development of processes to measure the quality of Minnesota's public schools.

Information Technology Division

(651) 582-8808 Ken Hasledalen, chief information officer. The Information Technology Division provides support to Department of Children, Families and Learning staff and external customers through three functional areas:

Data Systems

The Student Data Team - provides for collection of school district data. Collection of student data from districts is achieved through the MARSS system (Minnesota Automated Student Systems). This data is used to facilitate aid payment and other data reporting requirements such as federal reporting. The student team also provides for system development and programming functions associated with student data.

The Staff/Funding Team - provides for collection of staff and funding data support. Staff data is collected via the STARS (Staff and Teacher Automated Reporting System). This information is used for aid calculation, teacher assignment recording and federal reporting. Data is also collected associated with federal reporting and Basic Standards implementation. The Staff/Funding Team is also responsible for the systems development and programming functions associated with staff data and financial data systems.

The Data Analysis Team - provides for a CFL clearinghouse of statistical information relative to the Minnesota Educational System. This includes general information on schools, student, staff, accountability, population demographics, testing scores and continuous

improvement data.

Technical Services

(651) 582-8279 Ken Gorseger, supervisor. The Technical Services area provides for the implementation and maintenance of department technology resource including: Infrastructure, World Wide Web implementation, Department network, Email, Server based applications, Enterprise server support, Staff training, Workstation and help desk support, Security, Disaster Recovery, Systems Architecture and Research of Technology trends and tools.

Technology Partnerships

The Technology Partnerships area provides for information and systems strategic planning functions and coordination for a variety of technology services and collaborative efforts including: IRM Critical Success Factors; Information Technology Policy; Department Information Technology Budget Review; Information Resource Steering Committee; Risk Management; Systems Life Cycle; Public Access Initiative and Electronic Government Services; Graduation Standards Record Keeping; Telecommunications Revenue Aid; School District Technology Planning; School District Infrastructure; Data Practices and Interagency Collaboration Projects; Federal School Technology Programs including E-Rates and Technology Literacy Challenge Fund Grants.

Library Development and Services

(651) 582-8722 Joyce Swonger, manager. This division serves as the state library agency in Minnesota. It provides leadership, coordination and development in the provision and improvement of library services to all Minnesotans. It annually administers more than \$12 million state and federal grant programs; certifies levies; collects, analyzes and publishes data on public libraries and provides direct technical assistance to all types of libraries through its specialists and library science collection and staff.

CFL Library

(651) 582-8719 Pat Tupper and Darlene Arnold, co-directors. This library now encompasses the former Education Resource Center (ERC) library, the Library Development Services (LDS) science library, the Food and Nutrition collection, the School to Work collection, and other developing areas. Through the consolidated CFL library, the Division provides technical assistance, research and reference to library trustees, municipal officials, library administrators and staff, school media specialists, community services organizations serving families, teachers, school lunch personnel, and guidance counselors as well as providing internal service to employees within the Department. While the general public is welcome to utilize resources within the library, circulation is limited to patrons directly served by the library.

This division can also be contacted by fax at: (651) 582-8897, or through the Internet at <http://cfl.state.mn.us/library>.

Library for the Blind and Physically Handicapped, Faribault

(507) 333-4828 Catherine Durivage, supervisor. The Library, in cooperation with the Library of Congress' National Library Service for the Blind and Physically Handicapped, loans books and magazines in braille, recorded cassette and large print to eligible users. Federal law defines eligible users as anyone who is permanently or temporarily unable to read conventional print with corrective lens or unable to hold a book or turn its pages. There are no age restrictions and pre-school through adult materials are available. All services are free of charge, including postage costs to mail materials to users and return them to the Library. Contact the Library for an application: PO Box 68, Hwy 298, Faribault, MN 55021-0068, call: (507) 333-4828, or toll-free: 800-722-0550; or Fax: (507) 333-4832, or email at

liblnd@state.mn.us. <http://cfl.state.mn.us/library/mlbph.html> or <http://cfl.state.mn.us/mlbph/>

The Minnesota Library for the Blind and Physically Handicapped Advisory Committee (*Minnesota Statutes* 134.31) advises the staff of the Library on long-range plans and library services. The committee consists of five members who are users of the Library. Quarterly meetings are usually held in Faribault with occasional meetings in the Twin Cities. Appointing authority for the Committee is the Commissioner of Children, Families & Learning. Committee members are given a \$55 per diem plus expenses for compensation. The Contact Person is the Library Program Director, and can be reached at (507) 333-4829, or PO Box 63, Hwy 298, Faribault, MN 55021-0068.

Minnesota State Academy for the Blind

(507) 332-3226 **Elaine Sveen, superintendent.** The Minnesota State Academy for the Blind provides high quality comprehensive education in both a classroom and residential setting for students from around Minnesota.

The Academy's mailing address is: Hwy 298, P.O. Box 68, Faribault, MN 55021.

Minnesota Resource Center for the Blind and Visually Impaired

(507) 332-5492 **Jean Martin, director.** A statewide technical resource addressing special education and services for students who are blind or visually impaired.

Minnesota State Academy for the Deaf

(507) 332-5403 **Linda Mitchell, director of operations.** The Minnesota State Academy for the Deaf provides high quality comprehensive education in both a classroom and residential setting for students from around Minnesota.

The Academy's address is: 615 Olof Hanson Drive, P.O. Box 308, Faribault, MN 55021.

Minnesota Resource Center for the Deaf and Hard of Hearing

(507) 332-5491 **Mary Cashman-Bakken, director.** The Center provides statewide technical assistance/resources to address special education and services for professionals, families and students in the area of deafness, V/TTY: 800-657-9936.

Citizen Participation and Open Appointment:

Citizens can participate in the governance of the activities of the Dept of Children, Families and Learning through the Open Appointment process. Membership is open on a variety of Associations, Boards, Committees, Councils, Foundations, Leagues, and Partnerships: [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

The Commissioner of the Department of Children, Families and Learning and staff work with the organizations listed below on issues of mutual concern for the improvement of education services and their delivery to students, parents, communities, teachers, administrators and the citizens of the State of Minnesota.

ABUSED CHILDREN ADVISORY COUNCIL - The council advises the Commissioner of Children, Families and Learning on all matters related to the department's funding of abused children programs in Minnesota, other than purely administrative matters. The council advises on grant-related planning, development, data collection, rule making, funding and evaluation of programs. The council serves as a liaison between the Commissioner of Children, Families and Learning and organizations that provide services to abused children, and serves as an advocate within the Department of Children, Families and Learning for the rights of abused children. The twelve members of this council need to be knowledgeable about or have interest in issues concerning abused children and the programs that serve them, including the need for effective advocacy services. Six positions will be reserved for persons who are not service providers in community or governmental organizations (persons not affiliated with grantee programs) that provide services to abused children. Six members of the council shall be residents of the seven county metro area and six members shall be residents of greater Minnesota. Membership must include one member from the Department of Human Services Child Protection Unit. The Department of Children, Families, and Learning seeks to ensure that the advisory council membership reflects diversity with respect to race, age, sexual orientation and disability. The terms of members shall be for two years. No member may serve on the advisory council for more than two consecutive terms. Meetings are held monthly for three hours at the Department of Children, Families and Learning. The council expires June 30, 2001, unless reauthorized by the Legislature. Appointing Authority: Commissioner of Children, Families & Learning. Compensation: Reimbursement of expenses. *Laws of 1994*, Chapter 552. Mn Dept. of Children, Families & Learning, 1500 W. Hwy. 36, Roseville, MN 55113-4266. Contact: (651) 582-8508 Mary Crossen.

AMERICAN INDIAN EDUCATION COMMITTEE - The committee advises the State Board of Education of its duties under the Indian Education Act of 1988, on SBE rules, the impact of educationally related initiatives, situations concerning education of American Indians. The committee consists of fifteen members includes representatives of tribal councils, community groups, American Indian administrators, teachers and those who train teachers or are involved in American Indian Education programs, parents of children eligible to be served by the programs, and persons knowledgeable in the field of American Indian education. Members shall be broadly representative of significant populations of American Indians in Minnesota. Meet 4 times per year at various statewide locations. The committee expires on January 1, 2001, unless reauthorized by the Legislature. Appointing Authority: State Board of Education. Compensation: Reimbursed for expenses. *Minnesota Statutes 124D.80*. 1500 Hwy. 36 W., Roseville, MN 55113-4266. (651) 582-8831.

BOARD OF THE MINNESOTA STATE ACADEMIES - To govern state academies for the deaf 7 blind. The board must promote academic standards based on high expectation & an assessment system to measure academic performance toward the achievement of those standards. The board consists of nine members one present or former superintendent of an ISD; one present or former special education director; the commissioner of Children, Families, & Learning or designee; one member of the blind community; one member of the deaf community; two members of the general public with business, administrative, or financial expertise; one nonvoting, unpaid ex-officio member appointed by the site council for the state academy for the deaf; and one nonvoting, unpaid ex-officio member appointed by the site council for the state academy for the blind. **Appointing Authority:** Governor (Commissioner *may* appoint a designee). **Compensation:** \$55 per diem. **Senate Confirmation:** Yes. Meetings will be held once a month for four hours. *Minnesota Session Laws 1999, Chap. 241, Sec. 20, Sec. 125A. Hwy. 298, P.O. Box 68, Faribault, MN 55021-0068. (507) 332-3226.*

BOARD OF TEACHING - (SEE separate entry for Teaching Board) The Minnesota Board of Teaching is an eleven member board appointed by the governor. Among its major legislative charges are rules for and issuance of teachers' licenses, approval of postsecondary teacher preparation institutions and programs, investigation of complaints and enforcement of the Code of Ethics for Minnesota Teachers, and leadership in professional development for Minnesota's teachers. *Minnesota Statutes 122A.07. Required to file Statements of Economic Interest:* members, chief and deputy administrative officers. Contact: Executive Director Michael Tillman, (651) 582-8861 (direct line) Email: mike.tillmann@state.mn.us

BOARD OF TRUSTEES OF THE TEACHERS RETIREMENT ASSOCIATION - (See attached sheet Board of Trustees of the Teachers Retirement Association) The Board's duties include: 1) to provide authorized benefits to plan participants and beneficiaries; 2) to incur and pay reasonable and necessary administrative expenses; 3) to manage a covered pension plan in accordance with the purposes and intent of the plan document. *Minnesota Statutes 354.06, Subd. 1*

CFL ADVISORY BOARD TO THE OFFICE OF DESEGREGATION/INTEGRATION - An office of desegregation/integration is established in the department of children, families, and learning to coordinate and support activities related to student enrollment, student and staff recruitment and retention, transportation, and interdistrict cooperation among metropolitan school districts. Advises the commissioner on grants, rules, projects and initiatives related to voluntary desegregation/integration of metro area schools. *Minnesota Statutes 124D.892, Subd. 3. Contact: (651) 582-8695*

CHILDREN'S CABINET - The Children's Cabinet is required under *Minnesota Statute 124D.23, subd. 8*, to review and approve local plans for Family Service Collaboratives. The children's cabinet shall consist of the commissioners of children, families, and learning, human services, economic security, public safety, corrections, finance, health, administration, housing finance agency, and transportation, and the director of the office of strategic and long-range planning. The governor shall designate one member to serve as cabinet chair. The chair is responsible for ensuring that the duties of the children's cabinet are performed. *Minnesota Statutes, Subd. 4.045*

CHILDREN'S TRUST FUND ADVISORY COUNCIL - The council advises and assists the commissioner in carrying out *Minnesota Statutes 119A.10-119A.17*. The council authorizes child abuse prevention councils in any county or group of counties that meets the criteria set forth in statute 119A.13; the commissioner, with the advice and consent of the advisory council, may disburse funds to private nonprofit and/or public agencies for programs and services addressing primary and secondary prevention of child abuse and neglect, and monitor the spending of trust fund money by prevention programs; provide technical assistance to local councils and agencies working in the area of child abuse prevention; provide for the coordination and exchange of information on the establishment and maintenance of prevention programs; provide statewide educational and public information seminars to develop public awareness on preventing child abuse; to encourage professional persons and groups to recognize instances of child abuse and work to prevent them, to make information on child abuse prevention available to the public and to organizations and agencies, and to encourage the development of prevention programs; and finally to recommend to the governor and the legislature changes in state programs, statutes, policies, budgets, and standards that will reduce the problems of child abuse, improve coordination among state agencies that provide prevention services, and improve the condition of children, parents, or guardians in need of prevention program services. The seventeen member council includes ten members appointed by the Governor who have a demonstrated knowledge in the area of child abuse and represent the demographic and geographic composition of the state; local government; parents; racial and ethnic minority communities; religious community; professionals and volunteers. The Commissioners of Human Services; Health; Children, Families and Learning each appoint one member. The legislature appoints two senators and two representatives, each with one member from both caucuses. Bimonthly meetings and occasional participation on ad hoc committees. Members are expected to contribute approximately 80 additional hours when engaged in preparing recommendations for grant awards. Meetings held bi-monthly at 1500 Hwy 36 West, Roseville, MN 55113 unless notified otherwise. Does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 119A.10-17. Contact: (651)582-8338 Sue Devich*

COMMISSIONER'S ADMINISTRATIVE RULE REVIEW ADVISORY COMMITTEE - The committee will review administrative licensure complaints and waiver requests, and advise the commissioner on appropriate action. Pursuant to *Minnesota Rules 3512.1700*, the committee will also conduct the biennial review of the administrative licensure rules at *Minnesota Rules*, Chapter 3512. The 20-member committee is comprised of "supervisory personnel" including superintendents, principals, special education directors, parents, and advocates. The committee meets monthly at the Department of Children, Families, and Learning in Roseville. Meetings are once a month for three hours at the Department of Children, Families, and Learning in Roseville. The committee expires on December 31, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioner of Children, Families & Learning. **Compensation:** Per section 43a.18, subd. 2. *Minnesota Statutes, Section 122A.20, Subd. 1. 1500 Highway 36 West, Roseville, MN 55113. (651) 582-8482*

COMMUNITY ADVISORY COMMITTEE FOR TRANSITION SYSTEMS CHANGE [Public Law 101-476 Individuals w/ Disabilities Educ. Act of 1990] and **COMMUNITY TRANSITION INTERAGENCY COMMITTEE** [Minnesota Statutes 125A.22] These committees provide leadership in identifying current services, and funding sources that are provided within local communities for secondary and post secondary aged youth with disabilities and their families. They are responsible for developing a community plan to include a mission statement, goals and objectives, and an implementation plan to assure that transition needs of individuals with disabilities are met.

COUNCIL ON DISABILITY - (SEE separate entry for Council on Disability) Represents the general public and organizations which provide services for persons with disabilities. Makes referrals of public inquiries, advises the Governor, Legislature and state agencies on policies and programs affecting the disabled. *Minnesota Statutes* 256.482 Subd. 1. Contact: (651) 296-1743

D.A.R.E. ADVISORY COUNCIL - The council works to expand the DARE program throughout the state. It develops advisory policies and procedures to guide local communities in the operation of DARE and works with the Bureau of Criminal Apprehension in maintaining appropriate training and teaching standards. The council consists of seventeen members including the Attorney General serving as chair; the commissioner of Public Safety; the Commissioner of Education; three representatives of law enforcement appointed by the Commissioner of Public Safety; three representatives of education appointed by the Commissioner of Education; a representative of the DARE officers association appointed by the Peace Officer Standards and Training Board from among recommendations of the association; and seven citizens appointed by the Attorney General. Meetings are held quarterly for three hours at various locations. The council expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Attorney General, Public Safety, Education, POST Board. **Compensation:** None. *Minnesota Statutes* 299A.331. 102 State Capitol, St. Paul, MN 55155. (651) 296-6196. Contact: Kathy (612) 417-8100

ENVIRONMENTAL EDUCATION ADVISORY BOARD - The environmental education advisory board shall advise the director of the Office of Environmental Assistance in carrying out the director's responsibilities under *Minnesota Statutes* 126A.01 of the above listed legislation. *Minnesota Statutes* 115A.072 Subd. 1. Contact: Mike Kennedy (218) 529-6258

GOVERNOR'S INTERAGENCY COORDINATING COUNCIL ON EARLY CHILDHOOD INTERVENTION - The council must address methods of implementing the state policy of development and implementing comprehensive, coordinated, multidisciplinary interagency programs of early intervention services for children with disabilities and their families. The duties of the council include recommending policies to ensure a comprehensive and coordinated system of all state and local agency services for children under age five with disabilities and their families. The policies must address how to incorporate each agency's services into a unified state and local system of multidisciplinary assessment practices, individual intervention plans, comprehensive systems to find children in need of services, methods to improve public awareness, and assistance in determining the role of interagency early intervention committees. An interagency coordinating council of at least 17, but not more than 25 members is established, in compliance with Public Law Number 102-119, section 682. The members must be appointed by the governor. Council members shall elect the council chair. The representative of the commissioner may not serve as the chair. The council must be composed of at least five parents, including persons of color, of children with disabilities under age 12, including at least three parents of a child with a disability under age seven, five representatives of public or private providers of services for children with disabilities under age five, including a special education director, county social service director, local Head Start director, and a community health services or public health nursing administrator, one member of the senate, one member of the house of representatives, one representative of teacher preparation programs in early childhood-special education or other preparation programs in early childhood intervention, at least one representative of advocacy organizations for children with disabilities under age five, one physician who cares for young children with special health care needs, one representative each from the commissioners of commerce; children; families, and learning; health; human services and economic security, one representative of the agency who deals with child care, and a representative from Indian health services or a tribal council. Section 15.059, subdivisions 2 to 5, apply to the council. Meetings are held at least six times during the year. The council expires June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes* 125A.28. 1500 W. Hwy. 36, Roseville, MN 55113-4266. Contact: (651) 582-8436 Janet Rubenstein

GOVERNOR'S WORKFORCE DEVELOPMENT COUNCIL - The council replaces the Governor's Job Training Council and assumes all of its requirements, duties and responsibilities. Additionally, the council shall coordinate the development, implementation, and evaluation of the statewide education and employment transitions system and Minnesota youth services programs; review the provision of services and the use of funds and resources under applicable federal human resource programs and advise the governor on methods of coordinating the provision of services and the use of funds and resources consistent with the laws and regulations governing the programs; review federal, state, and local education, post-secondary, job skills training, and youth employment programs and make recommendations to the governor and the legislature for establishing an integrated seamless system for providing education, service-learning, and work skills development services to learners and workers of all ages; advise the governor on the development and implementation of statewide and local performance standards and measures relating to federal human resource programs; and administer grants. Chapter 131, *Laws of 1995*. Contact: Kathy Sweeney (651) 296-3700

HIGHER EDUCATION ADVISORY COUNCIL - The HEAC shall (1) bring to the attention of the higher education services council any matters that the HEAC deems necessary, and (2) review and comment upon matters before the council. The council shall refer all proposals to the HEAC before submitting recommendations to the governor and the legislature. The council shall provide time for a report from the HEAC at each meeting of the council. A student advisory council (SAC) shall make recommendations to the higher education services council as it finds appropriate. *Minnesota Statutes* 136.031, Subd. 2.

INDIAN AFFAIRS COUNCIL - (SEE separate entry for Indian Affairs Council. The commissioner of children, families and learning is an ex officio member.) The primary duties of the council are to: (1) clarify for the legislature and state agencies the nature of tribal governments and the relationship of tribal governments to the Indian people of Minnesota; (2) assist the secretary of state in establishing an election of at-large members of the council; (3) make recommendations to members of the legislature on desired and needed legislation to benefit the statewide Indian community and communicate to the members of the legislature when legislation has or will have an adverse effect on the statewide Indian community; (4) assist in establishing Indian advisory councils in cooperation with state agencies that deliver services to the Indian community; (5) assist in providing resources, tribal and other, in the delivery of services to the statewide Indian community; (6) provide, for the benefit of all levels of state government, a continuing liaison between governmental bodies and elected tribal governments and officials; (7) interact with private organizations involved with Indian concerns to develop and implement programs to assist Indian people, as they affect state agencies and departments; (8) develop educational programs, community organization programs, leadership development programs, motivational programs, and business development programs for Indian persons who have been, are, or will be subject to prejudice and discrimination. *Minnesota Statutes* 3.922, Subd. 1

MINNESOTA ACADEMIC EXCELLENCE FOUNDATION - The foundation is a non-profit, public-private partnership, created in 1983 by legislative statute to be the primary advocate for the promotion and recognition of academic excellence in all of Minnesota's elementary and secondary students, schools and communities. MAEF has established three strategic priorities to promote student learning. These include: Facilitating systematic change to increase student learning enhance educator practice, improve school performance and accountability. Creating values in society, which demand academic achievement by and for all learners to think, to achieve, and to go beyond what has ordinarily been a common standard of learning. Creating partnerships with the private sector, government, the media and local communities to focus public attention on academic achievement, to assist in designing partnerships which advance student learning and to foster innovation in stakeholder collaborations. The twenty-one members shall include the Commissioner of the Dept. of Children, Families, and Learning who shall serve as Secretary, and twenty members including eight who will represent various education groups and twelve who represent various business groups. Members serve four-year terms and are responsible for securing resources for the foundation (fund raising to gain private donations, and work with the Legislature to gain public support) and for establishing policies to guide operations of the foundation. Quarterly meetings in February, May, August (retreat), November (annual meeting). (Committees meet quarterly.) Meetings are held at the Children Families and Learning Facility in Roseville. The board does not expire. **Appointing Authority:** Governor. **Compensation:** None. *Minnesota Statutes* 121.612. 1500 Hwy. 36 W., Roseville, MN 55113-4266. (651) 582-8476. Zona Sharp-Burk, executive director. MAEF program activities are described in a variety of publications available by contacting MAEF by mail or email at maef@state.mn.us; website: maef.state.mn.us.

MINNESOTA AGRICULTURE EDUCATION LEADERSHIP COUNCIL - The council promotes agriculture education, conducts a grant program, and identifies needs in the area of agriculture education. The council consists of sixteen members including the chair of the University of Minnesota Agricultural Education Program; a representative of the Commissioner of Children, Families, and Learning; a representative of the Minnesota State Colleges and Universities; the president and the president-elect of the Minnesota Vocational Agriculture Instructors Association; a representative of the Future Farmers of America Foundation; a representative of the Commissioner of Agriculture; the Dean of the College of Agriculture, Food and Environmental Sciences at the University of Minnesota; two members representing agriculture education and agriculture business appointed by the Governor; the chair of the senate Committee on Agriculture and Rural Development; the chair of the house Committee on Agriculture; the ranking minority member of the senate Committee on Agriculture and Rural Development; a member of the senate Committee on Children, Families and Learning; the ranking minority member of the house Agriculture Committee; and a member of the house Education Committee. Meetings are held at the call of the chair at the Capitol Complex. The council expires on June 30, 2002, unless reauthorized by the Legislature. **Appointing Authority:** Multiple appointing authorities see enabling legislation. **Compensation:** \$55 per diem, plus expenses. *Minnesota Session Laws 1997, CH. 183.* 320 Vo Tech Bldg., 1954 Buford Ave., St. Paul, MN 55108-6197. Contact: Patrick Plonski, Executive Director (612) 624-6249.

MINNESOTA EDUCATION TELECOMMUNICATIONS

COUNCIL - Establish statewide distance learning plans, develop a structure and policies for K-12, post-secondary, and library telecommunications, coordinate telecommunication networks, and establish grant priorities and evaluate proposals for telecommunications access grants. The twenty-five members include three representatives of the University of Minnesota, three representatives from the board of trustees for Minnesota state colleges and universities, one representative of the higher education services office, one representative appointed by the private college council, eight representatives (one from each of the six higher education telecommunications regions) selected by the Commissioner of Children, Families and Learning, one representative from the Information Policy Office, and three representatives of the libraries, four legislators, and the Commissioner of the Office of Technology. Monthly meetings according to need. No expiration date given. **Appointing Authority:** Multiple appointing authorities see enabling legislation. **Compensation:** NONE. *Laws of 1996, Chapter 412, Art. 11. Minnesota Statutes 125B.21* Contact: Emily Kissane (651) 642-0595 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108.

MINNESOTA LIBRARY ADVISORY COUNCIL TO LIBRARY DEVELOPMENT AND SERVICES

- The council shall advise LDS in planning, development and evaluation of effective library service programs for all persons in the State of Minnesota and provided by all types of libraries and recommends rules for the state-funded programs for library services and interlibrary cooperation. The Advisory Council reviews and makes recommendations to staff on the annual Long Range Program for Use of Federal Library Services and Technology Act Funds, and reviews and makes recommendations to staff on the allotment of funds into various categories of grants. It receives reports on state and federal library development activities and provides ideas and suggestions to staff on development of policies. *Public Law 104-208.* Contact: (651) 582-8722

MINNESOTA INDIAN SCHOLARSHIP COMMITTEE - The committee advises the State Board of Education on amounts and types of scholarships (\$1.6 million) granted to American Indian post-secondary students, and in the State Board's duties in allocating moneys for Indian post-secondary programs (\$857,000) and Indian Teacher Training Programs (\$190,000). The fifteen members are selected by the State Board of Education in consultation with the Minnesota Indian Affairs Council. The committee has up to six regularly scheduled meetings each year. The meetings are held at various statewide locations. The committee expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** State Board of Education. **Compensation:** Reimbursed for expenses. *Minnesota Statutes 124D.85.* 1500 Hwy. 36 W., Roseville, MN 55113. Contact Yvonne Novack (651) 582-8831.

MINNESOTA LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED ADVISORY COMMITTEE

- The committee advises the staff of the Minnesota Library for the Blind and Physically Handicapped on long-range plans and library services. The five members shall be people who use the Minnesota Library for the Blind and Physically Handicapped. Quarterly meetings are usually held for three hours in Faribault with occasional meetings in the Twin Cities. The committee expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioner of Children, Families & Learning. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 134.31.* Hwy 298, Box 68, Faribault, MN 55021. (800) 722-0550. Contact: (507) 333-4829 Catherine Durivage

MINNESOTA STATE HIGH SCHOOL LEAGUE - The league is empowered to exercise control, supervision, regulation of interscholastic athletics, and musical, dramatic and other contests between pupils of Minnesota high schools. The 20 members include sixteen who are selected by the member schools and 4 public members who are parents appointed by the Governor. At least 1 public member must be American Indian, Asian, Black, or Hispanic. Board members limited to one (1) full four (4) year term. Meetings are held eight times per year plus special meetings. Meetings take place in the metro area. The board does not expire. **Appointing Authority:** Member schools, MASSP, MSBA, Coaches Assoc. and the Governor. **Compensation:** \$55 per diem as determined by state statute. *Minnesota Statutes 128C.01.* **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. 2100 Freeway Blvd., Brooklyn Center, MN 55430. (763) 560-2262.

NONPUBLIC EDUCATION COUNCIL - The council advises the Commissioner and the state board on nonpublic educational aids as well as other matters affecting nonpublic education and nonpublic schools. The council is also authorized to recognize educational accrediting agencies for purposes relating to Minnesota's Compulsory Instruction Law. The fifteen members shall represent various areas of the state, methods of providing nonpublic education, and shall be knowledgeable about nonpublic education. Generally, the council meets every other month during the school year for four hours at the Dept. of Children, Families & Learning, Roseville, MN. The council does not expire. **Appointing Authority:** Commissioner of Children, Families & Learning. **Compensation:** \$55 per diem, reimbursed for expenses. *Minnesota Statutes 123B.445.* 1500 W. Hwy. 36, Roseville, MN 55113-4266. (651) 582-8663.

PERMANENT SCHOOL FUND ADVISORY COMMITTEE - The committee shall review the policies of the department of natural resources and current statutes on management of school trust fund lands at least semiannually and shall recommend necessary changes in statutes, policy and implementation in order to ensure provident utilization of the permanent school fund lands. (Commissioner may appoint a designee) *Minnesota Statutes 127A.30.*

SCHOOL BUS SAFETY ADVISORY COMMITTEE - The committee shall report to the Governor and legislature on issues of school bus safety. The seventeen members include the Commissioner of Children, Families and Learning or designee, the Commissioner of Human Rights or designee, a county or city attorney, a representative of the state patrol, a school board member, a school superintendent, two school bus drivers, one representing the metro area and one representing greater Minnesota, two school transportation contractors, one representing the metro area and one representing greater Minnesota. The Commissioner of Public Safety, in consultation with the Commissioner of Children, Families and Learning, shall appoint these members. The Governor shall appoint five public members, including at least four parents of children who ride a school bus, among them a parent of a child with a disability. The public members shall be geographically representative. The Commissioner of Public Safety or designee shall chair the committee. Meetings are held on a quarterly basis for five hours or as required by the chair with no set meeting location. The committee expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Governor and Commissioner of Public Safety. **Compensation:** \$55 per diem, plus expenses. *Minnesota Statutes 169.435 Subd. 2.* Dept. of Public Safety, North Central Life Tower, Suite 1000, 445 Minnesota Street, St. Paul, MN 55101. Contact: (651) 282-6875 Major Dennis Lazenberry.

SPECIAL EDUCATION ADVISORY COUNCIL - The council assists the state in developing policies, plans, and practices that will assure effective and efficient special education programs for learners with disabilities age's birth to 21. The council consists of twenty members representing parents of children with disabilities; consumers; advocacy organizations; special education teachers and administrators; regular education teachers and administrators; higher education teacher training programs; private and charter schools; vocational, community or business organizations concerned with transition; state juvenile and adult correctional facilities; other state agencies; and congressional districts. To ensure appropriate representation, special consideration will be given to consumers; parents; regular education teachers; private and charter schools; vocational, community or business organizations concerned with transition; state juvenile and adult correctional facilities; other state agencies; and those of Hispanic and Asian/Pacific descent. Meetings are held seven times each school year at the Metropolitan Hotel. No expiration date. **Appointing Authority:** State Board of Education. **Compensation:** Reimbursed for expenses. *Public Law 94-142*. Office of Special Education, 1500 W. Hwy. 36, Roseville, MN 55113-4266. Contact: (651) 582-8589 Mary Devitt Kraljic.

STATE BICYCLE ADVISORY COMMITTEE - The advisory committee on bicycling formed by the Commissioner shall continue to function in an advisory capacity to make recommendations to the commissioners of transportation and public safety and the legislature on bicycle safety and bicycle education and development program. *Minnesota Laws 1984*, Chapter 572, Sec. 3 and 4. Contact: (651) 297-1568

STATE MULTICULTURAL EDUCATION ADVISORY COMMITTEE - The committee provides information and recommendations on multicultural and inclusive education, learner outcomes for multicultural education, determination of criteria for and awarding of state grants. The twelve members include representatives from the following groups and committees: African-American, Asian-Pacific, Hispanic, and American Indian. Mix of educators, parents, community-based organizational representatives, and students. Prefer gender balance of committee members and representation from different parts of Minnesota. Meetings are held six to ten times per year in St. Paul. The committee expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioner of Children, Families & Learning. **Compensation:** Expenses. *Minnesota Statutes 126.82*. MN Dept. of Children, Families and Learning, 1500 HWY. 36 W., Roseville, MN 55113-4266. Contact: (651) 582-8607 Marceline DuBose

STATE REHABILITATION ADVISORY COUNCIL - To advise state government on the performance of Minnesota's vocational rehabilitation programs, a component of the state's Workforce Center system. The SRC particularly advises on eligibility and the extent, scope and effectiveness of services, assists the Rehabilitation Services Branch in preparation of the State Plan for Vocation Rehabilitation Services, analyzes consumer satisfaction with vocational rehabilitation services, and reports to the governor and the U.S. Commissioner of Education on the status of vocational rehabilitation in the state. *Minnesota Statutes 268A.02* Subd. 2. Contact: (651) 296-5629 Gail Ludeen

SUBCOMMITTEE ON CHILDREN'S MENTAL HEALTH - The subcommittee must make recommendations to the advisory council on policies, law regulations, and services relating to children's mental health. *Minnesota Statutes 245.697*, Subd. 2a. Contact (651) 582-1824, Bruce Weinstock

SUMMER SCHOLARSHIP ADVISORY COMMITTEE - The committee shall assist the commissioner of children, families & learning in approving eligible programs and shall assist the higher education services office in planning, implementing, and evaluating the scholarship program. Commissioner may appoint a representative. *Minnesota Statutes 124D.95*, Subd. 6

TITLE I COMMITTEE OF PRACTITIONERS - The duties of such committee shall include a review prior to publication of any proposed or final state rule or regulation pursuant to this title. Advise on the development of revised state policy guidelines and IASA. *Public Law 103-761M* Section 1603b

WORKFORCE DEVELOPMENT COUNCIL - The council shall coordinate the development, implementation and evaluation of the statewide education and employment transitions system. Review federal, state and local education, postsecondary, job skills training and youth employment programs and make recommendations to the governor and the legislature for establishing an integrated system for providing education, service-learning and work skills development services to learners and workers of all ages. Conduct an annual review of each local education and employment transitions partnership to ensure it adequately meets the quality assurance standards established as part of the state quality assurance system. Recommend to the governor and to the federal government changes in state or federal laws, rules or regulations concerning employment and training programs. *Minnesota Statutes 268.665*, Subd. 2

YOUTH ADVISORY COUNCIL - A group of 15 high school students from across the state of Minnesota, who advise the Commissioner on issues that affect youth and provide a youth perspective to help guide the work of the agency. Each year, a member of YAC is selected to serve as the Student in Residence for the Department of Children, Families & Learning. As part of the Student in Residence position he/she attends meetings with the Commissioner and Assistant Commissioners and reports back to the Youth Advisory Council. The Youth Advisory Council website is: www.seenandheard.org. Contact: (651) 582-8679

YOUTHBUILD ADVISORY COMMITTEE - The committee selects eligible organizations to receive program grants to provide education and training services to targeted youth, evaluating final reports of each organization, and providing recommendations to the legislature. *Minnesota Statutes*, Section 268.363. Contact: (651) 296-7243

Board of Chiropractic Examiners

2829 University Avenue Southeast, Suite 300,
Minneapolis, MN 55414-3220

Phone: (612) 617-2222

Fax: (612) 617-2224

TTY: (612) 297-5353 or 1-800-627-3529

Website: www.mn-chiroboard.state.mn.us

Executive Director Larry A. Spicer, D.C.



Minnesota Statutes, Sections 148.01-148.106; *Minnesota Rules*, Chapter 2500

THE MINNESOTA BOARD OF CHIROPRACTIC EXAMINERS (MBCE) was created by legislative act on March 13, 1919. It was originally created and currently exists to protect the public's interest through the regulation of chiropractors in the state of Minnesota. Regulation is accomplished through licensure examination and renewal, as well as by the investigation of complaints. In June 2000, there were 1966 actively licensed chiropractors in Minnesota.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA BOARD OF CHIROPRACTIC EXAMINERS - The board examines, licenses, and regulates chiropractors; handles complaints; reviews and approves continuing education programs and registers professional corporations. The seven members include five chiropractors with at least three years experience and two public members. Five board meetings are held a year; usually on Thursday mornings. Members are also expected to participate on one or more board committees. Committees usually meet on Tuesdays or Thursdays lasting for four hours and are held at the board office. The board does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 148.02.* **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers.

MINNESOTA BOARD OF CHIROPRACTIC EXAMINERS PEER REVIEW COMMITTEE - The committee makes determinations of whether or not chiropractors properly utilized services rendered, or ordered appropriate treatment or service, and if the cost of treatment was unconscionable. The seven-member committee includes five chiropractors and two consumer members. Terms are one year in length and members may serve two full terms. Applications may be submitted at any time and are retained and considered for two years. The committee meets on the first Tuesday of every month for five hours. The meetings are held at the MN Board of Chiropractic Examiner's Office. The committee does not expire. **Appointing Authority:** State Board of Chiropractic Examiners. **Compensation:** \$55 per diem. *Minnesota Statutes 148.106.*

The MBCE is allocated its budget every two years by the legislature. All moneys spent must then be recovered. The MBCE does this by charging fees for licensing, registrations and other services. Fees listed below are subject to change and should be verified by contacting the MBCE office by telephone, fax or mail.

The seven-member board appointed by the governor meets approximately five times a year. Meetings are typically held on a Thursday starting at 9:00 a.m. Traditionally meetings have been held in the months of February, April, July, September, and November. Meet-

ings are open to the public with the exception of agenda items dealing with disciplinary and personnel matters. A meeting notification and agenda are mailed to any interested party approximately one week before the meeting. Interested parties may contact the MBCE office via telephone, fax, or mail to request that their name and address be placed on the "board meeting notification" mailing list.

The **Executive Committee** of the MBCE, is comprised of the president, vice president and administrative officer. This committee meets monthly for the purpose of consistent communication with MBCE staff and to handle matters referred from the executive director which do not require full board attention. Meetings are open to the public with the exception of agenda items dealing with disciplinary and personnel matters. To obtain information about Executive Committee meetings, interested parties may contact the MBCE office by telephone, fax, or mail.

Three board member's of the MBCE comprise the **Rules Committee**. This committee, at the direction of the full board, creates administrative rules. The purpose of administrative rules is to clarify or implement current statutes. Once administrative rules go through an extensive approval process, they have the force and effect of law. This committee meets monthly. Meetings are open to the public. Part of the rules approval process involves publishing notices of the MBCE's intent to adopt or amend rules in the *State Register*. Such notices are also mailed to any interested party. The purpose of the notices is to allow members of the public to participate in the process. To obtain information about Rules Committee meetings or to have their name and address placed on the "rulemaking" mailing list, interested parties may contact the MBCE office by telephone, fax, or mail.

A seven-member **Peer Review Committee** is authorized by statute. This committee is inactive and the underlying statute is the subject of repeal this year.

Licenses are granted to those applicants who pass the MBCE's jurisprudence examination and meet such pre-licensure requirements as the completion of at least one-half of a baccalaureate program, graduating from an accredited chiropractic college and passing all parts of a national examination. To obtain more information or an application form for licensure interested parties may contact the MBCE office via telephone, fax, or mail.

License Fees:

License (examination) application	\$ 250.00
Active (annual) license renewal	\$ 200.00
Inactive/inactive retired (annual) license renewal	\$ 150.00
License renewal late fee (per month)	\$ 150.00
Corporation registration	\$ 100.00
Corporation renewal	\$ 25.00
Corporation renewal late fee (per month)	\$ 5.00
Acupuncture registration	\$ 100.00
Acupuncture renewal	\$ 50.00
Independent examination registration	\$ 150.00
Independent examination renewal	\$ 100.00

Peer review	\$ 100.00
Disciplinary orders and stipulations	\$ 10.00
MN Chiropractic Practice Act + related laws & rules	\$ 10.00
List of all licensees (diskette or paper)	\$ 100.00
List of all licensees (labels)	\$ 150.00
Sub-lists (e.g. corporations, new licensees)	\$ 10.00
Official letter of standing/License verification (per name)	\$10.00
Copying charge (per page)	\$ 0.25
Continuing education history printout	\$ 10.00

Minnesota licensed chiropractors must **renew licenses annually**. Renewal forms are mailed at least 30 days prior to the December 31st renewal deadline. Biennially, each chiropractor must show proof of a minimum of 40 hours of board-approved continuing education obtained in the preceding two-year period. Specific requirements regarding the categories of continuing education to be fulfilled by the 40 hours are set in public rulemaking. Licensees should read their renewal notices carefully and check the board's web site for the most current requirements. The MBCE approves **continuing education sponsors and programs**. Anyone interested in providing continuing education programs to licensed chiropractors must have pre-approval from the MBCE. Pre-approval must be requested a minimum of 45 days prior to the first date of the proposed seminar. Potential sponsors may contact the MBCE office by telephone, fax, or mail to obtain approval application materials. The MBCE requires two weeks to review application materials.

The MBCE administers a **Graduate Preceptorship Program (GPP)**. This program allows a licensed chiropractor who has been practicing a minimum of five years (with at least the most recent three years of practice being in Minnesota) to supervise the practice of an unlicensed graduate of a board-approved chiropractic college. This allows chiropractic college graduates to keep their knowledge and skills fresh while they wait to take the MBCE licensure examination. Interested parties may contact the MBCE office by telephone, fax, or mail for additional information about the GPP.

Licensed chiropractors who perform **acupuncture** in their chiropractic practice or perform **independent examinations** for third party payers must annually register with the board. The MBCE mails renewal materials at least 30 days before the September 15th (acupuncture) and February 28th (independent examinations) renewal deadlines. Chiropractors failing to register are subject to disciplinary action by the MBCE. To request registration materials, verify the registration of a particular chiropractor, or obtain any other information about chiropractors registered to practice acupuncture or perform independent examinations, interested parties may contact the MBCE office by telephone, fax, or mail.

The MBCE registers **Professional Firms** incorporated under *Minnesota Statutes* section 319B annually. Upon receipt of a registration application, the MBCE reviews all materials, including the articles of incorporation, for compliance with the Professional Corporation Act and the rules of the MBCE. Annual report forms are sent to all registered corporations at least 30 days before the January due date. Interested parties may contact the MBCE office by telephone, fax, or mail

to request corporation registration materials, verify the registration of a corporation, or obtain any other information about the registration of chiropractic corporations.

The MBCE investigates **complaints** which allege violations of the Minnesota Chiropractic Practice Act or rules of the MBCE. If a more in-depth investigation is required, the Minnesota Attorney General's Office conducts the required investigation. The MBCE has authority to revoke, suspend, condition, limit, restrict, qualify, or refuse to grant a chiropractic license. Three complaint panels comprised of two board members each meet monthly to review and resolve complaints. Complaint panel meetings are NOT open to the public, as complaints are not public information. Resolution of a complaint may take from one month to more than a year depending on such factors as the nature of the allegations, the number of complaints currently in process, and the time element involved with an investigation. Complaints may be registered by contacting the MBCE office by telephone, fax, or mail to obtain.

The MBCE publishes a quarterly **newsletter** (winter, spring, summer, and fall). The purpose of the newsletter is to provide licensed Minnesota chiropractors with pertinent information about the regulation of their license. Interested parties may have their name and address placed on the "MBCE newsletter" mailing list by contacting the MBCE office by telephone, fax, or mail. There is no cost. The MBCE will accept articles from outside sources only if the content is applicable to the regulation of chiropractic licenses in Minnesota.

The MBCE does not make referrals to chiropractors. However, members of the public may contact the MBCE office by telephone to receive **public information** maintained on each licensed chiropractor. The information available includes, but may not be limited to, license status, the date of original license issuance, chiropractic college attended, and any disciplinary action taken against a license. If the information requested involves more than one licensee, the information must be requested in writing and a fee is required. Written requests will be responded to within two weeks.

Interested parties may obtain **mailing lists** of various sorts by contacting the MBCE office writing. Included should be:

- an indication of what type of list is wanted (e.g., all licensees, new licensees only, licensees registered for acupuncture, etc.),
- an indication of what type of information is wanted (e.g., name, address, license status, original issue date, etc.),
- an indication of the order in which the information should be (e.g., alpha by last name, numerical by license number, numeric by zip code, etc.), and
- the appropriate fee.

Requests will be responded to within two weeks. More information about the types of lists available may be obtained by contacting the MBCE office by telephone, fax or mail.

The MBCE produces a **law book** in a three-ring binder format which contains the Minnesota Chiropractic Practice Act, related statutes and administrative rules. Any interested party may purchase a copy of this document. A written request with the appropriate fee should be submitted to the MBCE office. A law book will be mailed to the requester within two weeks. Updates to this document are distributed via the MBCE newsletter.

Minnesota Office of Citizenship and Volunteer Services

117 University Avenue, Room 300, St. Paul, MN 55155-2200

Phone: (651) 296-4731; toll-free: 800-234-6687

Fax: (651) 282-2411; TTY: (651) 297-4022 or
toll-free: (800) 657-3783

Website: www.mocvs.state.mn.us

Email: admin.mocvs@state.mn.us

Director Bonnie Esposito



Minnesota Statutes, Section 4.31

THE MISSION OF THE MINNESOTA OFFICE OF CITIZENSHIP AND VOLUNTEER SERVICES (MOCVS) is to promote citizen participation efforts, increase the impact of volunteer programs, and stimulate public/private partnerships in Minnesota.

MOCVS provides information, technical assistance, and consultation on volunteerism and citizen participation to individuals and organizations throughout Minnesota, and works to bring visibility and public recognition to the values and accomplishments of volunteerism and citizen action.

The Governor's Office of Volunteer Services (GOVS) was created by Executive Order in 1975. The governor and other advocates worked together to appoint the GOVS' first director, and a statewide Advisory Committee.

A new name was adopted five years later - Minnesota Office on Volunteer Services (MOVS).

In 1995, the Minnesota State Legislature changed the name to the Minnesota Office of Citizenship and Volunteer Services (MOCVS). With this name change came responsibilities to increase citizen participation efforts and civic engagement. Specifically, the statute (*Minnesota Statutes*, Section 16B.88) directs MOCVS to:

- **engage in education** and other activities designed to enhance the capacity of citizens to solve problems affecting their communities;
- **promote and support efforts by citizens**, community-based organizations, nonprofits, churches, and local governments to collaborate in solving community problems;
- **encourage local governments** to provide increased opportunities for citizen involvement in public decision making and public problem solving;

- **refer innovative approaches** to encourage greater public access to and involvement in state and local government decisions to appropriate state and local government officials;
- **encourage units of state and local government** to respond to citizen initiatives and ideas;
- **promote processes for involving citizens** in government decisions; and
- **recognize and publicize models** of effective public problem solving by citizens.

MOCVS maintains a resource library that contains approximately 2,000 books, periodicals and videotapes, as well as resource files on topics of interest to managers of volunteer programs, volunteers, and citizen participation advocates. It is available to the public as a reference library.

In addition to the library, MOCVS offers the following services:

- Risk Management Publication & Training
- America's Promise: MN Alliance with Youth
- Quarterly Newsletters
- Bimonthly Member Bulletins
- Minnesota Mentor Network
- Volunteer Recognition Packet/Materials
- Mentor Network List Serve
- Statewide *Calendar of Events*
- Acts of Kindness: Volunteer Award Program
- Training, Conferences, Workshops
- Technical Assistance
- Legislative Updates
- Fax-It-Back Automated System
- Web Site



Peace Officers Memorial southeast of the State Capitol.

Minnesota State Colleges and Universities

System office: 500 World Trade Center, 30 East 7th Street, St. Paul, MN 55101

Phone: (651) 296-8012; **Fax:** (651) 297-3312

Website: www.mnscu.edu

Chancellor Morris J. Anderson

(Chancellor Designate James McCormick is expected to start July 1, 2001)

Minnesota Statutes, Chapter 136F; *Minnesota Rules*, Chapters 8450, 8480, 8500

Background

The law creating the Minnesota State Colleges and Universities system was passed in 1991 and went into effect July 1, 1995. Three former systems – the state university system, the community college system and the technical college system – were merged into one. As a result of the legislatively mandated merger, three governing boards were eliminated, a new MnSCU Board of Trustees was created and a chancellor was selected to lead the system.

As part of the merger, many community colleges joined with nearby technical colleges to create 11 comprehensive two-year colleges. The number of institutions was reduced from 45 to 35 and the merger provided new opportunity for both two- and four-year institutions to better meet the needs of students, communities and Minnesota employers.

General information

Minnesota State Colleges and Universities is a system of public two-year colleges and state universities with 53 campuses located in 46 Minnesota communities. The network serves approximately 216,000 students each year in credit-based courses and reaches another 240,000 people annually in contract training and continuing education. The system is the largest system of higher education in the state and produces approximately 28,000 graduates per year. It does not include the University of Minnesota.

Since the 1995 merger, many colleges and universities have increased collaboration with sister institutions to improve the quality of their programs. The transfer process has been streamlined for students. Several institutions have formed regional alliances to improve access, share resources and talent, and improve the student experience.

Key facts

- Number of students served annually in credit-based programs annually: 216,000
- Number of students served through non-credit education and training: 240,000
- Number of employers served annually with contract training: 6,000
- Number of graduates per year: 28,000
- Percentage of students who are part-time: 55%
- Percentage of students who are under 25: 54%
- Percentage of students of color: 9.9%
- Average age: 26.8
- Percentage of students who are undergraduates: 97%
- Number of full- and part-time faculty and staff: 16,000
- Number of degree programs offered: 3,650
- Number of buildings managed by MnSCU: 686
- Average 2000-01 tuition at a two-year college: \$2,445
- Average 2000-01 tuition at a state university: \$3,153
- [footnote] Data is for the 1999-2000 school year unless otherwise noted

Board of Trustees. The Board of Trustees for the Minnesota State Colleges and Universities has 15 members appointed by the Gov-

ernor and confirmed by the Minnesota Senate. Each congressional district is represented by at least one member of the board. Three members of the board must be students or recent graduates, one each from a state university, a community college program and a two-year technical program. The remaining members represent the state at-large. Members serve six-year terms, except for student members who serve for two years.

The chancellor and members of the Minnesota State Colleges and Universities must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

The Candidate Advisory Council. (*Minnesota Statutes* 136F.03) To help the Governor make his appointments, a 24-member candidate advisory Council exists to recruit and screen non-student candidates and make recommendations to the Governor. Twelve members of the council are appointed by the speaker of the Minnesota House of Representatives and 12 are appointed by the Senate Committee on Rules and Administration. Not more than two-thirds of the members appointed by each appointing authority may belong to the same political party; however, political party activity or affirmation is not required for the appointment of a member. Advisory council members are appointed to a six-year term. The Governor is not bound by the recommendations of the council.

Student board member selection. The board of trustees includes one community college student, one technical college student and one state university student. The statewide Minnesota State College Student Association is responsible for recruiting, screening and recommending qualified candidates for community and technical college student members. The Minnesota State University Student Association recommends qualified state university candidates.

Educational opportunity. Two-year colleges offer a wide range of certificates, diplomas and degree. Most two-year colleges offer the Associate in Arts and Associate in Science degrees. These associate degrees generally meet the freshman and sophomore requirements for a variety of majors at four-year colleges and universities. The Associate in Applied Science is awarded to students in career programs designed to prepare students for jobs. Minnesota State Colleges and Universities offer more than 1,000 certificate programs that take one year or less to complete. Many two-year colleges offer industry certification in a variety of fields from computer technology to automotive technology.

State universities generally offer bachelor's and master's degrees. Several universities have created a Bachelor's of Applied Science degree for students who wish to apply their high level technical training toward a four-year degree.

Two-year college transfer plan. Students can start on a Bachelor's degree at any community or consolidated college and at some technical colleges in specific programs designed for transfer. Many students who start at two-year colleges continue on to become engineers, doctors, veterinarians, law makers, community leaders, teachers, authors, business leaders and lawyers. Community colleges offer students the opportunity to get started on a four-year degree in an

environment that is personal and convenient.

Career programs. All two-year colleges, and technical colleges in particular, offer short term training programs in hundreds of fields from health care to technology to floral design to law enforcement to precision manufacturing to construction trades. The MnSCU system offers more than 1,000 credit-based programs that take one year or less to complete.

Four-year universities. Minnesota's seven state universities offer a rich selection of affordable, high quality bachelor's and master's degree opportunities and a full college experience. Building on a 135-year tradition, the universities prepare students to live and work in a rapidly changing society. Students are drawn to the diversity of opportunities offered at state universities. Each year, the state universities graduate approximately 9,000 students who become leaders in business, industry, government, science, education and the arts.

Accreditation. All Minnesota State Colleges and Universities are accredited by the North Central Association.

Minnesota State Colleges and Universities

Alexandria Technical College

1601 Jefferson St., Alexandria, MN 56308
Admissions: (320) 762-4520
Toll free: (888) 234-1222; TTY: (320) 762-4623
Web site: www.alextech.org

President Larry Shellito

Total number students served: 2,911. Alexandria Technical College has a reputation of 39 years of caring and going the extra mile for students. The college has earned its quality reputation by offering the right programs and making successful job placements. Choose from 45 programs and a tremendous variety of career options. Since its beginning in 1961, the college has grown from three programs with 23 students to 45 programs with approximately 2,000 students.

At Alexandria Technical College, students develop responsibility and initiative that are vital for professional growth. Throughout the history of Alex Tech, individual students have been highly successful in state and national competitive event programs. A winning attitude has become a tradition at Alex Tech. The average instructor at Alexandria has 13 years of cumulative teaching experience and an additional 10 years of industry-related experience. These credentials offer students the best exposure to both the academic and practical aspects of their study.

Anoka-Hennepin Technical College

1355 W. Highway 10, Anoka, MN 55303
Admissions: (763) 576-4850
Toll free: (800) 247-5588; TTY: (763) 576-4747
Web site: www.ank.tec.mn.us

President Anne Weyandt

Total number students served: 2,857. At Anoka-Hennepin Technical College, everything is geared toward helping students find the right job. Affordable career programs rely on in-the-field internships to give students real job experience. Student progress is tracked and supported along the way by instructors.

Anoka-Hennepin invests in state-of-the-art equipment, giving students access to the latest technology that is used in the business world. The college has solid partnerships with businesses in the community. Local business leaders serve on advisory boards and play a vital role in shaping the student experience.

Many programs offer late-afternoon and evening classes that allow for flexible schedules.

Anoka-Hennepin Technical College is an institution of higher education providing quality technical and general education for employment, workforce development and lifelong learning through partnerships with business, industry and the community.

Anoka-Ramsey Community College

11200 Mississippi Blvd. NW, Coon Rapids, MN 55433
Coon Rapids: (763) 422-3333
Cambridge: (763) 689-7028; TTY: (763) 422-3460
Web site: www.an.cc.mn.us

President Patrick Johns

Total number students served: 8,033. Anoka-Ramsey Community College is a multi-campus college offering the first two years of a bachelor's degree, two-year career programs and student activities and sports programs. Our Coon Rapids campus rests on a bend in the Mississippi River 20 miles north of downtown Minneapolis. Our Cambridge campus is about 35 miles north of the larger campus on the banks of the Rum River.

The college's faculty are known for strong academic programs, strengthened by recently updated facilities, including a state-of-the-art science center, a technology center on the Coon Rapids campus and a new campus center in Cambridge. Many faculty have published textbooks and study guides. The college also focuses on international education through strong language and study abroad programs, and exchanges with colleges in Zhaoqing, China and Orsa, Sweden.

The college offers numerous free services, including tutoring, services for students with disabilities and a federally funded support program for first-generation college students.

Both campuses are consistently named Five-Star chapters by the Phi Theta Kappa honors organization. The women's and men's basketball teams have national reputations.

Bemidji State University

1500 Birchmont Drive N.E., Bemidji, MN 56601-2699
(218) 755-2040; Toll Free: (877) 236-4354
TTY: (218) 755-2040
Web site: www.bemidji.msus.edu

Jon Quistgaard, Bemidji State University

Total number students served: 5,974. Located on the shores of one of Minnesota's most beautiful lakes and surrounded by state and national forests, Bemidji State University offers a truly unique setting as conducive to personal development as it is to learning. Bemidji State further distinguishes itself as the only Minnesota state university selected for every edition of the Making a Difference College Guide. This national publication highlights the fewer than 100 value-centered colleges that make a true difference in the lives of their students and that provide studies and experiences that enable students to make positive contributions to the world.

Although Bemidji State's size and setting properly suggest that it's an intimate campus, it's also a comprehensive regional university offering more than 50 majors and 15 pre-professional programs, some of which are unique in the United States. Bemidji State has an almost 100-year history as a premier college of teacher education but it is also recognized throughout the Midwest as a leading institution in the various fields associated with business and high technology.

Central Lakes College

501 W. College Drive, Brainerd, MN 56401
General: (218) 855-8037; TTY: (218) 855-8124
Staples campus (218) 894-5175
Web site: www.clc.mnscu.edu

Joseph Birmingham, Central Lakes College, Brainerd and Staples

Total number students served: 4,388. Affordable, friendly, and convenient, Central Lakes College is not too big, not too small. Just right to be a comfortable fit for you.

The school's Associate in Arts degree is tailored to allow students to continue as juniors at a four-year school. Students preferring the

fast track approach to college education can choose from more than 40 career programs in today's hottest fields. Central Lakes College also offers Associate in Applied Science degrees, which transfer to many four year schools too. Many of students receive scholarships from the multi-million-dollar Central Lakes College Foundation.

In modern facilities equipped with the latest technology, Central Lakes College is a leader in computer science. Campus life permits growth in student government, athletics, fine arts, and community service.

Century College

3300 Century Ave. N., White Bear Lake, MN 55110

General: (651) 773-1700

Toll free: (800) 228-1978; TTY: (651) 773-1715

Web site: www.century.cc.mn.us

President Larry Litecky

Total number students served: 9,583. Students choose Century College for a variety of reasons. Perhaps it's because faculty and staff are known for their caring attitude inside as well as outside the classroom. Or perhaps it's because Century College is located on 164 beautiful woodland acres. Or perhaps it's because it is one of the largest two-year comprehensive colleges in the state — offering a large variety of liberal arts, career and technical programs.

Classes are designed to meet students' needs and are offered days, evenings and weekends. Computer labs are top-of-the-line. A theater, gymnasium, art gallery and a wide range of student activities round out the college experience.

Century College unites the former Lakewood Community College and Northeast Metro Technical College into one fully accredited institution. Just 15 minutes from downtown St. Paul, the college is easily accessible from the Twin Cities and adjoining suburbs.

Dakota County Technical College

1300 145th Street East; Rosemount, MN 55068

General: (651) 423-8301; Toll free: (877) 937-3282

TTY: (651) 423-8301

Web site: www.dctc.mnscu.edu

President Ronald Thomas

Total number of students served: 4,296. Dakota County Technical College combines the environment of a small town with the social and cultural advantages of a large city. It's the best of both worlds.

The college is committed to providing students with the latest training available to prepare them for work in their chosen fields. DCTC graduates are given the skills that business and industry need most, and it shows in the college's job placement rating of over 95 percent. And with more than 500 businesses and industries serving on DCTC advisory boards, the college is able to offer the latest in technology and up-to-date courses.

DCTC also has credit-transfer agreements with several four-year colleges and universities. Whether DCTC students are preparing for first-time employment, making a career change, or needing retraining, the college has the courses and programs to fit their needs. Courses are also offered on-line and through the college's Weekend College and Flextime Lab, making for a more convenient way to receive an education.

Fergus Falls Community College

1414 College Way, Fergus Falls, MN 56537-1009

Admissions: (218) 739-7516

Toll free: (877) 450-3322; TTY: (218) 739-7271

Web site: www.ff.cc.mn.us

President Ken Peeders

Total number students served: 2,549. Fergus Falls Community College is a two-year institution offering freshman and sophomore coursework leading to baccalaureate degrees in most areas of study. The college also offers several vocational and certificate programs leading to immediate entry-level employment. Students benefit from

smaller class sizes with 78 percent of classes having fewer than 30 students.

FFCC students have a unique opportunity to build leadership skills through 27 different student organizations. The college's athletic programs have drawn national recognition.

As a student in the Travel Abroad Program, you have the opportunity to combine classroom learning with first-hand experience. Trip destinations have included France, England, Scotland, Wales and Germany.

Academic excellence and variety in student life abound at Fergus Falls Community College, giving each student the opportunity to create a unique college career.

Fond du Lac Tribal and Community College

2101 14th St., Cloquet, MN 55720

General: (218) 879-0808

Toll free: (800) 657-3712; TTY: (218) 879-0805

Web site: www.fdl.cc.mn.us

President Jack Briggs

Total number students served: 1,109. Fond du Lac Tribal & Community College is nestled among 60-foot tall red pines. The virtually crime-free campus is designed to be a comfortable environment for students beginning or returning to post-secondary education.

Class sizes usually number 20 students or less, and tuition costs are among the most affordable. As one of the newest and most technologically advanced campuses in Minnesota, fdlcc provides Internet access and individual e-mail accounts to all students. With the student-computer ratio at approximately 6-to-1, there are no long lines in the computer labs.

The college emphasizes uniting cultures and creating individual and community awareness of each other. Fond du Lac is a great school for all people, including both American Indian and non-Indian students.

Hennepin Technical College

9000 Brooklyn Blvd., Brooklyn Park, MN 55445

Admissions, Brooklyn Park: General (763) 550-2115

Eden Prairie: (763) 550-3112; TTY: (763) 550-2145

Web site: www.htc.mnscu.edu

President Sharon Grossbach

Total number students served: 8,972. Hennepin Technical College graduates succeed in the workplace. The college has earned the reputation of providing qualified employees to business and industry for over 25 years.

The top 10 reasons students choose HTC are: affordable tuition, convenient locations, flexible scheduling, industry-validated curriculum, industry-experienced faculty, small classes, hands-on learning, job placement assistance, courses for career advancement and short-term programs.

Hennepin Technical College offers more than 40 programs in fields including: media communications, business and computer careers, health careers, transportation careers, manufacturing and electronics, construction and building systems and floral and landscape careers.

Anyone interested in Hennepin Technical College is invited to visit, tour the campus and meet with instructors.

Hibbing Community College

1515 East 25th Street, Hibbing, MN 55746

Admissions: (218) 262-7207

Toll free: (800) 224-4422; TTY: (218) 262-7294

Web site: www.hcc.mnscu.edu

President Anthony Kuznik

Total number students served: 4,352. Hibbing Community College offers a wide variety of high-quality liberal arts courses, transfer programs, occupational and technical programs, customized employment training, continuing education, student activities, recreational and

athletic programs and fine arts programs.

The college has one instructor for every 22 students. Because of the small classes, students find it easy to know other students and their instructors. Students enjoy a variety of activities, including athletics, clubs, student government, band, choir, theater, social and cultural events and more! Hibbing Community College truly has something for everyone.

Among its many exceptional programs, the college boasts a vibrant and growing engineering program, a nationally recognized law enforcement program, a new multi-media specialist program, and a new mining heavy equipment operator program — the only one of its kind in North America!

Inver Hills Community College

2500 80th St. East, Inver Grove Heights, MN 55076-3224

Admissions: (651) 450-8503

General: (651) 450-8500; TTY: (651) 450-8369

Web site: www.inverhills.mnscu.edu

President Cheryl Frank

Total number students served: 6,773. Since 1970, Inver Hills Community College has helped students achieve a wide range of educational and career goals by focusing on two-year degrees. Students can prepare to transfer to a four-year college or university by earning an associate in arts degree or pursue more immediate career opportunities by completing an associate in science or associate in applied science degree. Inver Hills partners with many regional four-year institutions to assure that students have a well-defined pathway to a bachelor's degree.

Students at Inver Hills can:

- Choose from more than 300 different course offerings per term.
- Attend full- or part-time, days, evenings or Saturdays.
- Choose a two-year degree or certificate program from more than 40 areas.
- Obtain a quality two-year degree for about \$5,000.
- Choose distance learning options.
- Participate in a variety of extra-curricular activities.
- Work on-campus.

Inver Hills is located in the Twin Cities suburb of Inver Grove Heights, near the intersection of Highway 52 and 80th Street East — just 10 minutes from the cultural and educational resources of downtown St. Paul.

Itasca Community College*

*Itasca, Mesabi Range and Vermilion make up the Northeast Higher Education District, a consortium of three state colleges.

1851 E. Hwy. 169, Grand Rapids, MN 55744-3397

General: (218) 327-4460

Toll free: (800) 996-6422; TTY: (218) 327-4167

Web site: www.it.cc.mn.us

President Joseph Sertich

Total number students served: 1,603. Itasca Community College, founded in 1922, is located in Grand Rapids, 180 miles north of Minneapolis-St. Paul in an area of Minnesota boasting 1,000 lakes, miles of trails and limitless year-round recreation. Campus buildings are linked by enclosed walkways and surrounded by majestic pines and award-winning landscaping. Small class size assures personal attention and a comfortable transition from high school to college. Students can start almost any bachelor's degree here. Credits easily transfer to four-year schools.

The college offers 12 career programs that can be completed in two years or less.

Three new Itasca programs — webmaster, network administration and geography/geographic information systems — add up to great careers in technology. The Class Act Program gives aspiring teachers the opportunity to student teach during all four years of college. Faculty and students from Itasca and Svendborg (Denmark) Technical College participate in an ongoing academic and cultural exchange. Stu-

dents can gain new friendships through intercollegiate and intramural sports and campus organizations and activities.

Lake Superior College

2101 Trinity Road, Duluth, MN 55811-3399

Admissions: (218) 733-7601

Toll free: (800) 432-2884; TTY: (218) 722-6893

Web site: www.lsc.mnscu.edu

President Kathleen Nelson

Total number students served: 5,028. Lake Superior College offers educational opportunities to interest just about everyone, including programs and courses for transfer, career-oriented technical programs, continuing education and custom training. Lake Superior College was established in 1995, when Duluth Technical College and Duluth Community College Center merged to form the first comprehensive community and technical college in northeastern Minnesota.

While individuals pursuing technical degrees make up a majority of the students, students preparing for transfer to four-year colleges and universities make up one of the fastest growing segments of the college. Lake Superior College offers courses from 27 academic disciplines, as well as more than 75 technical majors.

Small classes allow for effective instruction from dedicated and caring professionals. Up-to-date technology and a pleasant and attractive campus also enhance learning.

The attractive 95-acre main campus has won several major architectural awards. The campus overlooks the famous Duluth-Superior harbor, and includes a scenic trout stream.

Mesabi Range Community and Technical College*

*Itasca, Mesabi Range and Vermilion make up the Northeast Higher Education District, a consortium of three state colleges.

1001 Chestnut St. W., Virginia, MN 55792

Admissions: (218) 749-0314

Toll free: (800) 657-3860; TTY: (218) 749-7783

Web site: www.mr.mnscu.edu

President Joseph Sertich

Total number students served: 1,906. Mesabi Range Community and Technical College offers students a wide variety of liberal arts courses that will transfer to a four-year college, including arts and humanities, social sciences, physical science, mathematics and technology. The college also offers many exciting career programs for people interested in getting into the workforce immediately following one or two years of instruction. Career programs combine classroom instruction and labs with exciting, hands-on learning — often at actual business and industrial sites throughout the region.

With quality instruction, and the latest advances in technology, our graduates are well-prepared to transfer to a four-year institution to finish their education, or become gainfully employed.

At Mesabi Range, our students also get involved in on-campus activities, collegiate athletics, clubs and organizations, and can live in our new on-campus housing, Alpine Village. Mesabi Range is located in the heart of Northeastern Minnesota where year-round outdoor fun is abundant.

Metropolitan State University

700 E. Seventh St., St. Paul, MN 55106-5000

Admissions: (651) 772-7600; TTY: (651) 772-7687

Minneapolis campus: (612) 341-7250

Web site: www.metrostate.edu

President Wilson G. Bradshaw

Total number students served: 7,291. Located in the Twin Cities, Metropolitan State University meets the unique educational needs of those who live and work in the metropolitan region. Metro State offers daytime, evening and weekend classes at several locations to serve the many students who balance demands of school, work and their per-

sonal lives. Students may create individualized degree programs, enroll in one of 36 career-oriented undergraduate programs, or pursue any of four available graduate degrees.

Metro State has received the national Hesburgh award for teaching excellence. Faculty use both practical and theoretical classroom instruction, and they encourage students to pursue creative learning strategies, including internships, theory seminars and assessment of prior experiential learning.

Metro State reflects the diversity of its urban environment in its students, its faculty and its partnerships serving various community organizations. This context enables the university to contribute to a prosperous metro region and provide rich opportunities for students.

Minneapolis Community and Technical College

1501 Hennepin Ave., Minneapolis, MN 55403

Admissions: (612) 359-1300

Toll free: (800) 247-0911; TTY: (612) 341-7235

Web site: www.mctc.mnscu.edu

President Phillip Davis

Total number students served: 9,110. Minneapolis Community and Technical College is known for offering top programs in the liberal arts, and in career and technical programs in fields such as aviation, health, business, manufacturing and applied technology, communication, personal services, public safety and computer technology. Students do well in the classroom as they prepare for rewarding jobs: an MCTC student was among 20 students nationwide named to the 2000 All-USA Academic First Team for Community and Junior Colleges.

MCTC is the most ethnically diverse college in the state, with one of the largest English-as-a-Second-Language programs at a Minnesota two-year college. More than 80 languages and unique dialects are spoken on campus. The campus is located in the heart of downtown Minneapolis on beautiful Loring Park, down the street from many Minnesota employers. Admissions representatives are available to meet with prospective students, and campus tours are offered Wednesday at 8:30 a.m.

Minnesota State College-Southeast Technical

Red Wing and Winona

P.O. Box 409, Winona, MN 55987-0407

Admissions: (507) 453-2700

Toll free: (800) 372-8164; TTY: (507) 453-2785

Web Site: www.southeasttech.mnscu.edu

President Jim Johnson

Total number students served: 2,001. Minnesota State College-Southeast Technical offers more than 70 diverse programs on three distinct campuses in Red Wing and Winona, along the majestic bluffs of the Mississippi River. The college is noted for its welcoming environment, cutting-edge technology and low student-to-teacher ratios.

Minnesota State College-Southeast Technical offers excellent programs taught by instructors grounded in real-world skills. Choose from the following career areas: business and office, health and human services, sales and management, technical, and trade and industrial.

Unique, nationally recognized programs include musical instrument repair and aviation maintenance. New to the college is the network administration and technology program including Cisco and Microsoft certification. Nearly 97 percent of MSC-ST graduates find a job directly related to their programs of study.

At MSC-ST, you'll find affordable tuition, on-campus childcare, hands-on training, and expanded hours and locations. Tutors, advisors, and career counselors are always available and visitors are always welcome.

Minnesota State University, Mankato

209 Wigley Administration Center, Mankato, MN 56001

Admissions: (507) 389-1822; Toll free: (800) 722-0544

TTY MRS service: (800) 627-3529

Web site: www.mnsu.edu

President Richard Rush

Total number students served: 14,777. Minnesota State University, Mankato is the third largest public university in Minnesota and offers more than 150 graduate and undergraduate programs within six colleges. MSU maintains a reputation for quality and personalized service to students through:

- a 20-to-1 student-faculty ratio
- The First Year Experience program, which helps students adjust to university life and provides academic planning and pre-major advising
- Residential Learning Communities in which students in particular programs elect to take classes together, live in the same residence hall, and engage in out-of-classroom learning experiences as a group
- The Hub, a one-stop service providing students with answers to frequently-asked questions on parking, bus service, the MavCard ID, student payroll check distribution, class schedules, the status of tuition and fee payments, and other issues
- The Career Development office, which hosts more than 350 employers on campus seeking interns and full-time employees (including IBM, 3M, Anderson Consulting, Pulte Homes, Youth Services Inc., the Peace Corps, and Mayo Clinic)

Minnesota State University Moorhead

1104 Seventh Avenue South, Moorhead, MN 56563

Admissions: (218) 236-2161; Toll free: (800) 593-7246

TTY MRS service: (800) 627-3529

Web site: www.mnstate.edu

President Roland Barden

Total number students served: 8,117. Minnesota State University Moorhead offers more than 100 majors and options, including 19 areas of pre-professional studies, to prepare students for today's challenging careers.

Minnesota State University Moorhead's small classes provide an active and personal learning environment that encourages meaningful connections with professors and peers.

Abundant faculty-student collaborations ensure effective teaching, advising and mentoring. MSUM's annual Student Academic Conference reflects our commitment to the pursuit of academic excellence.

A diverse mix of extracurricular opportunities provides valuable career experience and personal enrichment. National and international study programs contribute meaningful enhancements to the college experience, providing an enlightened view of the world and a readiness for the global community. MSUM's unique collaboration in Tri-College University allows students to take courses at neighboring North Dakota State and Concordia College.

Fargo-Moorhead is consistently ranked as one of the best places to live in the country. With more than 20,000 students attending colleges here, it's truly a young, vibrant community with vast entertainment, educational and employment opportunities.

Minnesota West Community and Technical College

Pipestone, Canby, Jackson, Worthington, Granite Falls

1314 Hiawatha Ave., Pipestone, MN 56164

Admissions: (507) 825-6870

Toll free: (800) 658-2330; TTY: (800) 627-3529

Web site: www.mnwest.mnscu.edu

President Ronald Wood

Total number students served: 4,732. Minnesota West Community and Technical College is comprised of five southwestern Minnesota campuses: Canby, Granite Falls, Jackson, Pipestone and Worthington. The college offers more than 80 majors from which students can enter the job market, begin their four-year degree, or enhance current skills. Minnesota West is a regional leader in providing customized and continuing education to area business and industry. Students have the

opportunity to live, learn, and grow in a safe rural campus environment. Benefits include individualized instruction, friendly and familiar faces and a reasonable cost-of-living.

Securing a job in today's competitive employment market requires specific skills and a focused career plan. Minnesota West recognizes the importance of staying on top of rapidly changing technologies and responds quickly with new educational opportunities that will meet the needs of emerging fields.

Employers from all over the United States look to Minnesota West for qualified employees because graduates are prepared to meet or exceed the demands of tomorrow's decision-makers. The job market will continue to expand and community and technical college graduates have an unprecedented opportunity for success.

Normandale Community College

9700 France Ave. S., Bloomington, MN 55431

Admissions: (952) 487-8200

General: (866) 880-8740; TTY: (952) 832-6552

Web site: www.normandale.mnscu.edu

President Thomas Horak

Total number students served: 9,645. Normandale Community College graduates succeed — almost two-thirds went on to four-year institutions last year and another 25 percent graduated with associate degrees that led immediately to careers. With more than 9,000 students annually, Normandale is among the state's largest two-year colleges.

Courses are offered in more than 40 academic areas including the arts and humanities, social sciences, physical science, mathematics and computers, and specific career-related academic programs such as dental hygiene, dietetic technician, law enforcement, nursing, mechanical technology and many more.

Normandale is connected to the community. Located in Bloomington, the college works with the extensive business network in the southern suburbs to provide internships, job placement, cooperative education programs, service learning and specialized courses and programs, including hospitality management, sales and marketing, technical manufacturing and health care.

North Hennepin Community College

7411 85th Ave. N., Brooklyn Park, MN 55445

Admissions: (763) 424-0722

General: (763) 424-0702; TTY: (763) 493-0558

Web site: www.nh.cc.mn.us

President Ann Wynia

Total number students served: 6,820. North Hennepin Community College has earned an excellent reputation for student success in many areas: collegiate course work to complete the first two years of a bachelor's degree, programs leading immediately to rewarding careers, and professional development and continuing education programs for working adults making a job change or pursuing career advancement.

At North Hennepin, students find small classes with instructors who introduce them to new ideas and help them reach their goals. Qualified faculty teach all classes and labs and bring real-world experience to their work. No teaching assistants substitute for faculty at North Hennepin.

If you are pursuing a bachelor's degree, North Hennepin's courses will transfer to private colleges, any state university, or the University of Minnesota. North Hennepin offers an excellent education with personal attention close to home, at an affordable price. Information sessions for new students are held on campus every Tuesday at 6 p.m.

Northland Community and Technical College

1101 U.S. Highway 1 East, Thief River Falls, MN 56701

Admissions: (218) 681-0854

Toll free: (800) 959-6282; TTY: (218) 681-0990

Web site: www.northland.cc.mn.us

President Orley Gunderson

Total number students served: 2,557. Northland Community and

Technical College is a comprehensive two-year college offering majors in more than 75 liberal arts and career programs. Many students come to Northland to obtain the first two years of a four-year degree by taking general education courses, completing their associate degrees and transferring to a four-year institution.

Students have access to technology through computer laboratories equipped with the latest software programs, including electronic mail and Internet access. Laptop computers are used in certain programs, and are available for rent.

Student services include minority student services, counseling, placement, women's resource center, library, day care center and campus housing. The Learning Center provides a supportive environment for students who have physical or learning disabilities and for students who need academic assistance.

Location, quality programs and low cost are the main reasons students choose Northland for their first two years. Small class sizes and personal attention by caring faculty help students succeed.

Northwest Technical College

Bemidji, Detroit Lakes, East Grand Forks, Moorhead, Wadena

900 Highway 34 E., Detroit Lakes, MN 56501

Admissions: (218) 846-7444

Toll free: (877) 733-5682; TTY: (800) 627-3529

Web site: www.ntc-online.com

President Ronald Swanson

Total number students served: 5,870. Northwest Technical College is one of the largest technical colleges in Minnesota. With campuses in the communities of Bemidji, Detroit Lakes, East Grand Forks, Moorhead and Wadena, Northwest Technical College also serves one of the largest land areas in the state.

Poised to stay current with the latest technological advancements, Northwest Technical College continues to invest in its ability to provide students with the necessary skills and knowledge to meet the growing employment demands throughout the world. More than 1,500 students of Northwest Technical College participate in a lease program of laptop computers, all of which are equipped with an e-mail address and access to the Internet.

Northwest Technical College offers more than 100 different careers in the areas of applied technology, business, health, and professional trades and services. These careers provide NTC's students with a vast range of knowledge and skills for them to fulfill their employment expectations.

Pine Technical College

1000 Fourth St., Pine City, MN 55063

General: (320) 629-5100

Toll free: (800) 521-7463; TTY: (320) 629-1030

Web site: www.ptc.tec.mn.us

President Robert Musgrove

Total number students served: 1,300. Pine Technical College is located in Pine City, just 60 miles north of the Twin Cities. Established in 1965, PTC is accredited by the North Central Association of Colleges and Schools. In addition to general education courses, the college offers more than 40 technical majors including machine tool, automotive, administrative careers, accounting, information sciences, nursing, and human services.

Pine Technical College's virtual reality computer applications program, aligned with the Johnson Center for Virtual Reality, is the only two-year college program of its kind in the Midwest. PTC's gunsmithing and taxidermy programs are nationally recognized in these traditional trades.

Pine Technical College is committed to providing the best and most current technology available. Every student has full use of the Internet, e-mail and access to a fully equipped library and media center. All business students use laptop computers. PTC has become a national model for its extensive use of telecommunications and other distance education tools to provide higher education in a rural setting.

Rainy River Community College

1501 Highway 71, International Falls, MN 56649

Admissions: (218) 285-2207

Toll free: (800) 456-3996; TTY: (218) 285-2261

Web site: www.rrcc.mnscu.edu

President Allen Rasmussen

Total number students served: 976. Rainy River Community College, on the Canadian border at the heart of Minnesota's north woods, is just a short drive from Voyageur's National Park. The 80-acre campus has an eight-building complex connected with walkways enclosing a landscaped courtyard. The grounds feature a softball field, tennis courts, lighted cross-country skiing and hiking trail and three ponds. The adjacent student housing offers furnished apartment-style accommodations.

Rainy River Community College has an excellent liberal arts program leading to a transferable Associate in Arts degree, and features strong math and science departments as well as Ojibwe studies. The Associate in Science degree can be earned in business management, computer information systems, outdoor leadership and other areas. The Associate in Applied Science can be earned in business technology.

Diplomas may be earned in practical nursing, office management, accounting technician, and health information technology. Certificate areas offered include Cisco, Microsoft Office User Specialist, home-based business management and outdoor leadership.

Ridgewater College

Hutchinson, Willmar

2101 15th Ave. N.W., Box 1097, Willmar, MN 56201

Willmar: (320) 231-2906; TTY: (320) 231-5176

Hutchinson: (320) 234-0263

Web site: www.ridgewater.mnscu.edu

President Colleen Thompson

Total students served: 6,177. Ridgewater College is a community and technical college with campuses in Willmar and Hutchinson. The college is one of the largest two-year institutions in Greater Minnesota with approximately 3,000 full-time students. With a joint mission of providing students with a sound beginning in a liberal arts education and providing education for employment, Ridgewater will help you move forward and go places.

Ridgewater offers more than 100 programs of study in both liberal arts transfer programs and career education. Students may complete the first two years of a four-year degree at Ridgewater and transfer to a four-year institution or complete a technical program in one or two years to move into the workforce quickly.

Many extracurricular activities also are available including athletics, intramurals, theater, choir, student government, newspaper, student clubs and organizations.

Riverland Community College

Albert Lea, Austin,

1900 Eighth Ave. N.W., Austin, MN 55912

Admissions: (507) 433-0820

Toll free: (800) 247-5039; TTY: (800) 627-3529

Web site: www.riverland.cc.mn.us

President Gary Rhodes

Total number students served: 4,469. Riverland Community College is a multi-campus comprehensive community college that makes individual dreams achievable by offering high quality, lifelong learning opportunities within a student-centered environment. With campuses in Austin and Albert Lea and an educational center in Owatonna, Riverland provides outstanding options in transfer and career education to more than 3,000 students.

Riverland offers 55 career majors for individuals entering directly into the workforce upon graduation. For students transferring to a four-year institution, 38 transfer degrees are available. Our customized training division advances the economic vitality of southern Minnesota by providing a variety of dynamic training opportunities to business

and industry. From Shakespeare to diesel mechanics, Riverland's wide array of courses and programs are tailored to help students succeed.

Our students enjoy personal development opportunities in athletics, theater, arts and in numerous student activities. Affordable tuition, student housing, flexible class schedules and full- and part-time student options makes learning at Riverland a convenient choice.

Rochester Community and Technical College

851 30th Avenue S.E., Rochester, MN 55901

Admissions: (507) 285-7268

Toll free: (800) 247-1296; TTY: (507) 280-2968

Web site: www.roch.edu

President Don Supalla

Total number students served: 5,748. Rochester Community and Technical College has a rich history with traditions dating back to 1915. RCTC combines the best in liberal arts, technical and lifelong learning. RCTC is located at the University Center Rochester, a scenic 400-acre campus nestled in the Mayo Run environmental corridor in southeastern Minnesota. This unique learning environment combines three institutions: RCTC, Winona State University Rochester and the University of Minnesota Rochester. The two public higher education systems (Minnesota State Colleges and Universities and the University of Minnesota) collaborate to create one campus called the University Center Rochester.

RCTC offers nearly 70 programs and 100 credential options to choose from. At UCR, the partnering institutions collectively combine to offer over 100 programs and 150 credential options spanning certificate to doctorate.

St. Cloud State University

720 Fourth Ave. S., St. Cloud, MN 56301-4498

Admissions: (320) 255-2244

Toll free: (877) 654-7278; TTY: (800) 627-3529

Web site: www.StCloudState.edu

President Roy H. Saigo

Total number students served: 17,820. St. Cloud State University, founded as a normal school in 1869 along the oak-crowned banks of the Mississippi River, is located 70 miles northwest of Minneapolis. It is Minnesota's second-largest university and the state's most highly accredited undergraduate university.

St. Cloud State offers more than 150 majors, minors and pre-professional programs in the colleges of business, education, fine arts and humanities, science and engineering, and social sciences.

St. Cloud State is one of the few universities in the Upper Midwest to offer programs in fields such as aviation, meteorology and geographic information systems and has more than 20 nationally accredited programs ranging from mass communications, criminal justice and business to communication disorders, education and chemistry.

St. Cloud State's G.R. Herberger College of Business is one of only two accredited colleges of business at the undergraduate and graduate levels in Minnesota.

St. Cloud Technical College

1540 Northway Drive, St. Cloud, MN 56303-1240

Admissions: (320) 654-5089

Toll free: (800) 222-1009; TTY: (320) 654-5988

Web site: www.sctcweb.tec.mn.us

President Joan Barrett

Total number students served: 3,995. St. Cloud Technical College offers big-city college opportunities with small-town convenience. Serving students in continuous and extension programs, SCTC provides advanced education in two years or less. There are over 100 career majors to choose from combining the latest in technology with hands-on-training in the areas of business, communications and marketing, construction, health and human services, manufacturing and transportation.

Small class sizes provide students with personal attention, and faculty blends teaching expertise with industry experience. Business and industry leaders confirm that programs match workforce needs, ensuring graduates are highly marketable in today's changing economy.

Placement rates for 1998 and 1999 show that 99 percent of SCTC students get jobs in their areas of study. Proud of its students and excited about their future achievements, SCTC promotes student success through its customized services, campus organizations, and extra curricular activities. Call today for your campus visit!

St. Paul Technical College

235 Marshall Ave., St. Paul, MN 55102

Admissions: (651) 221-1370

Toll free: (800) 227-6029; TTY: (651) 228-4301

Web site: www.sptc.tec.mn.us

President Donovan Schwichtenberg

Total number students served: 5,988. At St. Paul Technical College, student success matters. The college has a long and rich history of helping people succeed since 1919. The faculty have broad experience in their fields and in the classroom, and are committed to creating an atmosphere that allows students to grow and achieve in their chosen educational and career goals.

Employers rely on St. Paul Technical College to fill their needs for skilled professionals. The college's close link to business and labor ensures that programs are designed to give students what they need to succeed in today's workplace. More than 50 occupational and associate degree programs are offered within the business, deaf education, health and service, technical, trade and industrial education divisions.

Student services include career counseling, academic advising, financial aid services, occupational English-as-a-second-language, career assessment, tutorial services, sign language services for deaf students, services for students with disabilities and special education services.

South Central Technical College

1920 Lee Blvd., North Mankato, MN 56003

Admissions: (507) 389-7218

Toll free: (800) 722-9359; TTY: (507) 389-7200

Web site: www.sctc.mnscu.edu

President Keith Stover

Total number students served: 4,964. South Central Technical College, with campuses in Faribault and North Mankato, is learner-focused, community-based and technology-driven. It is the ideal size to provide diversity in the programs offered, yet small enough to give students the personal attention they need to succeed. South Central offers more than 40 program majors in agribusiness, health and safety, business and marketing, and technical and industrial areas. In addition to regularly scheduled classes and an array of program majors, South Central Technical College provides educational programs specifically designed to meet the training needs of business and industry.

Southwest State University

1501 State St., Marshall, MN 56258

Admissions: (507) 537-6286

Toll free: (800) 642-0684; TTY: (507) 537-6169

Web site: www.southwest.msus.edu

Interim President Dennis N. Nielsen

Total number students served: 4,403. Southwest State University, founded in 1963, delivers a high-quality liberal arts education and strong career planning for its students. U.S. News and World Report designated Southwest State as the #1 regional public liberal arts college in the Midwest for 1998, 1999 and 2000.

Southwest State offers 43 undergraduate programs, 38 minors, four associate degree majors, and two master's degree programs. New

majors include justice administration and rural public administration. Southwest State University also has been a leader in working with the University of Minnesota to meet students' needs. Students on the Southwest State campus can pursue a University of Minnesota degree in agriculture industries marketing.

Southwest State prides itself on the personal attention its students receive from faculty and staff. With a faculty/student ratio of 1:18, the average class size is just 23 students.

The 215-acre Southwest State campus features modern interconnected academic, student center and food service buildings, which are fully accessible. Facilities include a new recreation/athletic facility and residence halls with a state-of-the-art high-speed data transfer/cable television system.

Vermilion Community College*

*Itasca, Mesabi Range and Vermilion make up the Northeast Higher Education District, a consortium of three state colleges.

1900 E. Camp St., Ely, MN 55731

Admissions: (218) 365-7215

Toll free: (800) 657-3608; TTY: (218) 365-7292

Web site: www.vcc.mnscu.edu

President Joseph Sertich

Total number students served: 1,193. Vermilion Community College overlooks one of the most beautiful wilderness regions in North America — the million-acre Boundary Waters Canoe Area. Vermilion specializes in "environmentally-based" degree and certificate programs for students who wish to enter the job market after a year or two of technical training. Vermilion's quality instructors prepare graduates through in-depth instruction that stresses "hands-on" and internship training in actual settings.

Vermilion Community College offers more than 40 associate degree programs that transfer to other colleges. Vermilion is a residential college with a complete residence life program. The outdoor program provides students with the opportunity to take advantage of exciting year-round activities such as rock climbing, canoeing, fishing, skiing, snowshoeing and much more.

Vermilion's natural resource forest management-wildlife option, leading to an Associate in Applied Science degree, is one of only 22 in the United States to be recognized by the Society of American Foresters.

Winona State University

Eighth and Johnson Streets, Winona, MN 55987-5838

Admissions: (507) 457-5100

Toll free: (800) 342-5978; TTY: (507) 457-2431

Web site: www.winona.msus.edu

President Darrell Krueger

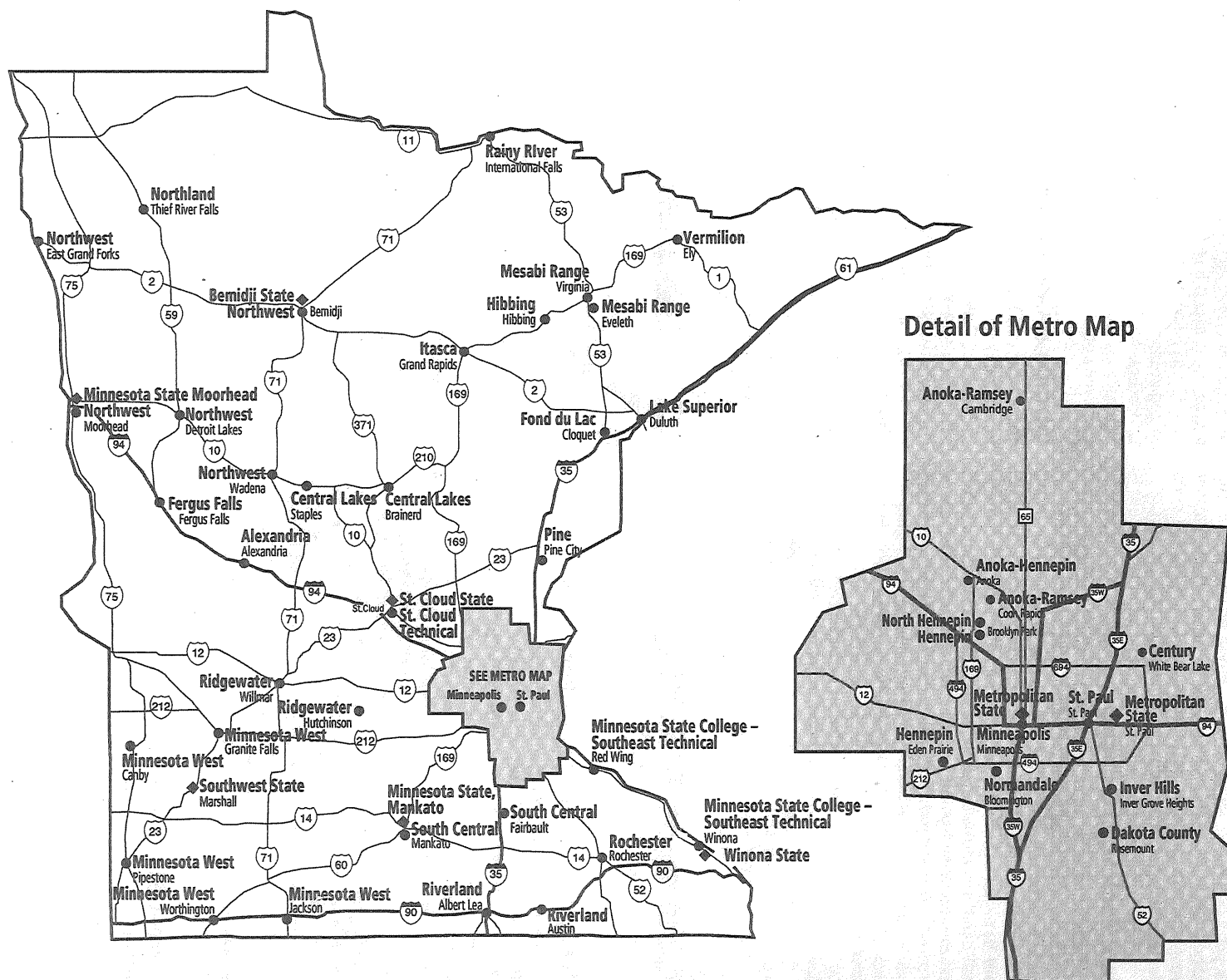
Total number students served: 8,180. Winona State University, founded in 1858, was the first public teacher-training institution west of the Mississippi. Winona State focuses on active learning, collaboration and student/faculty contact.

The Winona State University freshman class has the highest ACT scores and average high school ranking of all Minnesota state universities. A national leader in harnessing cutting-edge technology for learning, Winona State's Laptop Universal Access program has every new student using laptop computers in class, at home and in the library, with access to the Internet anytime, anywhere.

Winona State offers a four-year "graduation guarantee" and is home to the first public residential college in the state and the only bachelor's degree program in composite materials engineering in the world.

For the fourth year in a row, Winona State University is the only Minnesota school named in the book, America's 100 Best College Buys, and WSU is noted in several national education quality publications.

Minnesota State Colleges & Universities



Minnesota Department of Commerce

Golden Rule Building, 85 - 7th Place East, Suites 500 and 600, St. Paul, MN

Mailing Addresses: 85 - 7th Place East, Suite 500, St. Paul, MN 55101-2198

Licensing and Unclaimed Property Units:

85 - 7th Place E., Suite 600, St. Paul, MN 55101-3165

Phone: (651) 296-4026; Fax: (651) 297-1959; TTY: (651) 297-3067

Website: www.commerce.state.mn.us

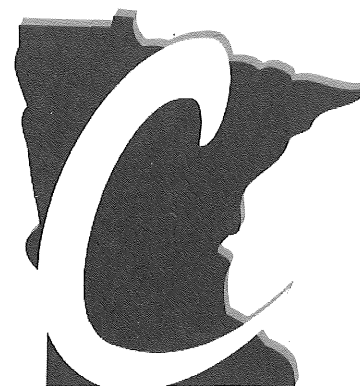
Email: general.commerce@state.mn.us

Commissioner James Bernstein: Assistant Commissioner Michael Blacik

Minnesota Statutes, Chapters 216A, 216B, 216C; 45-56, 59A, 168.66, 239, 332;

45, 60-79; 45, 80, 237; 306, 332, 501; 82-83; 345;

Minnesota Rules, Chapters 2600-2899, 7600-02, 7603-7799, 7810-7835



**MINNESOTA
DEPARTMENT OF
COMMERCE**

MINNESOTA HAS LONG BEEN A LEADER IN ENACTING LAWS that protect consumer interests and ensure uniform, fair rules for business. The Department of Commerce is responsible for seeing that these laws are observed in the vital industries of banking, energy, insurance, real estate, securities and telecommunications.

The responsibilities of each division within the department vary depending on the structure of that division's industry and its requirements. Some divisions focus on licensing and policy analysis, while others advocate on behalf of public interest. Because it closely monitors these industries, the Department of Commerce is aware of new developments and issues that may call for reform of existing laws or enactment of new measures. The department, therefore, often leads in developing policies and proposing legislative changes to meet new conditions and challenges.

The department's clients include both the general public and regulated industries. The department accepts information requests and public input regarding matters related to regulated industries. Letters, phone calls or fax transmissions to the commissioner or the appropriate manager are accepted during business hours, 8 a.m. to 4:30 p.m. Monday through Friday. The Department of Commerce is located in the Golden Rule Building in St. Paul, at the corner of 7th Place and Robert Street. Numerous parking ramps and parking meters are available in the immediate area, and the department is accessible by the skyway system. The building is handicapped accessible.

The department publishes many consumer guidebooks that are available free of charge. For a complete listing or copies of information, check the department website or call 651-297-4634. Other publications related to industries the department regulates are available from Minnesota's Bookstore, (651) 297-3000, located at 117 University Avenue, St. Paul, MN 55155; www.comm.media.state.mn.us

For media requests, call 651-296-7531.

History and Background

In 1999 the Department of Commerce and the Department of Public Service merged, blending the state's oldest agency with one of its newest agencies.

The Department of Public Service traces its roots as the state's first agency to the Railroad Commission, which was founded in 1871 to regulate railroads. Soon after the farmers were claiming that the railroads were cheating them in grain sales, and the commission was charged with regulating the weighing and handling of grain. Accurate weights and measurements were seen as critical in other business prospects also, and in 1911 the Weights & Measures Department was created. Regulation of telephones was added to the department in 1915. In response to the energy crisis of the 1970s, the Minnesota Energy Agency, now the department's Energy Division, was established in

1974 to manage the state's energy supplies and serve as a center for information, analysis and policy development concerning energy resources, supplies, production, conservation, prices and trends.

The Minnesota Legislature established the Department of Commerce in 1983, reorganizing the banking, insurance, securities and real estate departments into one agency to better coordinate regulatory functions.

The commissioner, deputy and assistant commissioners must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Important Consumer Telephone Numbers:

Energy Information Center

Metro area 651-296-5175

Toll-free 800-657-3710

Enforcement Division

Metro area 651-296-2488

Toll-free 800-657-3602

Licensing Division

Metro area 651-296-6319

Toll-free 800-657-3978

Telecommunications Division

651-296-1255

TACIP (Telecommunications Access for Communication Impaired Persons)

Minnesota Relay Service (for hearing impaired)

800-627-3529

Speech-to-Speech (for speech impaired)

877-627-3848

Division of Energy

(651) 296-9325, Linda Taylor, deputy commissioner Division of Energy. Email: energy.info@state.mn.us

The Energy Division's purpose is to ensure reliable, affordable and environmentally sound energy supplies for Minnesota's residential, industrial, commercial and small business utility consumers now and

into the future. The division enforces state statutes and policies regarding the regulation of public utilities; advocates for the public interest before the Public Utilities Commission; develops state energy policy, and promotes energy conservation and modern energy technology.

The division has two sections, the State Energy Office and Energy Planning and Advocacy. Increasingly the two sections work in concert to ensure rational energy policy and energy system operation into the future.

Recent publications available from the Division include numerous fact sheets, home energy guides, the Utility Data Book, the 2000 Energy Policy and Conservation Report, and "Keeping the Lights On", the Division's proposal to ensure future energy reliability in response to the challenge of a projected electricity shortage in the 2006-2009 timeframe.

Energy Programs and Technologies (State Energy Office)

(651) 297-2545. This unit provides unbiased energy information to all sectors of Minnesota's consumers, including homeowners, small businesses, and building contractors. The State Energy Office is the main state conduit for U.S. Department of Energy funding. State energy programs are implemented through loans and grants, maximizing the benefits of energy efficiency and renewable energy through promoting energy conservation in buildings and demonstrating renewable energy technologies, with the objective of bringing them closer to market realities.

Programs include:

- **Up-to-date information on the status of Minnesota's petroleum supplies and prices**, including gasoline, No. 2 fuel oil, and propane as well as E85 (85 percent ethanol, 15 percent gasoline) supply and price.
- **Current, unbiased energy conservation information** from energy specialists at the Energy Information Center. Staff answers general, energy-related questions and provides specific advice on improving efficiency of homes and business. The center distributes publications on CD-ROMs, paper, or through the department's website at no charge. Publication subject matter includes home energy conservation strategies, renewable resource updates, Home Builders' Energy Updates, and energy calculation tools for the building industry trade. Energy data, utility data, wind data and the department's Quadrennial Energy Policy and Conservation Report is also available. Energy Information Center staff also provide information to consumers through the Minnesota State Fair and multiple Home Shows throughout the year.
- **Builder education and training** is provided to contractors, building officials, architects and engineers on the Minnesota Energy Code in conjunction with the Minnesota Department of Administration's Building Codes and Standard Division.
- **Partners with other state agencies and private sector** groups to demonstrate renewable resources and new technologies, such as the Minnesota E85 Project Team, Twin Cities Clean Cities Coalition and Windustry.
- **Provides professional technical review** of energy demonstration projects, conservation improvement proposals, energy investment loan programs, energy production, generation, transportation, transmission, distribution, and consumption issues, and energy information for builders and consumers.
- **Administers a certification exam** at the conclusion of department-approved auditor training courses and provides continuing education and recertification for auditors in three categories: residential, multi-family, and small commercial. Energy audits analyze a building's energy use and identify energy saving opportunities, and are available to homeowners and businesses through many utility companies, local governments, or community organizations. Information on class scheduling is available by calling 651-297-1771.

Energy Planning and Advocacy

(651) 297-1773. This unit serves as the public's chief advocate in gas and electric utility matters to ensure that all categories of Minnesota consumers receive low-cost, reliable energy service from regulated utilities.

To accomplish this goal, the unit's staff:

- **Intervenes on the public's behalf** in all gas and electric utility matters before the PUC. Issues include rate cases, natural gas procurement practices, energy facility siting, service area disputes, environmental costs of power production, utility company mergers, utility affiliate transactions, and integrated resource planning, a 15-year planning process for electric resources.
- **Works with the utility companies** to develop cost-effective energy conservation improvement programs, a legislatively mandated program designed to reduce consumers' energy use. The commissioner has final approval authority over the utility sponsored conservation projects and monitors each project's success.
- **Collects data, maintains historical databases**, and conducts analyses of energy use in Minnesota, from production to distribution, providing an overview of Minnesota's energy supplies.

Division of Enforcement and Compliance

(651) 296-2488 1-800-657-3602; Gary LaVasseur, deputy commissioner Division of Enforcement & Compliance. Email: enforcement.commerce@state.mn.us The Division fields calls from the public and investigates complaints about the sellers of financial products, securities, residential building contractors, roofers, cosmetologists, notaries, real estate agents, mortgage originators, appraisers and abstractors. Each year, the Enforcement Section responds to nearly 73,000 inquiries and complaints. Division staff resolve most complaints within a short time. Other complaints, typically about 8,000 a year, are referred to the department's enforcement personnel for formal investigation.

The commissioner may take enforcement actions, such as issuing a cease and desist order or revoking a license, in cases where regulations or rules have been violated. Investigations typically recover more than \$5 million each year for consumers, including recoveries for insurance complaints and real estate fraud. Public complaints about agents and businesses in the areas of insurance, securities, real estate, mortgage, banking, notaries, residential building contractors, cosmetologists, appraisers, abstractors or any other industry regulated by the department may be filed by calling, writing, or by email.

The Compliance unit approves the products sold by insurance companies and the rates they charge. The division also registers securities and other business activities and reviews applications for self-insured businesses or third-party administrators.

Policy Form Analysis

(651) 296-3588. This unit approves the application forms and policy forms that insurance companies use in transactions with policyholders. New forms and changes in existing forms require approval. Forms must be understandable, must not be misleading, and must comply with Minnesota statutes. Adjustments in the rates charged by insurance companies also require approval. Approval is based on whether the proposed change is justified and actuarially sound.

This section also oversees the FAIR Plan for high-risk property owners, 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 Reinsurance Association, the Minnesota Joint Underwriting Association, and the Minnesota Workers' Compensation Assigned Risk Plan.

Self-Insurance and Third Party Administrators (TPAs)

The fee for self-insurance certification by a business is \$1,000. Group self-insurers must file annual certified financial statements. Individual companies file certified financial statements biennially. Third party administrator licenses are for two years. Initial application fee and biennial renewal is \$100. TPAs file certified, biennial financial statements. For information, call (651) 296-8592.

Registration

The Registration unit reviews registration applications for common stock, limited partnerships, investment company securities, preferred stock, bonds and other debt securities, corporate takeovers, subdivided land and camping memberships, and franchises. Applications must meet disclosure requirements and "merit review" standards intended to protect consumers. Interpretive legal opinions may be requested; a legal fee will be charged. Call (651) 296-2284.

All filings submitted for registration or exemption are available to the public, including applications, financial disclosures, and annual reports. Original documents may be reviewed at the department.

Securities

Securities licenses are renewed annually. Initial and renewal fees are \$50 for agents, \$200 for broker/dealers, and \$100 for investment advisers. All securities offered or sold in Minnesota must either be registered or exempted from registration by statute. Securities filings or registrations under Chapter 80A of *Minnesota Statutes* must be made on Form U-1. Filings for private placement exemptions use the Statement of the Issuer format. There is a filing fee of \$50 for exemption.

Initial application fee for investment company securities is \$100 plus 1/20th of 1 percent of maximum aggregate offering price. The annual report fee is 1/20 of 1 percent of maximum aggregate offering price. Initial application fee for all other securities is \$100 plus 1/10th of 1 percent of maximum aggregate offering price up to \$300. Annual report fee is \$100.

For the following registration and licensing information, call these numbers:

- Broker/dealers, investment advisers and agents, (651) 296-2283
- Debt securities, notifications, private placements, existing security holder and merger exemptions, (651) 296-4520
- Limited partnerships and real estate investment trusts, (651) 296-6332.
- Common stock, annual reports and rescissions, (651) 296-4523
- Investment company securities, (651) 296-4973

Franchises

Initial application fee is \$400. Annual report fee is \$200. Amendment fee is \$100.00. For information, call (651) 296-6328.

Subdivided Lands and Camping Memberships

Application fee for a subdivided lands registration is \$400 plus \$1 for each lot, unit, parcel or interest up to a cap of \$3,500. If more than 100 units are registered, a public offering statement must also be filed.

Annual report fee is \$150. Fee to register by notification is \$150 for 100 units or less; annual report fee is \$75. (Persons engaged in subdivided land sales must have a real estate broker, salesperson, or limited broker license in addition to a subdivided lands registration.)

Application fee to register land sold for camping memberships is \$500; annual report fee is \$100. (Persons engaged in camping memberships sales must have a Camping Memberships Sales License in addition to the registration.) For information on registering land to be subdivided or sold for camping memberships, call (651) 296-6332.

For information on licenses to sell subdivided lands or camping

memberships, call (651) 296-6319.

Division of Financial Examinations

(651) 196-2715, Kevin Murphy, deputy commissioner, Division of Financial Examinations.

Banks, Credit Unions and Consumer Credit

(651) 296-2715; Email: financial.commerce@state.mn.us

The Financial Examinations division, also known as the Banking Division, examines state-chartered banks, credit unions and other financial institutions. Each institution's financial books and operations records are reviewed on-site by teams of examiners stationed throughout Minnesota. Additional staff analysis provides the commissioner with up-to-date evaluations of the financial condition of each institution and provides guidance in taking regulatory action to protect consumers. The division is accredited as a bank supervisory agency by the National Conference of State Bank Supervisors. Legislation in 1995 consolidated and simplified consumer lending laws into one uniform code in *Minnesota Statutes* 47.59. The statutes specify the requirements for organizing, operating and regulating financial institutions.

The division issues charters or licenses for commercial state banks, detached banking facilities, part-time banking locations at senior citizen locations, state credit unions, electronic financial terminals, electronic funds transfer companies, trust companies, trust service offices, investment certificate companies, state savings and loans, industrial loan and thrifts, savings banks, regulated lenders, consumer small loan lenders, motor vehicle sales finance companies, premium finance companies, debt prorated companies, and safe deposit companies. Public complaints about banks or other institutions listed above may be registered by calling the division.

The division also issues initial licenses for residential mortgage originators and residential mortgage servicers, issued under *Minnesota Statutes* Chapter 58. The initial application fee for a residential mortgage originator license is \$800; for a residential mortgage servicer license, \$1000. A new licensee whose license expires less than 12 months from the date of issuance pays a fee equal to one-half the applicable initial fee. Licenses for both originators and servicers expire July 31 of the odd-numbered years. A two-year renewal fee for a residential mortgage originator license is \$400 and for a residential mortgage servicer license the renewal fee is \$500. Residential mortgage servicers and mortgage originators who service residential mortgage loans must provide continuous surety bond coverage, or an irrevocable letter of credit from a bank authorized to do business in Minnesota or provide evidence of approval by FNMA or FHLMC. Persons who qualify for an exemption from the licensing requirements of *Minnesota Statutes* Chapter 58 file for Certificate of Exemption and pay a one-time fee of \$100.

Division of Financial Examinations – Insurance Solvency

(651) 296-2715 This unit examines the financial condition of companies licensed to sell life policies, health policies, homeowners policies, auto policies, annuities, pension investment contracts, retirement accounts and other insurance products in Minnesota. Field examiners visit insurance companies to conduct on-site reviews of financial and operations records. Analysts study the data to evaluate the financial status of the companies. When appropriate, the commissioner may authorize additional investigations or take administrative action to protect policyholders.

The division also licenses insurance companies to conduct business in Minnesota. Original licensing documents may be reviewed at the Commerce Department in St. Paul; copies are available for a fee.

Division of Telecommunications

(651) 296-1255, Tony Mendoza, deputy commissioner Division of Telecommunications. The Telecommunications Division represents residential, industrial, commercial and small business consumers in all aspects of the regulatory process to ensure that reliable telecommunications services are provided to all at reasonable rates. The division directs statewide telecommunications policy and develops legislative initiatives to advance and protect Minnesota's interests in response to regulatory and technological changes in the industry.

Regulatory Advocacy - Telecommunications

(651) 296-1255. Staff represents the broad public interest in all telecommunications matters before the Public Utilities Commission (PUC) by analyzing telephone company filings (e.g. changes in rates, conditions of service, provision of services, service area), delivering expert testimony and providing written recommendations to the PUC.

The unit investigates company policies and practices and enforces Minnesota's telecommunications statutes (Chapter 237) and PUC orders. Compliance with commission orders is monitored through companies' reporting requirements, by reviewing company records and practices and through follow-up investigations.

This unit provides the following services:

Information and complaint resolution

Division staff respond to inquiries regarding telephone company services, service areas, rates, practices, and service quality concerns. Inquiries and requests for information may be directed to the above telephone number. Complaints should be directed to the PUC's Consumer Complaint Office at (651) 296-0406 or 1-800-657-3782.

Company tariffs (a description of company services, rates and policies) are available for review or may be duplicated at a cost of 25 cents per page. Call (651) 296-6913 with requests. Information available in the department library includes: department reports and comments submitted to the PUC (non-proprietary versions) and other company specific information are also available to the public for 25 cents per page.

Company certification and fees

The telecommunications division is responsible for analyzing requests for certificate of authority for telecommunications carriers, telephone companies and service resellers. Assessments are based on the time required to review the application. Telecommunications providers pay an annual assessment, based on gross intrastate revenues, imposed on all regulated telecommunications service providers.

TACIP (Telecommunications Access for Communication Impaired Persons)

Voice: (651) 297-4565; TTY/TDD: (651) 296-9863. The TACIP division is responsible for oversight of the **Minnesota Relay Service (MRS)** which provides total access to the worldwide telecommunications network for Minnesotans that are communications impaired. Communications impaired persons, as defined by the state legislature, are persons whom are certified as deaf, severely hearing impaired, hard-of-hearing, speech impaired, deaf and blind, or mobility impaired.

The TACIP Administrator manages all vendor contracts to ensure the provision of the MRS, which allows persons using a teletypewriter (TTY) or telecommunications device for the deaf (TDD) to communicate with users of standard telephones. MRS operators referred to as communication assistants or CAs, relay, or transcribe, approximately 115,000 calls each month. The MRS, located in Moorhead, Minnesota, is provided to the State under contract with Communication Services for the Deaf and Sprint Communications Company. The MRS operates 24 hours a day, every day of the year.

In addition to ensuring provision of the MRS, the Department of Commerce, through an interagency agreement with the Department of Human Services/Deaf and Hard of Hearing Services Division, con-

tracts annually for provision of the Equipment Distribution Program (EDP). The EDP program distributes telecommunications hearing devices to income eligible individuals that are certified as hearing impaired as defined by state statute.

For more information regarding the MRS or EDP call: (651) 297-4565 (voice); (651) 296-9863 (TTY/TDD); or 800-657-3599 (voice); 800-657-3603 (TTY/TDD).

Division of Weights and Measures

(651) 639-4010 Carol Hockert, director, Division of Weights & Measures. The Weights and Measures Division of the Department of Public Service is responsible for checking the accuracy of all commercial weighing and measuring equipment in Minnesota, from gas pumps to grain elevators to grocery scales. The division also offers precision measurement services, inspects packaged commodities, and monitors the quality and correct labeling of petroleum products.

Currently a substantial part of the division's inspection load is to inspect the accuracy, quality and safety of gasoline pumps, in addition to offering inspection of other weighing and measuring equipment including grocery store scales, truck scales, railroad scales, LPG meters and a wide range of other weighing and measuring equipment.

The division is located at: 2277 Highway 36, St. Paul, MN 55113; FAX (651) 639-4014.

Division functions include:

- **Regular equipment inspection and testing of all commercial weighing and measuring equipment** in Minnesota. The division conducts more than 70,000 inspections each year, including gas pumps, bulk fuel meters, LPG meters, grocery store scales, truck scales, railroad scales, and a wide range of other weighing and measuring equipment.
- **Package inspection** includes regular sampling and net content verification of commodities packaged within the state. The division annually inspects approximately 65,000 samples of packaged foods and agricultural commodities.
- **Petroleum inspection** includes continuous sampling and testing of petroleum products sold in Minnesota, both in the division's state-of-the-art petroleum laboratory and at gas stations and terminals across the state. Weights and measures field inspectors daily perform unannounced, random inspections at point of sale locations across the state. Tests include octane, cetane, oxygenates, and sulfur content.
- **Recycling information** includes distribution of recycling information posters for used motor oil and automotive batteries.

Metrology Laboratory

(651) 639-4020; FAX (651) 639-4014. The division's metrology laboratory, now with NVLAP accreditation, offers the highest levels of precision measurement and calibration available in the nation, providing clients a certificate of traceability to the National Institute of Standards and Technology for all calibrations performed. The laboratory is open during business hours, 8:00 to 4:30 Monday through Friday and is located at 2277 Highway 36, St. Paul 55113. Ample parking is available next to the building.

Measurement services available to Minnesota's businesses include:

- Mass standards and test weights - calibrations and tests from 1 mg to 100,000 lbs.
- Volume standards - volumetric and gravimetric calibrations for laboratory and field standards, from small volumes up to 1,500 gallons. Length - traceable calibration of measuring tapes and rules.
- Temperature - electronic thermometers and liquid-in-glass thermometers up to 500°C.
- Density - solid and liquid density determination.

Complaint Filing

The division investigates and resolves consumer complaints relating to:

- Weighing or measuring equipment accuracy. The most common complaints involve gasoline pump accuracy.
- Packaged commodities. Most complaints involve the net weight or measure of packaged foods and other consumer commodities.
- Petroleum product quality, including octane levels and labeling, water in gasoline, and other problems.

The division accepts complaints by telephone, fax or in writing. The complainant must be able to provide complete information about the problem, including the identity of the product purchased and the name and address of the business where the product was purchased. For gasoline complaints, the identity of the specific gas pump is also required. Most complaint investigations are completed within one week.

Fees

The division charges direct user fees for all non-petroleum inspection services, and a "per-gallon" fee for petroleum equipment and product quality inspection. Consumers are not charged for complaint investigations. A copy of the fee schedule is available on request.

Registration and Permits

- Placing-in-service registration. The division registers and monitors 440 individuals who install and repair commercial weighing and measuring equipment in Minnesota. Registration is voluntary. Registrants must have complete test equipment and a thorough knowledge of department requirements governing the equipment they install or repair.
- Vehicle and railroad scales. The division reviews plans and issues permits to install railroad scales and above ground scales used for commercial truck weighing. These scales cannot be installed in Minnesota without a permit.

Licensing Unit

Licensing: (651) 296-6319 or 1-800-657-3978

Email: licensing.commerce@state.mn.us

The Licensing Unit administers a license application and renewal program for more than 250,000 occupational and professional licenses, including insurance agents and adjusters; real estate salespersons, brokers, appraisers, abstractors; cosmetology operators, manicurists, estheticians, salons, schools and instructors; debt collectors and agencies; notaries; residential building contractors, roofers, and manufactured home installers. Most licenses require that certain standards of education and professional conduct must be achieved to obtain and maintain a license. The Licensing Division provides information about how to obtain these licenses and continuing education requirements.

Insurance Licenses

Insurance agent licenses are issued for a period of two years and renew on October 31 of the appropriate year. For a license to sell life, health, property, or casualty insurance, the applicant must complete 45 hours of education, pass a test, and be sponsored by an insurance company. To maintain and renew a license, 15 hours of continuing education are required per year (30 hours total at renewal). Initial and renewal fees for agents are: life and health \$80; property and casualty \$80; variable annuity \$75 initial/\$50 renewal (must also have life/health and securities licenses); limited lines \$80 (farm property and life, travel baggage, bail bonds); surplus lines \$500. For agencies: \$200 (corporation, partnership, LLC)

Real Estate Licenses

Licenses are issued for two years and renew on June 30 of the appropriate year. Applicants for a salesperson license must complete 90 hours of prelicense education and pass a test. Applicants for a broker license must complete 30 hours of prelicense education within 6 months prior to submitting the application, and pass a test. To maintain and renew a salesperson or broker license, 15 hours of continuing education are required per year (30 hours total at renewal). Initial fees and renewal fees are: \$145 for salespersons; \$225 for brokers; \$225 for limited brokers; \$225 for corporations or partnerships; and \$20 for a subdivided land license.

Residential Building Contractors and Remodelers Licenses

Licenses are issued for one year and renew on March 31 each year. Contractors and remodelers who perform two or more special skills for dwellings with less than four living units must be licensed. Initial and renewal fees range from \$200 to \$300 depending on gross receipts. The continuing education requirement is 7 hours per year.

Notaries Commissions

Notary commissions are issued for five years and renew on January 31 of every fifth year. The application fee for a five-year notary commission is \$40. The commission must also be registered in the notary's county of residence.

Cosmetology Licenses

Licenses are issued for three years and renew on December 31 of the appropriate year. To obtain a license, all applicants must complete required education, and pass a written test and a skills test. The education required for the various licenses is: cosmetologist - 1,500 hours; manicurist - 350 hours; esthetician - 600 hours. To obtain a salon manager license, 2,700 hours of work experience and a written test are required. To renew an active cosmetology license, 1,800 hours of work experience are required. To renew an instructor license, 45 hours of continuing education are required. License fees for the various licenses are: cosmetologists - \$45 (initial license) and \$30 (renewal); manicurists \$45 and \$30; estheticians \$45 and \$30; managers \$60 and \$45; salons \$65 and \$50; instructors \$60 and \$45. The Enforcement Division inspects salons and cosmetology schools and investigates complaints from the public.

Unclaimed Property Unit

(651) 296-2568 or 1-800-925-5668

Email: unclaimed.property@state.mn.us

Every year the Minnesota Department of Commerce seeks thousands of Minnesotans who are unaware that they are the owners of unclaimed personal property. Unclaimed properties include savings accounts, uncashed paychecks, travelers checks, stock, insurance, and uncashed tax refunds. In 1999 department received the contents from 850 safe deposit boxes and 3,519 security-related holdings. In 2000, the department will try to locate more than 23,000 persons and businesses to claim abandoned property worth \$22 million. The largest departmental effort is an annual spring newspaper advertising campaign.

Nearly \$87 million worth of property has been returned to Minnesota residents since the unclaimed property program began in 1969. The Department has returned 44 percent of unclaimed property reported to the state to the rightful owners through the unclaimed property program. As of May 2000, \$120 million worth of property still remained unclaimed. Every 10 years an auction is conducted to dispose of the contents of abandoned safe deposit boxes. The next auction is scheduled for 2003.

Claim forms are available on the DOC website or by calling the Unclaimed Property Section.

Administrative Services

This unit manages the personnel and internal business affairs of the department. The unit maintains two libraries of information for public use:

- **Utility Documents Library** consists of current and historical records pertaining to the regulation of telephone, gas and electric utilities in Minnesota. Records include PUC orders, petitions, financial reports and tariff books (describing the rates and services of each company). All documents are available for public review and certified copies can be ordered at a charge of \$2 per document, plus 25 cents per page for duplication. To request duplicates and certified copies, call (651) 296-6913 during business hours.

Communications

Communications staff provide information about department programs and services through the media, the department website and publications. Publications cover a broad range of topics including energy conservation and efficiency, telecommunications, insurance, real estate and banking. All brochures are available free of charge, many are on CD-ROM, and most are available on the department's website, www.commerce.state.mn.us. For more information about publications, call 651-297-4634. Media inquiries should be directed to 651-296-7531.

Legislative Relations

(651) 297-2546. This unit is the department's link to the state legislature and the U.S. Congress regarding the department's policies and activities. Unit staff assists in the development of state legislative policy, monitors state and federal legislation, schedules testimony before legislative bodies and represents Minnesota's interests in cases and proceedings before the Federal Energy Regulatory Commission, the U.S. Nuclear Regulatory Commission, the Federal Communications Commission and the U.S. Department of Energy.

Petrofund

(651) 297-1119, Email: petrofund.commerce@state.mn.us

This unit provides staff assistance to the Petroleum Tank Release Compensation Board, which administers funds from the Petroleum Tank Release Compensation Fund program, or "Petrofund." The Petrofund was created in 1987 in response to Environmental Protection Agency regulations requiring all petroleum storage tanks in the nation to be replaced or upgraded by 1998.

Reimbursements of up to 92.5 percent are made for the cost of cleaning up spills and leaks from tanks containing petroleum products. The Petrofund is funded by assessments on the petroleum industry. Over the past decade, cleanup costs for approximately 8,100 sites have been reimbursed through the Department's Petrofund Program at a cost of more than \$300 million. Payments to applicants have ranged from \$221 to over \$913,500. Petrofund information and application forms are available on the DOC website or by calling the Petrofund Section.

Utility Assessments

The Administrative Services unit also performs the department's accounting functions and assesses the utilities for regulatory services. For more information on utility assessments, call (651) 296-2467.

Boards and Committees:

The Commissioner of Commerce is the appointing authority for a number of boards, committees and special task forces. To maintain diversity, most groups require member positions to represent specified constituencies. All committees meet as needed unless otherwise noted. Appointing authority is the Commissioner of Commerce, unless otherwise noted. For more information, call 651-296-5769.

Advisory Committees

Not Subject to the Open Appointments Process:

- **Agent Termination Board of Review** - conducts termination reviews. Consists of 10 agents and 10 insurer representatives.
- **Bank Advisory Committee** - advises the commissioner on bank-related matters.
- **Insurance Solvency Task Force** - advises the commissioner on matters relating to the financial health of insurance companies writing business in Minnesota.
- **Minnesota Life & Health Insurance Guaranty Association** - assesses members and pays claims of policyholders whose life/health insurers have become impaired or insolvent.
- **Workers' Compensation Self-Insurers Advisory Committee** - advises the commissioner on whether applicants for self insurance meet statutory requirements.
- **Minnesota Self-Insurers Security Trust Fund (Workers' Compensation Self-Insurance)** - administers the Fund to continue workers' compensation benefits due to the failure of a private self-insured employer to meet its workers' compensation obligations. As prescribed by *Minnesota Statutes* 79A.01-79A.18.
- **Commercial Self-Insurance Group Trust Fund (Workers' Compensation Self-Insurance)** Administers the Fund to continue workers' compensation benefits due to the failure of a commercial group self-insured employers group to meet its compensation obligations. As prescribed by *Minnesota Statutes* 79A.19-79A.32.

Committees Subject to the Open Appointments Process:

Citizen Participation and Appointment to: Associations, Boards, Bureaus, Committees, Councils, Facilities, and Task Forces -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State):

BUILDERS STATE ADVISORY COUNCIL - The council advises the Commissioner of Commerce on matters relating to licensing of building contractors. The council consists of eight members including at least three members residing in greater Minnesota; one member of the council must be a residential building contractor; one member a remodeler; one member a specialty contractor; one representative of the commissioner; one member a local building official; one public member; and one representative of organized labor designated by the AFL-CIO, this member shall not be subject to the membership term limits under section 15.059. Meetings are held at the Department of Commerce. The council expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioner of Commerce. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes* 326.85. 133 E. 7th St., St. Paul, MN 55101.

COSMETOLOGY ADVISORY COUNCIL - The council advises the Commissioner of Commerce on matters relating to cosmetology services and on licensing procedures for cosmetologists. The council consists of eleven members including three consumer representatives, four cosmetology or shop managers, one representative of manufacturers of cosmetology products and three cosmetology school representatives; at least one will represent the public and one will represent private cosmetology schools. Meetings are held at least once a year for five hours. The council expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioner of Commerce. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes* 155A.06. Dept. of Commerce, 133 E. 7th St., St. Paul, MN 55101. (651) 296-2488.

MINNESOTA AUTOMOBILE ASSIGNED CLAIMS BUREAU -

The committee shall govern the operations of the Minnesota Auto Assigned Claims Plan in providing no-fault basic economic loss benefits to eligible recipients as provided under *Minnesota Statutes* 65B.64. The seven members of which two are public members. Meetings are held annually for four hours in the Twin Cities area. No expiration - mandated by law. **Appointing Authority:** Governor. **Compensation:** None. *Minnesota Statutes* 65B.63. 227 Central Ave., #103, Osseo, MN 55369. (612) 425-6634.

MINNESOTA AUTOMOBILE INSURANCE PLAN - Law

provides: A nine-member committee, including four public members and five insurers, directs the operation of the Minnesota Automobile Insurance Plan, which provides for the placement of insurance for Minnesota drivers and owners of vehicles registered in Minnesota who are unable to obtain coverage in the open market. The Minnesota Automobile Insurance Plan Manual is available on the web at: www.aipso.com/manuals/regions/mn. *Minnesota Statutes*, Section 65B.03. 120 S. 6th Street, Suite 1050, Minneapolis, MN 55402-1835, (612) 339-2466, FAX: (612) 339-2819, Website: www.aipso.com/mn Email: mnaip@aipso.com

MINNESOTA INSURANCE GUARANTY ASSOCIATION - The association provides for the payment of covered claims to avoid financial loss to policyholders because of the liquidation of an insurer. The nine members include two public members who are appointed by the Commissioner of the Dept. of Commerce for a period of two years. Meetings are as needed. The board does not expire. **Appointing Authority:** Commissioner of Commerce. **Compensation:** Reimbursed for expenses. *Minnesota Statutes* 60C.08, Subd. 1. Dept. of Commerce, 133 E. 7th St., St. Paul, MN 55101. (651) 297-8946.

GOVERNING COMMITTEE OF THE MINNESOTA AUTOMOBILE INSURANCE PLAN -

The Governing Committee shall have the power to direct the operation of the facility [the Minnesota Automobile Insurance Plan] in all pursuits consistent with the purposes of sections 65B.01 to 65B.12. The committee consists of nine members. While there are no specific eligibility requirements in the statute, members need some knowledge of motor vehicle insurance to be able to effectively serve on the governing committee. Meetings are held on a semi-annual basis for seven hours at various locations in the twin city area. The committee does not expire. **Appointing Authority:** Commissioner of Commerce. **Compensation:** \$35 per diem for public members. *Minnesota Statutes*, Section 65B.03. 120 S. 6th St., #1050, Minneapolis., MN 55402-1842. (612) 339-2466.

MINNESOTA COMPREHENSIVE HEALTH ASSOCIATION

BOARD OF DIRECTORS - The board will govern the activities of the Minnesota association, which provides basic health insurance coverage to persons in Minnesota unable to obtain coverage through the open market. The nine members include four public members; two of the public members must be plan enrollers-62E.10, subd 2. Meetings are held on a quarterly basis for eight hours in the Twin Cities area. The board does not expire. **Appointing Authority:** Commissioner of Commerce. **Compensation:** Per diem plus expenses for public members. *Minnesota Statutes* 62E.10. Dept. of Commerce, 133 E. 7th St., St. Paul, MN 55101. (651) 296-5769.

HEALTH COVERAGE REINSURANCE ASSOCIATION BOARD

The association shall provide reinsurance to health carriers providing health coverage to the small employer market. The thirteen members shall include: four public members, three members representing accident and health insurers, three members representing HMOs, and three members representing Blue Cross-Blue Shield. Initial members will be appointed by the Commissioner of Commerce and will serve for a two-year period effective the date of the first annual meeting, which must be held by December 1, 1992. The board will be elected by association membership after this two-year interim, except for public members. Meetings are held bi-monthly with an annual meeting in May for two hours at the Department of Commerce. The board does not expire. **Appointing Authority:** Commissioner of Commerce. **Compensation:** Expenses. *Minnesota Statutes* 62L.14. Dept. of Commerce, 133 E. 7th St., St. Paul, MN 55101. (651) 297-7033.

MINNESOTA JOINT UNDERWRITING ASSOCIATION -

LIABILITY INSURANCE - The association provides liability insurance coverage for persons unable to obtain it through ordinary means where coverage is required by law or is necessary for the conduct of business and serves a public purpose. The Association will provide insurance to eligible persons or entities unable to obtain insurance in the private marketplace. The statutory purpose of the Association is not to be a market competition or a market regulator. The board shall be composed of fifteen persons: seven directors shall be elected by the members of the Association at its annual meeting. Of these seven, one must be a representative of medical malpractice insurers and one must be a representative of personal injury liability insurers. Not more than one elected director shall represent or be employed by any single insurance company or group of companies under common ownership. Four public directors shall be appointed by the Commissioner of Commerce; and four directors shall be appointed by the Commissioner representing groups to whom coverage has been extended by the Association including one person who is a licensed health care provider. Quarterly meetings are held. May meet more frequently when necessary. The association does not expire. **Appointing Authority:** Commissioner of Commerce. **Compensation:** \$150 per diem plus mileage. *Minnesota Statutes* 62I.02. MN Dept. of Commerce, 85 - 7th Place. E., #500, St. Paul, MN 55101-2198. (651) 296-4026.

MEDICAL MALPRACTICE JOINT UNDERWRITING ASSOCIATION -

Law provides: The 11-member board, including health care providers, the public and the insurance industry, provides medical malpractice insurance coverage to any licensed health care provider unable to obtain this insurance through ordinary methods. *Minnesota Statutes* 62F.01. Office address: 445 Minnesota Street, Suite 514, St. Paul, MN 55101. Mailing Address: Pioneer P.O. Box 1760, St. Paul 55101, Phone: (651) 222-0484; toll-free: 800-552-0013; FAX: (651) 222-7824.

PETROLEUM TANK RELEASE COMPENSATION BOARD -

The board administers compensation from the petroleum tank release clean-up fund for clean up of leaks and spills from petroleum storage tanks. The five members include one representative from the petroleum industry, one representative from the insurance industry, and one public member, plus the Commissioner of the Pollution Control Agency, and the Commissioner of Commerce. Meetings are held on the second Wednesday of even numbered months at the MN Commerce Dept., 133 E. 7th Street, St. Paul. The board expires on June 30, 2005. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes* 115C.07. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. 133 E. 7th St., St. Paul, MN 55101. (651) 296-4026; (800) 638-0418; website: www.commerce.state.mn.us, Email: petrofund@state.mn.us

MINNESOTA PROPERTY INSURANCE PLACEMENT

FACILITY - The board administers the MN Fair-Plan Act to make property, homeowners and commercial insurance available statewide. The nine members include five elected insurance company members, and four appointed public members. There is also one nonvoting member representing the Department of Commerce. Meetings are held four times a year for three hours. The board does not expire. **Appointing Authority:** Commissioner of Commerce. **Compensation:** \$100 per diem plus expenses. *Minnesota Statutes 65A.31 - .42.* 1201 Marquette, Suite. 310, Mpls., MN 55403. (612) 338-7584.

REAL ESTATE APPRAISER ADVISORY BOARD - The advisory board makes recommendations to the Commissioner as to rules regarding pre-licensing and continuing education, license examination specifications, periodic review of standards for development and communication of real estate appraisals, and other matters necessary under statute. The board consists of fifteen members including eight licensed real estate appraisers; two of who are to be level one, two, or three, & two members level four, four consumers of appraisal services, and three members from the public. Members may not serve more than two consecutive terms. Meetings are at the call of the Commissioner or a majority of the members. Does not expire. **Appointing Authority:** Commissioner of Commerce. **Compensation:** \$55 per diem, plus expenses. *Minnesota Statutes 82B.05.* Dept. of Commerce, 133 E. 7th St., St. Paul, MN 55101. (651) 296-4536.

ADVISORY TASK FORCE ON UNIFORM CONVEYANCING FORMS - The task force reviews uniform conveyancing blanks and recommends new or revised forms to the Commissioner for adoption through the rulemaking process. The task force consists of sixteen members with no member restrictions. Meetings are held every third Wednesday, September through June for three hours at various locations. **Appointing Authority:** Commissioner of Commerce. **Compensation:** None. The task force expires on July 1, 2001. (651) 296-6694.

MINNESOTA WORKERS COMPENSATION ASSIGNED RISK PLAN REVIEW BOARD

- The board will audit the reserves established for individual cases and the total book of business arising under workers' compensation policies and contracts of coverage issued pursuant to *Minnesota Statutes 79.25* and *79.252*. The board consists of ten members. Six members shall include three insured holding workers; compensation policies issued by the Assigned Risk Plan and two representatives of licensed workers' compensation insurance companies. The sixth member is the Commissioner of Commerce. Term of office is three years. Meetings are held at various times during the year in St. Paul. The board does not expire. **Appointing Authority:** Commissioner of Commerce. **Compensation:** None. *Minnesota Statutes 79.251.* 133 E. 7th ST., St. Paul, MN 55101. (651) 297-7033.

MINNESOTA WORKERS COMPENSATION INSURERS' ASSOCIATION (DATA SERVICE ORGANIZATION)

- The association oversees the administration of the Minnesota Workers Compensation Insurers' Association (Data Services Organization). The twelve members include two employer representatives. Meetings are held on a quarterly basis. The association does not expire. **Appointing Authority:** Commissioner of Commerce. **Compensation:** Reimbursement for expenses. *Minnesota Statutes 79.61.* 7701 France Ave. S., # 450, Minneapolis, MN 55435-3200. (612) 897-1737.

Department of Corrections

1450 Energy Park Drive, Suite 200,
St. Paul, Minnesota 55108-5219

Phone: (651) 642-0200; Fax: (651) 642-0223

Website: www.doc.state.mn.us

Commissioner Sheryl Ramstad Hvass

Minnesota Statutes, Chapters 241-244 and Sections 260.51-.57; *Minnesota Rules*, Chapters 2900-2999

THE COMMISSIONER OF CORRECTIONS, AS THE CHIEF ADMINISTRATIVE OFFICER of the department, is responsible for operation of adult and juvenile state correctional facilities; provision of probation, supervised release and parole services; administration of the state community corrections act; and provision of assistance and guidance on a statewide basis in the management of criminal justice programs and facilities.

Responsibilities of the commissioner of corrections in Minnesota are much broader than is typical of most other states. For example, Minnesota is one of a small number of states where the commissioner is responsible for both adult and juvenile facilities. The commissioner is responsible for determinations regarding the parole of first-degree murderers, a function that in most states is the responsibility of a separate parole board. The provision of probation and parole services is also a function of a separate agency in many states.

The department operates ten correctional facilities including eight for adults and two for juvenile males (there are a small number of female juveniles committed to the commissioner and they are served through contract facilities). Adult prison populations total more than 6,500 inmates, and juvenile offenders number about 200.

The department provides probation, supervised release, and parole services to about 20,000 persons (services are also provided at the local level, increasing the number of persons under community supervision to about 125,000 statewide). Through the state Community Corrections Act the department also administers subsidy funds to units of local government for corrections programs.

Background

Minnesota has a national reputation for operating secure correctional institutions that have low levels of violence and are safe for staff and inmates. Due primarily to the fact that Minnesota now has prison terms among the longest in the nation resulting in substantial inmate population growth, the number of inmates is projected to increase to more than 8,000 by the year 2009. The department has addressed much of the inmate population growth by expanding prison bed capacity at existing institutions, conversion of underutilized state regional treatment centers to correctional use, and construction at existing prison locations. A new 950-bed, close-security facility opened at Rush City in 2000.

Minnesota has a high per-inmate cost, but costs per state resident are among the lowest compared to states of similar population. This is because Minnesota's criminal justice system is designed to ensure that prison is reserved for the most violent repeat offenders convicted of sex offenses, murder, robbery and assault. The end result is a relatively small prison system operated at an overall low cost, but costs per inmate per day are relatively high.

One of the reasons for Minnesota's high costs is that offenders convicted of violent crimes require a higher level of security that is more expensive to provide. According to the 1999 *Corrections Yearbook*, Minnesota's percentage of inmates classified maximum/close-custody was 38.5 compared to the national average of 22 percent. Further, the percentage of inmates that Minnesota classified minimum was 7.4 compared to the national average of 27.4 percent.

The department is committed to providing safe and cost-effective correctional programming that is consistent with Governor Ventura's

Big Plan goal, "State Departments: Best Bang for the Buck" and budget principle to "Be fiscally conservative (NEVER forget it's the people's money)." Staff strive to provide education, work and life skills training to inmates to enable them to function as law-abiding citizens once they are released from prison. In October of 2000, the department began a per diem reduction effort to get Minnesota out of the top five U.S. prison per diem rankings in the first year of the plan, with the vision to get out of the top ten. The plan focuses on major cost-saving initiatives in various areas including health care and food service. The plan also calls for facility-specific reduction efforts based on physical design, programming alternatives and management structure, and includes holding positions vacant without compromising the safety of the public, staff or those offenders under the department's authority.

The department's correctional institutions and central office are accredited by the American Correctional Association. Accreditation means the facilities are in compliance with hundreds of standards relating to all aspects of institutional operation.

Work, sex offender, chemical dependency, and education/literacy programs are provided in state prisons to reduce dangerous inmate idleness which is a serious threat to prison security, and reduce the risk offenders present to public safety when they are released. They are not unnecessary amenities used to coddle inmates. Without adequate programming available, inmate idleness increases the potential for a more volatile and dangerous prison environment. Idleness frequently results in more assaultive behavior and inmate disturbances or riots which are very costly in terms of injuries, potential loss of life, replacement of destroyed facilities, and lawsuits. Idleness and crowding also increase the possibility of federal court intervention with orders for costly changes in the system or early release of prisoners. Minnesota is not among the majority of states currently under court order for unconstitutional crowding conditions. Programming which provides productive, positive activity for inmates also is designed to positively impact public safety by reducing the risk inmates present when released.

A state funding initiative is underway to reduce crowded case-loads faced by probation agents. With this initiative, surveillance and supervision of offenders in the community will be improved which is intended to increase public safety and offender accountability.

Commissioner's Office

(651) 523-7122; Fax: (651) 632-5066, Nancy Haas, assistant to the commissioner. This office serves as a liaison with members of the legislature and their staff. Responsibilities include monitoring legislative hearings, responding to inquiries on how proposed legislation would affect the agency, and participating in preparation of the biennial and capital budget documents. This office also performs administrative duties assigned by the commissioner and deputy commissioners.

The commissioner, deputy and assistant commissioners must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

(651) 642-0280; Fax: (651) 642-0414, Daniel O'Brien, assistant to the commissioner. This office is responsible for administrative duties assigned by the commissioner and deputy commissioners including

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

ADVISORY TASK FORCE ON THE WOMAN AND JUVENILE FEMALE OFFENDER IN CORRECTIONS - The task force consults with the commissioner regarding choice of model programs to receive funding, reviews and makes recommendations on matters affecting female offenders, identifies problem areas, and assists the commissioner in seeking improved programming for female offenders. The task force consists of twenty members. Members shall reflect a statewide geographical representation, as well as reflect a diverse cultural background. Meetings held on the first Wednesday of each month for two hours at 1450 Energy Pk. Dr., #200, St. Paul, MN 55108-5219. Shall continue until terminated by Commissioner. **Appointing Authority:** Commissioner of Corrections. **Compensation:** Reimbursed for expenses. *Minnesota Statutes 241.71.* 1450 Energy Park Drive, #200, St. Paul, MN 55108-5219. (651) 642-0212.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

STATE USE TASK FORCE - Determine additional methods to achieve the performance goals for public entity purchasing from MN Corrections Industries. The task force consists of sixteen members. Representatives from the state legislature and state senate, MNSCU, University of MN, MN League of Cities, MN Association of Counties, Administrators with purchasing responsibilities from the Dept. of Corrections, Public Safety, Finance, Transportation, DNR, Human Resources, Health and Economic Security. Monthly meetings initially then changing to quarterly. Alternating between Dept. of Corrections and the Dept. of Admin. The task force expires on July 1, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioners of Administration and Corrections. **Compensation:** None. *1998 Session Laws Chapter 386.* 112 Administration Bldg., 50 Sherburne Ave., St. Paul, MN 55155. (651) 296-2600.

research of issues, review of all official department documents and reports, and special projects. This office informs the general public, department staff and criminal justice agencies of the department's activities. The office publishes newsletters, brochures, a biennial report, and a series of backgrounders and issue briefings on a variety of topics, and is responsible for the department's public information website.

Office of Diversity

(651) 642-0205; Fax: (651) 643-3444, **Thelma James, director.** The department's diversity program is established to ensure that equal employment opportunities are provided in the department. The diversity director is responsible for monitoring activities of the program consistent with the department's affirmative action plan including training in the area of discriminatory harassment and other key areas. This office also coordinates the department's internship program.

Deputy Commissioner, Management and Adult Facility Services

(651) 642-0290; Fax: (651) 632-5066, **Dennis Benson, deputy commissioner.** This division oversees the day-to-day administration of the management services and adult facilities divisions, as well as

units in the areas of interagency management, investigations, correctional industries and medical services.

Interagency Management Unit

(651) 603-0194; Fax: (651) 643-2575, **Daniel Storkamp, director.** This unit manages projects crossing local, state and national criminal justice entities. Responsibilities include developing, piloting and implementing statewide supervision (probation and detention) information systems. Additionally, the unit will develop integrated criminal justice information in collaboration with other state criminal justice agencies. Specific agency planning efforts, such as adult prison population projects, are also the responsibility of this unit.

Office of Special Investigations

(651) 642-0241; Fax: (651) 642-0403, **Cari Gerlicher, director.** The Office of Special Investigations (OSI) provides the department with a variety of coordinated investigative services. Criminal activity by institution visitors or inmates is vigorously investigated. The OSI coordinates such cases to ensure that department resources are used efficiently and productively. In all criminal matters, the OSI works cooperatively with appropriate criminal justice agencies. Within department institutions, the OSI coordinates collection of information on unsanctioned group members, escape-risk offenders, and others who threaten facility security. Data is disseminated to the appropriate criminal justice authority. In the event an offender under the department's authority escapes or absconds, an arrest warrant is issued. The OSI coordinates all investigative efforts in assisting law enforcement in locating fugitives, and OSI's fugitive apprehension unit officially became a law enforcement agency in 2000. The OSI is designated as the official liaison with local, state and federal enforcement entities in investigative and apprehension matters.

Medical Unit

(651) 603-0165; Fax: (651) 523-7139, **Nan Schroeder, director.** This unit is responsible for the management of inmate health care delivery systems and administration, and provides leadership in intensive health care planning and cost-containment efforts. The director also supervises a contract physician responsible for providing clinical supervision to institution health care staff. The director advises executive staff and institution heads on policy matters related to the delivery of health care to the inmate population.

MINNCOR

(651) 603-0118; Fax: (651) 603-0119, **Daniel Ferrise, chief executive officer.** MINNCOR's mission is to provide work programs within Minnesota adult correctional facilities that reduce inmate idleness and contribute to a safe prison environment. Employment skills training is provided to inmates to increase the likelihood of success upon release. MINNCOR provides a wide variety of quality products and services to government agencies and others. MINNCOR operates with sound business practices designed toward the goal of a financially self-sufficient organization. Over 15 percent of the adult inmate population work in MINNCOR. A number of private-sector companies have entered into partnerships with MINNCOR to jointly produce their products using inmate labor.

Adult Facilities Division

(651) 642-0245; Fax: (651) 632-5066, **Erik Skon, assistant commissioner.** This division includes the department's adult correctional facilities and support services such as education and transportation. Inmate education, transfer and classification, and capital resources activities are also administered by this division. The division operates eight correctional facilities for adult offenders, including seven for males and one for females. Following is a description of each facility.

Minnesota Correctional Facility-Stillwater

(651) 779-2700; Fax: (651) 779-2711, David Crist, warden. The Minnesota Correctional Facility-Stillwater, 970 Pickett Street North, Bayport, Minnesota 55082, built in 1914 as an industrial prison, is the state's largest close-security institution for adult male felons. Average population is 1,300 and full-time staff size is 467. Prison industry operations include metal products, wood products, furniture construction, upholstery/reupholstery, and contract services. A wide variety of vocational and academic educational programs, a chemical dependency program, and a minimum-security unit for selected offenders nearing release are available.

Minnesota Correctional Facility-St. Cloud

(320) 240-3000; Fax: (320) 240-3054, Patt Adair, warden. The Minnesota Correctional Facility-St. Cloud, 2305 Minnesota Boulevard Southeast, St. Cloud, Minnesota 56304, is a close-security institution built in 1889, remodeled and modernized. Average population is 760 and staff size is 414. The facility offers a number of programs including individual and group counseling and chemical dependency. The facility serves as the department's intake center for adult males. A variety of educational opportunities is available and includes full-time high school and vocational training with programs in baking, barbering, printing, meat-cutting, masonry, painting and decorating, and welding. Minnesota's auto and truck license plates and tabs are also produced at this facility.

Minnesota Correctional Facility-Oak Park Heights

(651) 779-1400; Fax: (651) 779-1385, James Bruton, warden. The Minnesota Correctional Facility-Oak Park Heights, 5329 Osgood Avenue North, Stillwater, Minnesota 55082, opened in 1982, receives inmates transferred primarily from the Stillwater and St. Cloud institutions who are classified as maximum custody, risks to the public, dangerous or disruptive. The maximum-security institution has an average population of 360 and a staff of 332. The facility has eight self-contained complexes which can operate independently. Six are designed to house 52 inmates each. The remaining two complexes contain the mental health unit and transitional health care unit which serve adult male inmates departmentwide. Inmates participate in highly structured programming including industry, education and institutional housekeeping. Industries include manufacturing of office supplies and business accessories.

Minnesota Correctional Facility-Lino Lakes

(651) 717-6100; Fax: (651) 717-6137, Robert Feneis, warden. The Minnesota Correctional Facility-Lino Lakes, 7525 Fourth Avenue, Lino Lakes, Minnesota 55014, constructed in 1963, originally served as a juvenile facility. In 1978 the institution was remodeled and converted to a medium-security facility for adult males transferred from the state's higher-security locations. Medium-security living units house inmates within a secure perimeter, and minimum-security living units are located outside the perimeter. Average population is 1,000 with a staff of 470. The facility is the primary department treatment center for sex offenders and provides prerelease programming for sex offenders released from the department. Chemical dependency programming is provided in TRIAD, a 240-bed therapeutic community opened in 1996. Additional programming is offered through educational and vocational classes, and work opportunities are available through support services and light assembly.

Minnesota Correctional Facility-Faribault

(507) 334-0700; Fax: (507) 3342-4538, Connie Roehrich, warden. The Minnesota Correctional Facility-Faribault, 1101 Linden Lane, Faribault, Minnesota 55021-6400, is a medium-security facility housing adult males. Opening of the facility was initially approved by

the 1989 Minnesota Legislature when funds were authorized to convert portions of the Faribault Regional Center to a correctional facility. Average population is 1,075 and staff total 429. A variety of work, vocational/academic educational and other programs is offered. Industries include wood furniture manufacturing, vehicle refurbishing, laundry, thermoformed plastics, and assembly operations. Education programs include adult basic education, literacy, general educational development (GED) and high school diploma instruction. Vocational diploma programs contracted through South Central Technical College include cabinetmaking, upholstery, landscape design, greenhouse technician, small business management, engineering drafting, and building care. Other education department programs include critical thinking skills, prerelease programming, boiler's license, and forklift operation. The facility also has a unit for treatment of alcohol and other drug addictions.

Minnesota Correctional Facility-Shakopee

(952) 496-4440; Fax: (952) 496-4476, Lynn Dingle, warden. The Minnesota Correctional Facility-Shakopee, 1010 West Sixth Avenue, Shakopee, Minnesota 55379, opened in 1986, houses adult women offenders. With 205 staff, the facility has an average population of 335. Replacing an antiquated institution built in 1920, the facility includes a core building for administration and other activities, a segregation unit with a mental health unit connected, six medium-security living units, an industry building, and a heating plant. Industry provides full or part-time work for approximately 50 percent of the inmate population in the areas of data processing, subcontract (assembly and general services), market research and textiles. Through the facility's education unit inmates have access to a variety of academic, art and vocational educational opportunities which include horticulture and office assistant courses. Parenting, personal development and chemical health programs are also available.

Minnesota Correctional Facility-Willow River/Moose Lake

(218) 485-5000; Fax: (218) 485-5007, Lou Stender, warden. The Minnesota Correctional Facility-Willow River/Moose Lake, 1000 Lakeshore Drive, Moose Lake, Minnesota 55767, is a medium-security institution for adult males. The facility has two main locations. One, opened in 1988, is on the grounds of the former Moose Lake Regional Treatment Center. The other is at the institution's original campsite in Willow River. The Moose Lake location currently has a population of 800 men. Staff total 338 at both locations. Inmates are transferred from other department institutions to the Moose Lake location. The facility provides a variety of programs including vocational and academic education, literacy, sex offender programming, and industry. Medium-security inmates participate in vocational programs including horticulture and barbering or are employed in industry which encompasses textile/garment, mattress and wood product manufacturing, printing, and fishing lure assembly. The Willow River location is the site of the institution phase of the department's Challenge Incarceration Program (CIP) mandated by the 1992 state legislature. A short-term, intensive program for up to 90 nondangerous offenders, the six-month institution phase is highly structured with education, critical thinking skills development, chemical dependency programming and rigorous physical exercise as components. The program serves men and women. Two other CIP phases are in the community: one a six-month highly supervised phase, and a supervised release phase.

Minnesota Correctional Facility-Rush City

(320) 358-0400; Fax: (763) 689-7543, Bert Mohs, warden. The Minnesota Correctional Facility-Rush City, located at 7600 - 525th Street, Rush City, Minnesota 55069, opened in the year 2000 with a current staff size of 219. Opening in phases, the close-custody facility will eventually house approximately 950 adult male inmates, most of

whom will be double-bunked. To accomplish this, inmate activities will be conducted on a strict schedule and the time that both cell occupants are present in the cell will be limited mainly to counts and sleeping hours. Inmates must participate in work or educational programming. Educational opportunities are available; apprenticeship programs in horticulture and building cleaning/care will be offered through education services in cooperation with the plant maintenance unit. Industry programming at the facility is focusing on providing production space and inmate labor to the business community. Currently inmates are working in plastic products assembly operations.

Transfer and Classification Unit

(651) 642-0319; Fax: (651) 603-0150, Kent Grandlienard, director. This unit is responsible for inmate classification, administering the facility interstate corrections compact, and provision of offender transportation resources for the agency. The department's inmate classification system utilizes an objective rating process to balance the classification assignment of inmates at the lowest custody level consistent with an objective assessment of public risk, facility security, and safety of staff and inmates. The facility interstate corrections compact allows for transfer of inmates between states who are members of the compact. Transportation provides safe, efficient and effective movement of supervised release, work release and CIP violators; interstate corrections compact transfers; and transfer of inmates between department facilities.

Education Unit

(651) 642-0244; Fax: (651) 603-0150, Marcie Sorensen, director. Unit staff coordinate education issues with other state agencies and serve as legislative liaison for education issues. Research, information gathering and reporting, program development and creativity, and national contacts for general program growth and grants are all functions of this unit.

Capital Resources

(651) 642-0247; Fax: (651) 603-0150, Joe Miller, administrator. The capital resources administrator coordinates capital projects, institution bonding, facility remodeling/renovation and new institution planning. The administrator serves as a liaison with the Department of Administration, other state agencies and firms involved in capital improvement projects and construction.

Management Services Division

(651) 642-0275; Fax: (651) 632-5066, Terry Carlson, assistant commissioner. The division provides a broad range of management support services throughout the department. Units in the division include human resource management, information technology, financial and office services, and policy and legal services.

Information Technology

(651) 642-0302; Fax: (651) 642-0223, Lon Erickson, director. The information technology unit provides automated data processing services to department staff including system analysis, technical consultation and systems planning.

Human Resource Management

(651) 642-0313; Fax: (651) 643-2536, Karen McCarty, director.

The human resource management unit monitors department personnel transactions to ensure equity and consistency with policies and procedures. It provides consultation and direction concerning interpretation of personnel policies, grievance disputes, discipline matters, staffing patterns and labor relations including the formulation of union negotiation positions. This unit is also responsible for employee development activities and workers compensation coordination.

Employee Development

(651) 642-0346; Fax: 603-0185, Susan Allan, director. Responsible for training all new employees including correctional officers, and for provision of inservice training.

Financial & Office Services

(651) 642-0216; Fax: (651) 643-3457, director. The financial and office services section is responsible for all financial activities within the department. Services include budget development, payroll, internal auditing, purchasing, payments, cost accounting, billings, deposits, contract coordination, grants administration and financial reporting. Staff provide consultation services to department program staff and monitor the use of departmental resources. The unit also oversees support services for the central office. Services include state vehicle use, supplies, mail, photocopying, office space assignments and maintenance, communications, equipment, and inventory management.

Policy & Legal Services

(651) 642-0297; Fax: (651) 603-0148, Jeffrey Shorba, director. The policy and legal services unit coordinates and oversees a number of functions in the management services division. Responsibilities include administrative review of claims filed by offenders; provision of technical assistance to staff who draft contracts and administrative rules; development and review of department policy; and management and coordination of litigation and legal advice. Offender records are maintained by this section, as well as ensuring compliance with the Data Practices Act. Staff support is provided to the Board of Pardons. Additionally, all offender hearings, release plans and warrants are the responsibility of this section. Descriptions of these functions follow.

Hearings & Release

(651) 642-0270; Fax: (651) 642-0417, Jeffrey Peterson. Responsible for all administrative hearings and reviews to which inmates and those offenders released to the community are entitled, including disciplinary hearings and release revocations. Staff approve plans for supervised release, work release and parole as well as issue warrants when offenders abscond from supervision. Other responsibilities include reviewing treatment goal progress and making parole decisions for juveniles under the jurisdiction of the commissioner of corrections. Staff also coordinate reviews for inmates serving life sentences.

Offender Information & Sentence Interpretation

(651) 642-0320; Fax: (651) 643-3588, Ben Brieschke. Responsible for maintenance and security of offender records including systems development, and coordination of this function with records unit supervisors at all state correctional facilities. This manager is also the department's data practices administrator and serves as a staff resource to ensure department compliance with the provisions of the act.

Litigation, Extradition, Transfers by Treaty, Detainers & Claims

(651) 917-4750; Fax: (651) 603-6770, Portia Hampton-Flowers. Responsible for tracking all litigation to which the department is a party, coordinating responses to lawsuits filed by offenders and employees against the department, and working with the Attorney General's Office to prepare litigation defenses. This manager serves as a resource to facility litigation coordinators. Other responsibilities include activities relating to the Interstate Agreement on Detainers, processing extraditions for persons under the jurisdiction of the department, and providing administrative review of personal injury and property claims filed by offenders.

Policy, Accreditation, Contracts & Rule Review

(651) 642-0372; Fax: (651) 603-6770, **Shelby Richardson**, director. Responsible for review and approval of all department policies. To ensure consistency and accuracy, training and technical assistance are provided to agency staff on development of policy language and format. This manager also oversees accreditation activity of the department's facilities and central office units. Through the accreditation process, each facility or unit is reviewed for compliance with standards set by the American Correctional Association. Other responsibilities include drafting contracts and administrative rules.

Community & Juvenile Services Division

(651) 642-0288; Fax: (651) 603-6768, **Mark Carey**, deputy commissioner. This division is responsible for providing probation and supervised release/parole services and special community programs including community service and work release. Research and evaluation, implementation of the Community Corrections Act, inspection of correctional facilities, administration of interstate compacts, county probation subsidy, sex offender/chemical dependency services, planning for female offenders, community preservation, and contracts with community-based programs are also responsibilities of this division.

Field Services

(651) 603-0181; Fax: (651) 642-0457, **William Guelker**, director. This unit is responsible for administration of the statewide intensive supervision program, work release, and for probation, supervised release and parole supervision in designated areas of the state. Although the 31 counties participating in the Minnesota Community Corrections Act (CCA) provide services to persons on probation, supervised release or parole, the department provides these services to adult offenders in the remaining 56 counties. Juvenile probation and parole services in non-CCA counties are provided by county probation agents or by state agents under contract to the counties. In either case the state pays up to 50 percent of the agent's salary. For specific information about probation, supervised release or parole, contact the field services director. The unit also oversees operations of the following programs:

Work Release

(651) 642-0350; Fax: (651) 642-0314, **Tom Drobac**, director. Work release provides a structured transition period for offenders returning to the community with the intent of better preparing them for a successful, crime-free life. Selection criteria include current and prior criminal behavior, institutional adjustment, and alcohol and chemical dependency history. Offenders are eligible for work release during the last eight months or less prior to their supervised release date. The program contracts with public and private agencies for residential work release services. Programs provide structured living and close supervision and surveillance.

Intensive Supervision Program

(320) 642-0350; Fax: (320) 654-5272, **Andy Doom**, director. This statewide program provides intensive supervision of offenders – seven days a week, 365 days a year – including four face-to-face contacts weekly, electronic home monitoring, mandatory work or school, daily curfews, mandatory restitution, and random drug testing. Specially trained corrections agents whose caseloads are 15 or less supervise offenders deemed high-risk to the public who are released from department institutions or participating in the Challenge Incarceration Program (phase II).

Administrative Services

(651) 642-0348; Fax: (651) 603-6768, **Ken Merz**, director. This position provides general administrative assistance to the division's deputy commissioner and serves as legislative liaison for the division. This unit is also responsible for administration of the Community Corrections Act, the county probation officers subsidy program, sex offender/chemical dependency services, grants and subsidies, and interstate compacts. Descriptions follow.

Sex Offender/Chemical Dependency Services Unit

(651) 642-0279; Fax: (651) 603-0020, **Steve Huot**, director. The sex offender/chemical dependency services unit provides information, support and training to institutions and community services personnel to help deliver quality chemical dependency and sex offender programming. This includes several research projects including the Minnesota Sex Offender Screening Tool and the legislatively-mandated sex offender evaluation project. Unit staff monitor community grants providing sex offender programming for offenders on probation or supervised release. The unit is also responsible for managing the risk assessment process for inmates subject to the community notification law effective January 1997 and for providing information about these inmates to local law enforcement.

Interstate Compacts

(651) 642-0311; Fax: (651) 917-4768, **Rose Ann Bisch**, deputy compact administrator. Responsible for administering adult and juvenile interstate compacts which allow for the transfer of probation and parole supervision to and from Minnesota. This unit also assists in returning both delinquent and nondelinquent runaways to their home state.

Grants, Contracts & Community Corrections Act

(651) 642-0255; Fax: (651) 642-0314, **Melissa Sandeen**, administrator. This unit administers department contracts with community residential and nonresidential programs to provide halfway house placements, job placements, and other support services. Grants are administered for intensive DWI programs, productive day programs, remote electronic alcohol monitoring programs, juvenile restitution programs, continuum of care programs, and intensive juvenile monitoring programs. This unit is also responsible for administration of the statewide extended jurisdiction juvenile partnership program subsidy. The Minnesota Community Corrections Act (CCA) of 1973 authorizes the commissioner of corrections to award subsidy grants to a county or group of counties for the provision of local correctional services. The act is designed to encourage development of a local correctional system which includes sanctions for offenders and a variety of community programs. Thirty-one counties representing about 70 percent of the state's population participate in the CCA.

Research and Evaluation

(651) 603-0198; Fax: (651) 642-0251, **director**. This unit provides research services departmentwide. Types of services provided include development of program outcomes and indicators, design and implementation of program evaluations, response to requests for data and information, review of research proposals involving offenders under the jurisdiction of the department or utilizing department resources, and completion of national correctional surveys.

Community Programs & Initiatives

(651) 642-0335; Fax: (651) 642-0457, **director**. This unit administers the Sentencing to Service (STS) program, a sentencing alternative for courts which puts carefully selected, nonviolent property offenders to work on community improvement projects. Supervised STS crews

work in parks and other public areas, frequently in combination with jail time. STS is operated by the Minnesota Departments of Corrections and Natural Resources, the courts and local governments. This unit also administers the institution community work crew program which puts minimum-security prison inmates to work in the community under the supervision of a department crew leader. The work done by participants is a benefit to the community and serves as a positive program for the offenders.

The unit also includes a restorative justice initiative. The department works with interested counties in assisting them in development of a restorative justice correctional system. Restorative justice is a new framework for the criminal justice system which involves the community more broadly in the system. In addition to traditional offender accountability, restorative justice seeks to address victim needs, offender competencies, and community responsibility in repairing the harm done by crime. Additionally, this unit provides training to jail-related agencies; community outreach and preservation; and is responsible for planning for female offenders. Descriptions follow.

Minnesota Jail Resource Center (MJRC)

(651) 642-0249; Fax: (651) 642-0314, Judi Nestrud, director. The MJRC originated through a grant from the National Institute of Corrections in the early 1980s to provide cost-free technical assistance, training and information to jail-related agencies. It serves a state and national constituency with major emphasis placed upon Minnesota facilities.

Female Offender Planning

(651) 642-0212; Fax: (651) 642-0314, director. Responsible for planning, programming and advocacy for female offenders in the community. Information regarding female offenders is gathered, analyzed and distributed to the legislature, department staff and other agencies. This unit also monitors adult and juvenile female offender model programming grants and a recidivism reduction project. Training and technical assistance are provided to those serving female offenders. The director serves as a liaison with local and state agencies concerning female offender issues and staffs the legislatively-created task force which advises the commissioner of corrections.

Community Preservation

(651) 603-0195; Fax: (651) 603-6766, Farris Bell, director. This unit is designed to ensure a partnership is developed with communities most impacted by crime, to build a bridge between communities of color and the department, and to assess how the department responds to communities relative to culturally-specific programming both in the community and within the agency. The unit is also responsible for assisting communities in the design of outreach, education, public awareness, and mobilization models to provide a link between the department and affected communities. Assistance is also provided in development of community intervention and prevention initiatives.

Facilities Inspection & Enforcement

(651) 642-0332; Fax: (651) 642-0314, 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. In addition, the unit is responsible for certification of facilities for out-of-home/out-of-state placements. Development and enforcement of facility standards and training of staff overseeing these operations are also activities of the unit. The unit acts as a clearinghouse for architectural and operational planning for new or remodeled state and local correctional facilities. The department's juvenile detention services subsidy program, which is intended to remove juveniles from adult jails, is administered through this unit. The unit administers a legislative appropriation for enhanced juvenile secure detention and secure residential facilities. Staff also participate in a children's mental health initiative collaborative effort involving other state agencies.

Juvenile Services

(651) 642-0273; Fax: (651) 603-6768, Tim Walsh, director. This unit provides the overall planning, administration and direction for the department's juvenile residential facilities. The department's juvenile institution programming and service delivery are coordinated through this unit. Assistance is also provided to coordinate the agency's efforts in regard to juvenile issues, including leadership and direction to juvenile justice policymakers and practitioners. The two juvenile facilities operated by the department are:

Minnesota Correctional Facility-Red Wing

(651) 267-3600; Fax: (651) 385-6428, Otis Zanders, superintendent. Constructed in 1889, the Minnesota Correctional Facility-Red Wing, 1079 Highway 292, Red Wing, Minnesota 55066, is a fenced facility for male juvenile offenders committed to the commissioner of corrections by juvenile courts. Detention and predispositional evaluation services are also available to the juvenile courts. Current population is about 140 with a staff size of 180. All juvenile residents participate in the facility's Equip Program which is designed to teach residents to think and act responsibly. Its curriculum includes principles for daily living, cognitive restructuring, anger management, moral reasoning, and social skills development. Individual and special needs counseling is also available. Residents assigned to the facility's Prepare Program participate in a school-to-work academic/vocational program designed to provide them with academic, vocational and work-related skills to complement their individual plan for transition from the facility to community-based programming. Additional activities include career exploration, independent living skills, and work skills preparation.

Thistledew Camp

(218) 376-4411; Fax: (218) 376-4489, David Hegg, superintendent. **Address:** Thistledew Camp, 62741 County Road 551, Togo, Minnesota 55723. Thistledew Camp is available for use on a per diem basis by all Minnesota juvenile county courts and provides court and social service agencies with an alternative residential program. Average daily population is 60. Thistledew offers a three-week program and a three-month program, each designed to build confidence in males between 13 and 17 years old. Each program is intended to serve as a treatment resource for boys who have experienced failure in the home, school and community. An aftercare program is also operated by the camp.

Ombudsman for Corrections

1885 University Avenue West, Suite 395, St. Paul, MN 55104

(651) 643-3656; Fax: (651) 643-2148

Website: None

Email: david.e.larson@state.mn.us

Ombudsman David E. Larson

Minnesota Statutes, Sections 241.41-241.45

THE MINNESOTA OMBUDSMAN FOR CORRECTIONS WAS CREATED IN 1972 by Executive Order issued by Governor Wendell R. Anderson and in 1974 was made an independent state agency. The ombudsman was established to provide a constructive means for examining and resolving inmate complaints about the conditions and actions taking place inside state correctional facilities. In 1976, the ombudsman's jurisdiction was expanded to include regional corrections or detention facilities and those county programs or facilities operating under the Community Corrections Act. The Minnesota Ombudsman for Corrections was the first of its kind established in the United States.

The purpose of the agency is to conduct impartial investigations of complaints lodged by inmates, staff, and other interested sources. When determinations are made that an action by the corrections system has been arbitrary, unfair, illegal, or that a mistake had been made, the ombudsman works with the appropriate officials to resolve the problem. The ombudsman does not have the authority to compel an agency

to implement its recommendations, rather the ombudsman relies on fairness and persuasiveness to achieve its objectives. By providing a direct and informal avenue for complaint resolution, the ombudsman is a valuable tool for the administration of corrections in the state.

Complaints may be filed by anyone with the ombudsman. Complaints may be filed by mail, telephone, or in person. There is no fee for the ombudsman services. No forms are needed. Complainants are contacted by telephone or in writing, usually within six days after the complaint is received.

To request a copy of our one page brochure of the Biennial Report, please call the agency at the number listed above or call Legislative Reference Library at (651) 296-8338. The Legislative Reference Library is located at 100 Constitution Avenue, 645 State Office Building, St. Paul, Minnesota 55155.

More information about this and other "Ombudsman" services are listed under the letter "O" for Ombudsman Services.

Crime Victims Services

Office of the Crime Victims Ombudsman

1021 Bandana Boulevard East, Bandana Square - Suite 225, St. Paul, Minnesota 55108

Phone: (651) 642-0550 or toll-free: 800-247-0390; Fax: 651-642-0520

Website: www.state.mn.us/ebranch/ocvo

Email: ocvo@state.mn.us

Ombudsman Laura Goodman-Brown

Minnesota Statutes, Sections 611A.72-.74

THE OFFICE OF CRIME VICTIMS OMBUDSMAN (OCVO) OFFERS ASSISTANCE to crime victims/witnesses who believe their rights have been violated, or who believe the criminal justice system has treated them unfairly. The Office conducts impartial investigations of elements of the criminal justice system excluding the judiciary. The goal of the office is to ensure compliance with the statutory rights of crime victims, and to promote fair and proper treatment of crime victims in Minnesota.

In addition to investigations, the OCVO serves as a comprehensive source of referrals and information for crime victims. Information about statewide services available to crime victims may be obtained by calling the OCVO's toll-free telephone number. The OCVO offers the public crime victim rights training, public speaking engagements, and an exhibiting booth for community resource fairs.

To file a complaint, or to request information regarding other services, a person may contact the Office directly. The toll-free telephone number operates 24 hours a day. Speaking appearances, participation in community events, and training opportunities are available throughout the year.

Vision Statement

The Office of Crime Victims Ombudsman (OCVO) achieves just, fair and equitable treatment of crime victims and witnesses by providing a method to question the action or inaction of criminal justice agencies and victim/witness assistance providers within the State of Minnesota. The OCVO's actions are guided by impartiality, confidentiality and respect for all parties, delivered by a highly skilled staff with innovative leadership.

Mission Statement

The Office of Crime Victims Ombudsman exists to:

- **Prevent mistreatment** of crime victims/witnesses by criminal justice agencies;
- **Ensure compliance** with crime victim rights legislation;
- **Correct practices** that are unjust, discriminatory, oppressive, or unfair;
- **Change attitudes** of criminal justice employees towards crime victims/witnesses;

- **Raise public awareness** regarding the rights of crime victims;
- **Encourage crime victims/witnesses** to assert their rights;
- **Provide crime victims/witnesses** a forum to question the actions of criminal justice agencies and victim assistance programs;
- **Solve problems** raised by crime victims/witnesses regarding criminal justice agencies and victim assistance programs;
- **Aid the criminal justice process** by developing a sense of trust and willingness to participate between criminal justice professionals and current and potential witnesses; and
- **Assist crime victims** in bringing closure to significant, traumatic events that have occurred in their lives as a result of a criminal act and the subsequent unfair, unjust, or inequitable treatment by the criminal justice system or victim assistance program.

OCVO Services

Services offered by OCVO to carry out its mission include, but are not limited to:

- **Conducting Investigations** - impartially investigating complaints brought by crime victims or witnesses against criminal justice agencies or victim/witness assistance programs.
- **Developing Findings and Recommendations** to remedy the crime victim complaint when the complaint is found justified.
- **Providing a comprehensive centralized source** of information and referral.
- **Informing professionals** and the public about victim rights through speaking engagements, training, and the media.
- **Acting as a liaison** between crime victims/witnesses, criminal justice agencies, and victim assistance programs.
- **Providing leadership** in policy making and planning regarding services to crime victims/witnesses.

Minnesota Center for Crime Victim Services

245 East Sixth Street, Suite 705, St. Paul, MN 55101

Phone: (651) 282-6256; toll-free (888) 622-8799

Fax: (651) 205-4808; Reparations: (651) 296-5787

TTY: (651) 205-4827

Website: www.dps.state.mn.us

Email: use: firstname.lastname@state.mn.us

Acting Executive Director Mary Ellison

Minnesota Statutes, Chapter 611A

THE MINNESOTA CENTER FOR CRIME VICTIM SERVICES (MCCVS) is a division of the Department of Public Safety (SEE the Center's entry within the Dept. of Public Safety, under "S" for safety.)

The Center's mission is to be the statewide advocate for crime victims. The Center provides for compensation to individuals for losses incurred as a result of crime, gives grants to local public and non-profit agencies to provide shelter and direct advocacy to victims and seeks to raise awareness of victim rights and services statewide.

MCCVS has recently been redesigned to provide more comprehensive service to victims throughout the entire state. Its work is carried out through three units: The Grants Unit; the Communication/Training Unit; and the Reparations Unit.

Assisting the Center's efforts through citizen participation and appointment are the following advisory councils and task force:

- **Battered Women and Domestic Abuse Advisory Council**
- **Commissioner's Crime Victims Task Force**
- **General Crime Advisory Council**

- **Monitoring compliance** through the collection of data.

Background

In 1984, a governor appointed task force held public hearings in seven Minnesota counties to hear concerns and determine the needs of crime victims. Testimony from crime victims and service providers resulted in a clear mandate for a voice in the criminal justice system.

In 1985, the Minnesota State Legislature established the Office of Crime Victims Ombudsman (OCVO) in *Minnesota Statutes* § 611A.72-.74. The OCVO was established to discourage mistreatment and ensure compliance with statutory protections for crime victims and to provide a centralized, comprehensive source of information and referral.

The Office officially opened in May of 1986 as the first Crime Victims Ombudsman Office in the nation. The OCVO won an exemplary service award from the National Victim Center for its innovation and service to victims. Since that time, the Office has continued to serve as a model for other states and countries.

In 1997 legislation, OCVO was granted independence as a state agency since the Ombudsman has the authority to investigate decisions, acts and other matters of the criminal justice system. Impartiality of the Ombudsman requires this independence and security against arbitrary removal. The Ombudsman is now appointed by the Governor.

For additional information, see the Center's entry within the listing for the state's Ombudsman Services, under the letter "O". (SEE ALSO) Minnesota Center for Crime Victim Services in the following entry.



- **Inter-Agency Task Force on Domestic Violence and Sexual Assault Prevention**
- **Minnesota Crime Victim and Witness Advisory Council**
- **Sexual Assault Advisory Council**
- **Violence Against Women Act Planning Committee**

For more information, see the Center's entry within the Dept. of Public Safety.

Minnesota Crime Victims Reparations Board

(651) 215-1557 **Director Marie Bibus.** The Minnesota Crime Victims Reparation Board provides 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 for service.

To qualify for reparations a person must be a victim of crime, must report the crime to local law enforcement agencies within 30 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 three years of the crime. The time needed to process a claim varies with the complexity of the case itself, and payments are made on an average of one half year after filing.

The board is a five-member board that meets monthly at 245 East 6th Street, Suite 705, St. Paul. Membership on the board is determined by *Minnesota Statutes*, Section 611A.55. Compensation is made to members on a per diem basis.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

General Crime Victims Advisory Council - The advisory council advises the Executive Director on all matters related to the agency's funding and policy development of general crime victim programs in Minnesota, other than purely administrative matters. The council advises on planning, development, data collection, rule making, funding and evaluation of programs. The council conducts business at monthly meetings and by sub-committee process with staff support provided by the agency, and works closely with the Director. The council consists of twelve members. Members should be knowledgeable about and with experience or interest in issues concerning general crime victims, including the need for effective advocacy services. Six positions are to be filled by residents of the seven county metro area, and six positions by residents of greater Minnesota. The agency seeks to insure that the council includes victims of crime and that council membership reflects diversity with respect to race, ethnicity, age, disability and sexual orientation. Meetings are scheduled monthly for five hours at the Department of Corrections Central Office. The council does not expire. **Appointing Authority:** Executive Director. **Compensation:** Reimbursed for expenses only. *Minnesota Statute 611A.361*. MN Ctr. for Crime Victim Services, Lowertown Business Center, 245 East 6th. ST. #705, St. Paul, MN 55101. (763) 205-4812.

Board of Dentistry

2829 University Avenue S.E., Suite 450, Minneapolis, MN 55414

Phone: (612) 617-2250; Fax: (612) 617-2260

Website: www.dentalboard.state.mn.us

Email: Marshall.Shragg@state.mn.us

Executive Director Marshall Shragg

Minnesota Statutes, Chapters 150A and 319A; *Minnesota Rules*, Chapters 3100.3199

THE BOARD OF DENTISTRY LICENSES DENTISTS AND DENTAL HYGIENISTS and registers dental assistants. Dentists and dental hygienists must pass the National Board Examination and the clinical examination offered through the Central Regional Dental Testing Service. Dental assistants must pass the Minnesota Registration Examination. All applicants must pass the Minnesota Jurisprudence Examination. Contact the board office for details and for applications.

Dentists and dental hygienists licensed in another state or Canadian province may apply for licensure by credentials. Dentists applying for licensure by credentials must have been in active practice three of the four years preceding receipt of application; dental hygienists applying for licensure by credentials must have been in active practice on of the two years preceding receipt of application. Applications are available from the board office.

Once licensed or registered, dentists, dental hygienists and registered dental assistants must renew their licenses or registrations annually. Renewal forms are sent to all licensees and registrants at least 30 days prior to the December 31 due date.

All licensees and registrants are required to continuing dental education credit to maintain their license or registration. Dentists are required to obtain a minimum of 75 credits during each five year continuing education cycle; dental hygienists are required to obtain a minimum of 40 credits; and registered dental assistants are required to

obtain a minimum of 25 credits. All licensees and registrants are required to earn at least 5 credits during each five year continuing education cycle in the subject of infection control, including bloodborne diseases. The Board of Dentistry approves sponsors that offer continuing dental education courses to licensees and registrants.

Citizen Participation and Open Appointment - SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

BOARD OF DENTISTRY - The board examines, licenses and registers dentists, dental hygienists, and dental assistants and enforces the Minnesota Dental Practices Act. The board consists of nine members including 5 dentists, one dental hygienist, one registered dental assistant, and two public members. No member shall be eligible for an appointment to more than two consecutive four-year terms. Five meetings per year at 2829 University Ave. SE, Suite 450, Mpls., MN 55414. Does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 150A.02*. **Required to file State-ments of Economic Interest:** members, chief and deputy administrative officers. 2829 University Ave. S.E., #450, Minneapolis., MN 55414. (612) 617-2250.

Complaint Unit

Mary Dee, supervisor. The Board of Dentistry investigates all complaints received which allege a violation of the Minnesota Dental Practice Act or rules of the board. The board has the authority to revoke or suspend a license or registration, as well as place limitations and conditions on a license or registration for actions that violate the Minnesota Dental Practice Act or rules of the board. Contact the Board office for information and forms to file a complaint against a licensee or registrant.

The Board of Dentistry is also responsible for registering professional dental corporations. Professional corporations must file an initial report upon incorporation and an annual report thereafter. Annual reporting forms are sent to all professional corporations at least 30 days prior to the January 1 due date. Contact the board office for details and requirements for initial registration of a professional corporation with the Board.

The Board of Dentistry publishes a "Newsletter" at least annually containing current topics of concern and other pertinent, useful information. The "Newsletter" is sent to all licensees and registrants as well as others that have requested to receive it.

A copy of the Minnesota Dental Practice Act and Rules of the Board is available through Minnesota's Bookstore, 117 University Avenue, St Paul, Minnesota 55155, (612) 297-3000 or (800) 657-3757.

Contact the Board office for assistance in interpreting statutes and rules that apply to the practice of dentistry in Minnesota.

FEES:

Dentist/Initial Licensure	\$ 140
Dental Hygienist/Initial Licensure	\$ 55
Dental Assistant/Initial Registration	\$ 35
Dentist/Licensure by Credentials	\$ 725
Dental Hygienist/Licensure by Credential	\$ 175
Dentist/Annual Renewal	\$ 155
Dental Hygienist/Annual Renewal	\$ 50
Dental Assistant/Annual Renewal	\$ 35
Duplicate License	\$ 20
Duplicate Annual Renewal Certificate	\$ 10
Continuing Education Sponsor/Initial Approval	\$ 75
Continuing Education Sponsor/Renewal	\$ 75
Professional Corporation/Initial Filing	\$100
Professional Corporation/Annual Renewal	\$ 25
Affidavit of Licensure	\$ 10
License Verification	\$ 5

State Designer Selection Board

(SEE the entry for State Designer Selection Board within the entry for the Administration Department, Division of State Building Construction)

Board of Dietetics and Nutrition Practice

2829 University Avenue S.E., Suite 550, Minneapolis, MN 55414

Phone: (612) 617-2175; Website: None

Email: board.dietetics-nutrition@state.mn.us

Executive Director Laurie Mickelson

Minnesota Statutes, Sections 148.621-148.633; *Minnesota Rules*, Parts 3250.0010-3250.0050

THE BOARD ISSUES LICENSES TO DIETITIAN AND NUTRITIONIST applicants meeting the educational and experiential requirements for their respective choice of licensure. The specific requirements are described in the statutes governing the board.

To receive applications, or specific information, regarding licensure, contact the board office. Following is a list of fees associated with the different applications.

Application Fees:

Nutritionist by Petition	\$ 200.00
Nutritionist	\$ 175.00
Dietitian by Petition	\$ 200.00
Dietitian	
Without CDR Registration	\$ 175.00
Dietitian	
With CDR Registration	\$ 100.00

Licensing Fees:

Initial Licensure	\$ 150.00
Annual License Renewal	\$ 75.00

Late Fees:

Late Penalty	\$ 37.50
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Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

BOARD OF DIETETICS AND NUTRITION PRACTICE - The board licenses nutritionists and dietitians, investigates violations, conducts hearings and adopts rules. The board consists of seven members including two licensed dietitians with at least three years of dietetic practice in Minnesota; two licensed nutritionists with at least three years of practice in Minnesota; and three public members as defined in *Minnesota Statutes* 214.02. Two public members must be consumers of nutrition care services or caregivers of those utilizing such services. A person may not be appointed to serve more than two consecutive terms. The board shall hold at least four regular meetings each year, during the months of Feb., May, Aug., and Nov. at the board office. Does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers.

Minnesota State Council on Disability

121 East 7th Place, Suite 107, St. Paul, MN 55101

(651) 296-6785 (V&TTY); (800) 945-8913 (V&TTY); Fax: (651) 296-5935

Website: <http://www.disability.state.mn.us>

Email: cdisability@state.mn.us

Executive Director David Skilbred

Minnesota Statutes, Section 256.482

THE LEGISLATURE CREATED THE MINNESOTA STATE COUNCIL ON DISABILITY in 1973 as the primary public agency to recommend and advocate for programs and legislation that will improve the quality of life and promote the independence of persons with disabilities in Minnesota.

The agency strives to fulfill its mission through a combination of activities. Each year, the agency responds to thousands of information and referral inquiries from throughout the state. The agency takes the lead in assuring improved physical and programmatic accessibility and provides technical consultation. Research, community involvement, and interaction, with other government agencies result in the development of position statements on the delivery of services to persons with disabilities.

The Legislature gave many specific duties and powers to the Council. Among the most important are:

- **Advising the Governor, the Legislature, and state agencies** on matters pertaining to public policy and programs, services and facilities for persons with disabilities.
- **Encouraging and assisting with the development of coordinated interdepartmental goals and objectives** as well as the coordination of programs, services, and facilities for persons with disabilities.
- **Serving as a source of information** to the public on matters pertaining to disabilities.
- **Research, formulate and advocate plans, programs and policies**, to serve the needs of persons who are disabled..

The Council is composed of 21 members appointed by the Governor for a term of three years. A majority of them must be disabled themselves or must be parents or guardians of persons with a disability, and at least one member must be from each of the eleven development regions of the state.

The Council's constituency is the largest minority group in our society. It is estimated that 19.4% of the state's population have one or more functional limitations, representing a wide range of disabilities. The scope of the Council's legislative mandate covers all types of disabilities.

On a statewide level, the Minnesota State Council on Disability

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

COUNCIL ON DISABILITY - The council advises the Governor, legislature, service-providing agencies, and the public on the needs and potentials of people with physical, mental, or emotional disabilities. The council consists of twenty-one members representing the general public and organizations, which provide services for persons with disabilities: at least one member from each development region - a majority of members is persons with disabilities (service consumers). The Commissioners of the Departments of Education, Health, Human Services, Economic Security, Human Rights, and the directors of Vocational Rehabilitation and State Services for the Blind or their designees are ex officio members. Meetings are held on a quarterly basis for eight hours at various locations. The council expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Governor. **Compensation:** \$55 per diem expenses.

played a central role in the passage of the Americans With Disabilities Act (ADA). After this civil rights legislation was signed, the Council organized a number of ADA training workshops and presented at about 50 workshops, which were sponsored at other organizations.

The Minnesota State Council on Disability reviews and has initiated legislation pertaining to disabilities; the agency works with disability related organizations in seeking to influence legislation. The Council seeks to educate the public and policymakers on disability related matters.

The Council handles hundreds of information and referral calls per month and provides technical assistance on physical access. The Council is currently involved in the areas of access, employment, education, transportation, health and human service issues, housing and the enforcement of laws and regulations pertaining to adults and children with disabilities.

The Council's newsletter, *Connector*, is available, free, upon request.

Duluth Seaway Port Authority

1200 Port Terminal Drive,
P.O. Box 16877, Duluth, MN 55816-0877
Phone: (218) 727-8525; Fax: (218) 727-6888
Statewide Toll-free: 1-800-232-0703
Website: www.duluthport.com
Email: admin@duluthport.com
Executive Director Davis Helberg

Minnesota Statutes, Section 458.10 and Chapter 469

SERVING THE LARGEST port on the great lakes and the 16th largest total tonnage port in the United States, the Duluth Seaway Port Authority is unique when compared to several governmental units that are called "port" authorities in Minnesota.

The Duluth Seaway Port Authority operates the 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 first operational Foreign Trade Zone (No. 51) in Minnesota.

In 2000 total tonnage in the Port of Duluth-Superior was 37.4 million metric tons, of which 91 percent was export or outbound domestic cargo.

The Duluth Seaway Port Authority was created in 1954 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 and Airpark Industrial Parks. 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; all appointments are six-year terms and appointment dates are staggered.

Finance Section

John A. Kubow, chief financial officer. 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.

Business Development Section

Andrew J. McDonough, business development director. This section oversees operations of two industrial park sites in the City of Duluth, Oneota and Airpark Industrial Parks. The section handles industrial development and expansion on the waterfront utilizing various financing incentives to locate business and industry in the area.

Government Resources Section

Ray Skelton, environmental and government affairs director. This section acts as liaison with all levels of government and promotes and protects the interests of the Port Authority in various local, regional, state and federal organizations.



Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

DULUTH SEAWAY PORT AUTHORITY - The port authority promotes international and domestic waterborne commerce in port district; owns port and industrial properties; may acquire or construct port facilities. The seven members include two members that are appointed by the Governor, two by the St. Louis County Board, and three by the Duluth City Council. Regular meetings are held once a month and special meetings are held as needed lasting about three hours. The authority does not expire.
Appointing Authority: Governor. **Compensation:** \$35 per meeting. *Minnesota Statutes* 469.048-.069 & .074. P.O. Box 16877, 1200 Port Terminal Drive., Duluth, MN 55816-0877. (218) 727-8525.

Marketing and Sales Section

Ronald L. Johnson, trade development director. This section solicits import, export and domestic cargoes for the port. The section works closely with managing agent of Public Marine Terminal and with growers, manufacturers, shippers, shipping companies and companies seeking shipping services to insure increased cargo flow through the port.

Foreign Trade Zone

Ray Skelton, foreign trade zone manager. Oversees the operation of Foreign Trade Zone No. 51 located within the Public Marine Terminal.

Public Affairs Section

Lisa Marciniak, port promotion manager. Promotes the Duluth port area and region by offering informational brochures, a quarterly magazine "North Star Port," films, speakers, and other presentations to customers and the public. Answers all written and phone inquiries from the public and provides the nationwide news media with continuing information on the port and its related industries. In addition, 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.

Department of Economic Security

390 N. Robert St., St. Paul, MN 55101

Phone: (651) 297-4336

Website: www.MnWorkForceCenter.org

Commissioner Earl Wilson (651) 296-3711

Deputy Commissioner Al St. Martin

Associate Deputy Commissioner Mick Coleman, Workforce Systems

Minnesota Statutes Chapters 129A, 248, 268, *Minnesota Rules* 3300-3499

Background

THE DEPARTMENT OF ECONOMIC SECURITY'S MISSION IS TO HELP PEOPLE HELP THEMSELVES achieve economic security. The department furthers economic security by providing programs and services that foster economic independence and self-sufficiency through an integrated employment and training system.

To this end, the department is supporting one-stop career centers, called Minnesota WorkForce Centers. These centers meet employment and family self-sufficiency needs through referral service to employers and job seekers throughout the state; provide temporary income to people who have lost their jobs through no fault of their own; administer state and federal job training programs and work programs for people receiving public assistance; and provide a variety of youth employment activities. The department also helps individuals with disabilities (including blindness) overcome vocational barriers and obtain gainful employment in either competitive, supported or sheltered work situations as well as gain personal independence.

The Department of Economic Security was originally created in 1977 as a merger of the former Departments of Employment Services and Vocational Rehabilitation, the Governor's Manpower Office and the Economic Opportunity Office, which administered the anti-poverty programs. In 1985, State Services for the Blind became part of the department and it was renamed the Department of Jobs and Training. The original name, the Department of Economic Security, was restored in 1994 since it more fully reflected the role, mission and responsibility of the department. In 2000, the department employed 1,730 employees and administered a budget of \$609,000,000 of state and federal monies for all programs. In 1999, Minnesota's average unemployment rate was 2.7 percent, well below the national average of 4.2 percent. The state's workforce averaged over 2.7 million persons.

The commissioner, deputy and assistant commissioners, and referees must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Internal Organization:

Communications Office

(651) 296-3340 Heidi Stennes, director,

Email: hstennes@ngwmail.des.state.mn.us

Legislative Affairs Office

(651) 297-3731, Lynne Batzli, director,

Email: lbatzli@ngwmail.des.state.mn.us

Rehabilitation Services Branch

(651) 296-7510 Howard Glad, assistant commissioner

Hglad@ngwmail.des.state.mn.us This branch helps prepare persons with physical, mental, or emotional disabilities for employment and independent living compatible with their abilities. Included are the Extended Employment Program, Independent Living Program, and Vocational Rehabilitation Services Program.

Workforce Services Branch

(651) 296-6061 Jim Korkki, assistant commissioner

Jkorkki@ngwmail.des.state.mn.us This branch operates job-related services such as Job Service, computerized resume/job matching, public access to job listings, Veterans' Program, Foreign Labor Certification, and Trade Adjustment Assistance. Working with Local Workforce Councils and other local providers, it offers a variety of services that assist individuals in becoming employed. Included are 20 separate programs in youth employment and employment and training.

State Services for the Blind Branch

(651) 296-1822 Bonnie Elsey, assistant commissioner

belsey@ngwmail.des.state.mn.us This branch provides vocational rehabilitation, self-care training, counseling, independent living, and communication services such as Braille, tapes, and special radios to Minnesotans who are blind or have visual impairments.

Volunteers are always needed to produce a million pages of braille each year, record nearly 1,000 books onto cassette tape, prepare and record hours of programming for the Radio Talking Book and Dial-In News, and repair thousands of cassette tape machines. For more information, please contact Ellie Sevdy at (651) 642-0849 or Email: esevdy@ngwmail.des.state.mn.us

Workforce Wage Assistance Branch

(651) 296-1692 Jack Weidenbach, Director

Jweidenb@ngwmail.des.state.mn.us This branch collects unemployment insurance taxes and wage records from employers, and processes applications and payments for unemployment insurance benefits. It also provides for appeals of contested claims/taxes, fraud investigation, and quality control. In addition, it administers the disability determination services for Social Security.

Research & Planning Branch

(651) 296-3688 **Kathy Nelson, Director**
 knelson@ngw.des.state.mn.us This branch provides accurate, timely and meaningful labor market information for WorkForce Center System partners, employers, job seekers, educators and economic development communities statewide. It also coordinates activities that directly support and facilitate the process of developing, writing, and implementing a strategic plan for the department, and provides a coordinated planning and performance measurement process for the Minnesota WorkForce Center System.

Detailed information on all department programs, including description, funding sources, outcomes, service providers, and statutory authority, can be found on our website at www.mnworkforce-center.org/burgundy/

Minnesota WorkForce Centers

Call Toll Free

1-888-GET JOBS (1-888-438-5627)

to find the office nearest you

Website: www.MNWorkForceCenter.org

TTY: 1-800-657-3973

or (651) 282-5909 in the metro area

Minnesota's WorkForce Centers should be everyone's first stop on the way to work. The WorkForce Centers are "one stop shops" for all employment and training needs. Employers, job seekers, career-changers, students and those with special needs can visit any one of the more than 50 WorkForce Centers across the state. Just about all services are offered at no cost. And all WorkForce Centers are fully compliant with the Americans with Disabilities Act.

Each WorkForce Center features a core of partners in Unemployment Insurance, Job Service, State Services for the Blind, Rehabilitation Services, and the designated job training provider in the local area (usually the local Workforce Investment Board.) In addition, each location has a unique mix of local service providers that form a partnership beneficial to the community. So each WorkForce Center offers a different array of services in addition to the core of employment and training services.

The heart of the WorkForce Center is the Resource Area, which features all job-related tools, resources and information. Like a public library, the Resource Area features computers, fax machines, copiers and more at no cost to help people in their job search.

WorkForce Centers come in different shapes and sizes. They are located in community and technical colleges, county service centers, government centers, malls and main street buildings. Contact your area WorkForce Center and discover how it can help meet your workforce needs.

Even though WorkForce Centers are located throughout Minnesota, most of our resources can be found at our website: www.MnWorkforceCenter.org, including the ability to file for unemployment insurance. There were over 19 million "hits" on this website in 1999.

Description of Major Services Provided at Minnesota WorkForce Centers

Job Seeker Services:

• **Workforce Preparation and Exchange** Included in this group are a wide array of free services aimed at connecting qualified applicants with available jobs. Some of these services include localized job forecasting, job listings, career counseling, individual skills testing and assessment, job-seeking skill training, and linkages with education and training options.

• **Minnesota's Job Bank** Through this computerized job bank, applicants enter their resumes and can view thousands of jobs currently open in Minnesota and throughout the U.S. Thousands of jobs are listed and updated daily. Minnesota's Job Bank can be found at www.MNWorkForceCenter.org

• **Unemployment Insurance** This service provides temporary income to people who have lost their jobs through no fault of their own. To receive unemployment payments, claimants must be able to work, be available for work, be actively seeking work and not be receiving other income such as a pension, holiday pay or earnings which exceeds their weekly benefit amount. Benefits can amount to 50 percent of their gross weekly wage for up to 26 weeks. The benefits are financed by a payroll tax paid by Minnesota employers.

Persons may file an application for unemployment benefits at their nearest WorkForce Center, via our website at www.MnWorkForceCenter.org/ui/filing.htm, or certain individuals with fairly simple claims may call an automated telephone system called TeleClaim at 651-296-3544 (TTY: 651-634-5062) in the metro area or toll free in all other areas at 1-877-898-9090 (TTY 1-877-360-1919).

General information about unemployment benefits may be obtained on our website at www.MnWorkForceCenter.org/ui or by calling 651-284-3033 (TTY: 651-634-5062) in the metro area or toll free in all other areas at 1-877-504-5050 (TTY 1-877-360-1919).

• **Intensive Services** These services assist individuals in their pursuit of employment. Services often include assessment and counseling, on-the-job training, classroom training, support services, job-seeking skills and job placement assistance.

• **Creative Job Search** Our Creative Job Search materials and seminars have been recognized as a premiere resource by job seekers and employment professionals from all over the world. Job seekers learn how to look for work and market their skills using this award-winning job search guide. Creative Job Search can also be found at www.MNWorkForceCenter.org/cjs/djs

• **Minnesota Career Information System** This is a computer-based, encyclopedia on education and training programs available nationwide. Information includes the variety of training programs available, the size of campus, admission requirements, financial aid and student body demographics. Preference testing helps to determine the best occupational fields suited to individuals.

• **Career Information Library** This is a collection of information about career areas, future outlooks for employment opportunities in each career and job category, videos on typical job duties, periodicals on recent developments in business, and information on local, state and national business cultures.

• **Publications** related to career development include *Minnesota Careers*, (www.mnworkforcecenter.org/lmi/careers/index.htm) which includes guides for making career and education decisions and provides detailed labor market information for Minnesota occupations.

Another is *What Could Your Next Job Be?* (www.mnworkforce-center.org/lmi/nco), a special report looking at new and emerging occupations in Minnesota.

• **ISEEK** ISEEK (Internet System for Education and Employment Knowledge) is an innovative, on-line system that provides individuals and organizations with up-to-date information about educational, career and employment opportunities. ISEEK can be found on the web at www.ISEEK.org

• **Reemployment Orientation** Individuals who qualify for unemployment benefits, and do not have a definite date to return to work are required to attend a Reemployment Orientation. The orientation includes information about the services provided by the WorkForce Center System and the development of an individual reemployment plan.

• **Workforce Rehabilitation Services** These services increase employment opportunities through vocational rehabilitation for people with any severe disability.

• **Services for the Blind** These services assist blind and visually impaired Minnesotans of all ages in achieving personal and vocational independence.

• **America's Learning eXchange (ALX)** This is a free national electronic marketplace (www.alx.org) connecting people to the education and training they need. It is a virtual yellow pages of training and education resources. More than 300,000 courses and 6,000 training providers are at your fingertips!

• **America's Career InfoNet** This is an electronic storehouse (www.acinet.org) of national, state and metro labor market data not available elsewhere. Users can learn about typical wages and projected employment trends across occupations and industries. It has more than 3,000 external links and offers a rich, in-depth set of career resources.

Employer Services:

• **Workforce Exchange Services** These services include localized workforce availability, data and skill set analysis, job match, workforce recruitment, screening and testing, training customized to employers special needs, and access to the centralized unemployment insurance program and information.

• **Minnesota's Job Bank** Employers can post their job openings for no fee in this computerized job bank, the state's largest database of job leads. Employers can also search for qualified employees locally, statewide or nationally through this website. Minnesota's Job Bank can be found at www.ajb.org/mn/employer

• **Federal Tax Credits** There are tax credits available for employing new-hires from targeted groups.

• **Special Groups** Employers can learn about the benefits of hiring youth, older workers, or qualified job seekers with disabilities or blindness.

• **Labor Market Information (LMI)** This information (www.mnworkforcecenter.org/lmi/lmi4.htm) is basic data on the types of employment enumerated by region, with wage and trend details organized and analyzed by labor market areas. After accessing this information, employers, counselors, educators, and job seekers will know which occupations are growing or shrinking, the types of skills growing occupations require, and where in the state these changes will take place. A regional LMI expert can be found at WorkForce Centers around the state.

• **Publications** related to Labor Market Information include:

- Minnesota Employment Review;
- Minnesota Economic Trends;
- Minnesota Employment Outlook by State and by Region;
- Minnesota Salary Survey;
- Minnesota Careers;
- Occupational Employment Statistics;
- Employment Hours and Earnings, by State and for the Mpls.-St. Paul Area; and
- Minnesota Employment and Wages by Economic Region and County, Quarterly and Annual Average.

These can be obtained by calling the Labor Market Information Desk at (651) 282-2714 or by FAX (651) 282-5429.

• **Employer Library and Seminars** This is a collection of information of interest to employers concerning opportunities and requirements for business, including occupational/industrial employment projections, salary surveys, employment laws, workforce demographics, community profiles, local area unemployment statistics,

census data and economic indicators. Seminars may bring in experts in areas such as the Workers' Compensation, and the Family Leave Act, etc.

• **Rehabilitation Training and Assistance** Employer training is available in areas such as disability awareness information on assistive technology and the Americans with Disabilities Act. Assistance is given to employers to identify, modify or eliminate architectural, procedural, instructional, attitudinal or communication barriers to the employment or advancement of persons with disabilities.

• **Foreign Labor Certification** This program serves employers who wish to hire foreign workers on a permanent and temporary basis. Federal immigration laws and regulations allow an employer to hire a foreign worker only if the USDOL certifies that there are no qualified U.S. workers available and willing to accept the job.

Workforce Preparation Services

The following services are offered for persons seeking self-sufficiency and personal independence:

• **Dislocated Worker Program** The Dislocated Worker Program provides employment and training services to workers laid off from their jobs due to no fault of their own and due to such factors as technological changes, investment strategies, and changes in consumption and competition. Service include career planning and personal counseling; training and retraining; job seeking skills workshops; job clubs; and placement services. Support services funds are available for expenses such as child care and transportation to enable participants to achieve their employment or training goals. The goal of the program is reemployment into jobs with comparable wages.

• **Displaced Homemaker Program** This program provides the transitional services and vocational preparation needed to assist displaced homemakers in moving to training or employment. A displaced homemaker is defined as a person who worked in the home for a minimum of two years caring for home and family, but due to separation, divorce, death or disability of spouse, or other loss of financial support, must support self and family. Eligibility is based on income guidelines. Enrollment is limited to one year and is free to those eligible.

• Food Stamp Employment & Training Program

(FSET) The FSET Program is jointly administered by the Departments of Economic Security and Human Services. Participants in FSET receive monthly food stamp allotments through county human service agencies in return for complying with work requirements. FSET services provide participants with an assessment of work-related barriers, employability status and reading comprehension level. All participants are provided with job-seeking and retention skills training and other activities designed to lead to self-sufficiency. Participation is required in each month that recipients receive food stamps.

• **Minnesota Family Investment Program (MFIP)** Minnesota's welfare reform program, MFIP, is jointly administered by the Minnesota Departments of Economic Security and Human Services. The program seeks to move families on a path to unsubsidized employment. For most recipients, participation in this program is mandatory and benefits are limited to 60 months in a lifetime. Various employment-related and support services are available to help recipients become self-sufficient.

• **Nontraditional Jobs for Women** Nontraditional occupations for women are those skilled and technical jobs that currently employ fewer than 25 percent women. Jobs identified as nontraditional usually pay 20 to 30 percent more than those occupations women traditionally fill. WorkForce Centers have comprehensive information about high paying, nontraditional jobs.

• **Older Worker Program** This program promotes useful part-time opportunities in community service activities for persons who are at least 55 years of age with an income of less than 125 percent of the federal poverty income guidelines. Participants may work in part-time jobs at senior citizen and day care centers, schools, hospitals, programs for the handicapped, fire prevention programs, and beautification, conservation, and restoration projects.

• **Trade Assistance Act (TAA) and Trade Readjustment Allowances** The TAA program and the NAFTA-TAA program are available to workers who lose their jobs as a result of increased imports. Both programs include several benefits and reemployment services to help unemployed workers prepare for and obtain suitable employment. In some cases, workers may be eligible for training, job search allowances, relocation allowances, and cash benefits called Trade Readjustment Allowances (TRA). TRA may be paid to eligible workers following their exhaustion of unemployment insurance.

• **Veterans' Program** This program assures that specialized employment and training services are provided to veterans. The basic service provided is job placement and job preparation. Many veterans receive counseling, testing or referral to other agencies that can provide service such as vocational rehabilitation, on-the-job training or classroom training necessary to make a veteran job-ready.

• **Welfare-to-Work Program** The Welfare-to-Work Program is an employment program for hard-to-place MFIP recipients. To be eligible to participate, recipients must have received assistance for at least 30 months either consecutively or nonconsecutively, or be within 12 months of reaching the five-year time limit or have exhausted benefits due to the five-year time limit. (Other persons may be eligible.) The program is designed to provide placement and post-placement services, including support services, to enable recipients to remain in long-term employment situations which will provide for individual and family self-sufficiency.

• **Workforce Investment Act Title I Adult Services**

Based on eligibility guidelines, job seekers may receive a preliminary assessment of their skill levels, aptitudes, abilities, support service needs, job search, placement assistance, and career counseling. Individuals may also obtain information on a full array of employment-related services, including information about local education and training service providers, labor market information, job vacancies, and skills necessary for in-demand jobs.

• **Youth Programs** These programs provide year-round and summer employment and training services to eligible youth. Local program operators determine the specific services a youth needs based on assessments and the youth's individual service strategy. To participate, youth generally must be between the ages of 14 and 21, economically disadvantaged, and be one or more of the following: basic skills deficient, pregnant or parenting, homeless, a runaway, foster child, or a youth who needs additional assistance to complete an educational program or to secure and hold employment. Information on the various programs can be found at WorkForce Centers.

• **Rehabilitation Services** These services provide a full range of vocational and independent living services, including vocational rehabilitation counseling and guidance, vocational evaluation, medical evaluation, adjustment to disability, vocational training, job follow-up, job analysis, job modification and independent living services to eligible clients who have severe disabilities. Rehabilitation Services also provides long-range employment supports for people with the most severe disabilities.

• **Services for the Blind** These services assist blind and visually impaired Minnesotans of all ages in achieving personal and vocational independence. They include rehabilitation counseling, adjustment to blindness, braille and cane travel training, career and vocational training and placement, homemaking instruction, specialized audio reading

services, production of materials in braille and large print, braille and large print services, assistive technology, and provision of equipment.

Other Services

• **Energy Assistance** The Low Income Home Energy Assistance Program (LIHEAP) provides services that help income-eligible households keep their homes heated through the winter. Households with income at or below 50 percent of the state medium income may receive a one-time grant, which is usually paid to their heating oil dealer. Household size is based on the number of people in the household, gross monthly household income, fuel type, and their fuel consumption from the previous winter. The households with the lowest incomes from the previous winter receive the largest grants. Weatherization services are also available for qualified households. For more information contact the Minnesota Energy Programs at 1-800-657-3085.

• **Social Security Supplemental or Disability Benefits** People who wish to file for disability benefits under Social Security, whether Supplemental Security Income benefits or Disability Insurance benefits, must file their application at their local Social Security office, or by calling Social Security's toll free hot line at 1-800-772-1213. There are 16 local Social Security offices throughout the state. They are located in Alexandria, Austin, Bemidji, Brainerd, Brooklyn Center, Duluth, Southwest Minneapolis, Fairmont, Grand Rapids, Mankato, Marshall, Minneapolis, Rochester, St. Cloud, St. Paul and Winona.

Locations of WorkForce Centers (Alphabetical Listing)

Metro Area:

• **Minnesota WorkForce Center - Anoka County**
1201 89th Avenue NE, Suite #235, Blaine, Minnesota 55434
Phone: (763) 783-4800; **Fax:** (763) 783-4814; **TTY:** (763) 785-5987
Hours: 7:30 A.M. - 4:30 P.M. Monday - Friday
Open Tuesday evenings until 6:30 P.M.

• **Minnesota WorkForce Center - Hennepin South**
4220 West Old Shakopee Road, Bloomington, MN 55437
Phone: (952) 346-4000; **Fax:** (952) 346-4042; **TTY:** (952) 346-4043
Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• **Minnesota WorkForce Center - Hennepin North**
7115 Northland Terrace, Brooklyn Park, MN 55428
Phone: (763) 536-6000; **Fax:** (763) 536-6001; **TTY:** (763) 536-6005
Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• **Minnesota WorkForce Center - Dakota County**
14551 County Road 11, Burnsville, MN 55337-4799
Phone: (952) 997-4850; **Fax:** (952) 432-5855; **TTY:** (952) 997-4873
Hours: 8:00 - 4:00 P.M. Monday - Friday

• **Minnesota WorkForce Center - Minneapolis North**
1200 Plymouth Avenue N., Minneapolis, MN 55411-4085
Phone: (612) 520-3500; **Fax:** (612) 520-3530; **TTY:** (612) 520-3529
Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• **Minnesota WorkForce Center - Minneapolis South**
777 Lake Street, Minneapolis, MN 55407-1546
Phone: (612) 821-4000; **Fax:** (612) 821-4014; **TTY:** (612) 821-4013
Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• **Minnesota WorkForce Center - City of St Paul**

494 Sibley Street, St Paul, MN 55101-2310

Phone: (651) 228-3283; **Fax:** (651) 228-3299; **TTY:** (651) 227-3262

Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• **Minnesota WorkForce Center - St Paul, Downtown**

First Floor, Northwest Tower, 55 East 5th Street, St Paul, MN 55101

Phone: (651) 296-6786; **Fax:** (651) 297-1306; **TTY:** (651) 296-5547

Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• **Minnesota WorkForce Center - Midway**

2455 W University Avenue, St Paul, MN 55114

Phone: (651) 642-0363; **Fax:** (651) 649-5707; **TTY:** (651) 643-3567

Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• **Minnesota WorkForce Center - Scott County**

752 Canterbury Road South, Shakopee, MN 55379

Phone: (952) 445-7087; **Fax:** (952) 403-7995; **TTY:** (952) 402-9801

Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• **Minnesota WorkForce Center - Washington County**

14900 61st St. N., Room 20, P.O. Box 6, Stillwater, MN 55082-0006

Phone: (651) 430-6850; **Fax:** (651) 430-6864; **TTY:** (651) 430-6872

Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• **Minnesota WorkForce Center - Dakota County**

33 East Wentworth Avenue, West St. Paul, MN 55118

Phone: (651) 450-2667; **Fax:** (651) 450-2970; **TTY:** (651) 422-1212

Hours: 8:00 A.M. - 4:30 P.M. Monday - Friday

Open Tuesday evenings until 6:45 P.M.

• **Minnesota WorkForce Center - Dakota County**

60 East Marie, Suite 209, West St. Paul, MN 55118

Phone: (651) 552-5000; **Fax:** (651) 552-5008; **TTY:** (651) 552-5005

Hours: 7:30 A.M. - 4:30 P.M. Monday - Friday

Greater Minnesota

• **Minnesota WorkForce Center - Albert Lea**

1649 W Main Street, Skyline Mall, Albert Lea, MN 56007-1868

Phone: (507) 379-3409; **Fax:** (507) 379-3413; **TTY:** (507) 379-3413

Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• **Minnesota WorkForce Center - Alexandria**

701 Broadway Street, Suite 101, Alexandria, MN 55308-1811

Phone: (320) 762-7800; **Fax:** (320) 762-7530; **TTY:** (320) 762-805

Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• **Minnesota WorkForce Center - Austin**

1900 8th Avenue NW, Austin, MN 55912-1473

Phone: (507) 433-0555; **Fax:** (507) 443-0591; **TTY:** (507) 433-0556

Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• **Minnesota WorkForce Center - Bemidji**

616 America Avenue, Suite 210, Bemidji, MN 56601

Phone: (218) 759-8200; **Fax:** (218) 755-3841; **TTY:** (218) 759-8200

Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• **Minnesota WorkForce Center - Brainerd**

1919 South 6th Street, Brainerd, MN 56401

Phone: (218) 828-2450; **Fax:** (218) 828-2664; **TTY:** (218) 855-5030

Hours: 8 A.M. - 7:00 P.M. Monday - Thursday

Open Friday until 5:00 P.M.

• **Minnesota WorkForce Center - Cambridge**

1575 East Hwy 95, Cambridge, MN 55008-1756

Phone: (763) 689-7136; **Fax:** (763) 689-7140; **TTY:** (763) 689-7141

Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• **Minnesota WorkForce Center - Cloquet**

715 Cloquet Avenue, Cloquet, MN 55720-1629

Phone: (218) 879-5201; **Fax:** (218) 879-7180; **TTY:** (218) 879-5201

Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• **Minnesota WorkForce Center - Crookston**

1730 University Avenue, Crookston, MN 56716

Phone: (218) 281-6020; **Fax:** (218) 281-6025; **TTY:** (218) 281-6020

Hours: 7:30 A.M. - 5:00 P.M. Monday - Friday

• **Minnesota WorkForce Center - Detroit Lakes**

801 Roosevelt, Detroit Lakes, MN 56501-3703

Phone: (218) 846-7379; **Fax:** (218) 846-0773; **TTY:** (218) 846-0772

Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• **Minnesota WorkForce Center - Duluth**

320 West 2nd Street Suite 205, Duluth, MN 55802

Phone: (218) 723-4730; **Fax:** (218) 723-4745; **TTY:** (218) 723-4725

Hours: 7:30 A.M. - 4:30 P.M. Monday - Friday

• **Minnesota WorkForce Center - East Grand Forks**

406 3rd Street NW, East Grand Forks, MN 56721-0666

Phone: (218) 773-9841; **Fax:** (218) 773-0425; **TTY:** (218) 773-9841

Hours: 8 A.M. - 5 P.M. Monday - Friday

• **Minnesota WorkForce Center - Fairmont**

923 N State Street, Suite 110, Fairmont, MN 56031

Phone: (507) 235-5518; **Fax:** (507) 235-4214; **TTY:** (507) 235-5518

Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• **Minnesota WorkForce Center - Faribault**

201 S. Lyndale Avenue, Suite 1, Faribault Town Square,

Faribault, MN 55021-5758

Phone: (507) 333-2047; **Fax:** (507) 332-5487; **TTY:** (507) 333-2047

Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• **Minnesota WorkForce Center - Fergus Falls**

125 W Lincoln Avenue, Suite 1, P.O. Box 418, Lincoln Center

Fergus Falls, MN 56538-0418

Phone: (218) 739-7560; **Fax:** (218) 739-7496; **TTY:** (218) 739-7287

Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• **Minnesota WorkForce Center - Grand Rapids**

1215 SE 2nd Avenue, Grand Rapids, Minnesota 55744-3982

Phone: (218) 327-4480; **Fax:** (218) 327-4179; **TTY:** (218) 327-4480

Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• **Minnesota WorkForce Center - Hibbing**

3920 13th Avenue East, PO Box 68, Hibbing, Minnesota 55746-0068

Phone: (218) 262-6777; **Fax:** (218) 262-7316; **TTY:** (218) 262-6777

Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• Minnesota WorkForce Center - Hutchinson

2 Century Avenue, P.O. Box 550, Hutchinson, MN 55350-0550
Phone: (320) 587.4740; **Fax:** (320) 234.7769; **TTY:** (320) 587.4740
Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• Minnesota WorkForce Center - International Falls

407 4th Street, International Falls, Minnesota 56649-2413
Phone: (218) 283-9427; **Fax:** (218) 283-4042; **TTY:** (218) 283-9427
Hours: 8 A.M. to 4:30 P.M. Monday - Friday.

• Minnesota WorkForce Center - Litchfield

114 N Holcombe Ave, Suite 170, Meeker County Family Services Bldg., Litchfield, MN 55355-2273
Phone: (320) 693-2859; **Fax:** (320) 693-9146; **TTY:** (320) 693-2859
Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• Minnesota WorkForce Center - Little Falls

Coborn's Mall, 315 - 12th Street, NE, Little Falls, MN 56345
Phone: (320) 616-2400; **Fax:** (320) 616-2424; **TTY:** (320) 632-5096
Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• Minnesota WorkForce Center - Mankato

12 Civic Center Plaza, Suite 1600A, Mankato Place, Mankato, MN 56001-7796
Phone: (507) 389-6723; **Fax:** (507) 389-2708; **TTY:** (507) 389-6512
Hours: 8 A.M. - 4:30 P.M. Monday - Friday
(open Tuesday evenings until 6 P.M.)

• Minnesota WorkForce Center - Marshall

Lyon County Courthouse, 607 West Main Street, Marshall, MN 56258
Phone: (507) 537-6236; **Fax:** (507) 537-6362; **TTY:** (507) 537-6237
Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• Minnesota WorkForce Center - Montevideo

129 W Nichols, Montevideo, MN 56265-0636
Phone: (320) 269-8819; **Fax:** (320) 269-5696; **TTY:** (320) 269-8819
Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• Minnesota WorkForce Center - Monticello

Marquette Bank Building, 106 Pine Street, Monticello, MN 55362-8302
Phone: (763) 271-3700; **Fax:** (763) 271-3701; **TTY:** (763) 271-3745
Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• Minnesota WorkForce Center - Moorhead

715 11th St N, Suite 201, Clay County Family Service Center, Moorhead, MN 56560-2086
Phone: (218) 236-2191; **Fax:** (218) 299-5871; **TTY:** (218) 236-2001
Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• Minnesota WorkForce Center - Mora

130 S Park Street, Mora, MN 55051-1431
Phone: (320) 679-3611; **Fax:** (320) 679-3692; **TTY:** (320) 679-5951
Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• Minnesota WorkForce Center - New Ulm

1618 South Broadway, New Ulm, MN 56073-3756
Phone: (507) 354-3138; **Fax:** (507) 354-6997; **TTY:** (507) 354-3138
Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• Minnesota WorkForce Center - Owatonna

110 W Fremont Street, Owatonna, MN 55060-2328
Phone: (507) 455-5850; **Fax:** (507) 444-2408; **TTY:** (507) 455-5850
Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• Minnesota WorkForce Center - Park Rapids

1011 E First Street, Park Rapids, MN 56470-1712
Phone: (218) 732-3396; **Fax:** (218) 732-0929; **TTY:** (218) 732-9761
Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• Minnesota WorkForce Center - Red Wing

1606 W Third Street, Red Wing, MN 55066-0033
Phone: (651) 385-6480; **Fax:** (651) 385-6484; **TTY:** (651) 385-6404
Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• Minnesota WorkForce Center - Rochester

300 11th Avenue NW, Rochester, MN 55901
Phone: (507) 285-7315; **Fax:** (507) 280-5523; **TTY:** (507) 280-3584
Hours: 8 A.M. - 4:30 P.M. Monday - Friday; Tuesday until 6:00 p.m.

• Minnesota WorkForce Center - Roseau

205 2nd Ave NW Suite 201 - PO Box 68, Roseau, MN 56751-0068
Phone: (218) 463-2233; **Fax:** (218) 463-2266; **TTY:** (218) 463-2233
Hours: 8 A.M. - 5 P.M. Monday - Friday

• Minnesota WorkForce Center - St. Cloud

3333 W. Division St., Midtown Square, St. Cloud, MN 56302-0067
Phone: (320) 654-5320; **Fax:** (320) 654-5173; **TTY:** (320) 654-5147
Hours: 7:30 A.M. - 4:30 P.M. Monday - Friday

• Minnesota WorkForce Center - Thief River Falls

1301 Highway 1 E - PO Box 679, Thief River Falls MN 56701-0679
Phone: (218) 681-0909; **Fax:** (218) 681-0913; **TTY:** (218) 681-0919
Hours: 7:30 A.M. - 5 P.M. Monday - Friday

• Minnesota WorkForce Center - Virginia

820 N 9th St. Suite 250, Olcott Plaza, Virginia, MN 55792-2345
Phone: (218) 742-9187; **Fax:** (218) 749-9680; **TTY:** (218) 749-9187
Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• Minnesota WorkForce Center - Wadena

124 SE 1st Street, Suite 2, Wadena, MN 56482-1538
Phone: (218) 631-7660; **Fax:** (218) 631-7676; **TTY:** (218) 631-7677
Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• Minnesota WorkForce Center - Willmar

1900 Hwy 294 NE, Suite 2040, Kandiyohi County Health & Human Services Building, Willmar, MN 56201-9423
Phone: (320) 231-5174; **Fax:** (320) 231-6054; **TTY:** (320) 231-5174
Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• Minnesota WorkForce Center - Winona

1250 Homer Road, Suite 200, Winona, MN 55987-4897
Phone: (507) 453-2920; **Fax:** (507) 453-2960; **TTY:** (507) 453-2930
Hours: 8 A.M. - 4:30 P.M. Monday - Friday

• Minnesota WorkForce Center - Worthington

511 10th Street, Worthington, MN 56187-2342
Phone: (507) 376-3116; **Fax:** (507) 376-3630; **TTY:** (507) 376-3116
Hours: 8 A.M. - 4:30 P.M. Monday - Friday

Certified Affiliates of the WorkForce Center System

Affiliate Sites of the WorkForce Center System have been established to provide Minnesota communities with additional access points to the kind of employment-related services available in WorkForce Centers. Affiliates are directly linked to WorkForce Centers through Internet technology. Affiliate site staff may make referrals for special services only available at WorkForce Centers.

Listed below are the current Affiliate Sites in the WorkForce Center System. Please contact the site nearest you for further information and to learn how to access services there.

City of Minneapolis – sponsored

American Indian Opportunities Industrial Center (AIOIC)

845 East Franklin Avenue Minneapolis, MN 55404
(612) 341-3358

Employment Action Center -

New Chance/Young Dad's Program

710 W. Broadway, Minneapolis, MN 55411
(612) 287-3417

Employment Action Center - Wings North

3200 Penn Avenue N., Minneapolis, MN 55412
(612) 752-8500

Employment Action Center - Division of Resource Inc.

1900 Chicago Avenue South, Minneapolis, MN 55404
(612) 752-8000

Employment Action Center - Wings South

527 E. Lake Street, Minneapolis, MN 55408
(612) 752-8600

Employment Action Center - Youth Program

2104 Park Avenue South, Minneapolis, MN 55404
(612) 752-8800

HIRED at Sabathani Community Center

310 E. 38th Street, Minneapolis, MN 55409
(612) 821-2305

Southeast Asian Refugee Community Home (SEARCH)

1421 Park Avenue, Suite #4, Minneapolis, MN 55404
(612) 673-9388

Summit Academy OIC

935 Olson Memorial Hwy., Minneapolis, MN 55405
(612) 377-0150

Hennepin/Scott/Carver - Minneapolis sponsored

Carver County Community Social Services

600 East Fourth Street, Chaska, MN 55318
(952) 361-1710

Edina Community Center - Dislocated Workers Program

5701 Normandale Road, Edina, MN 55424
(612) 752-8650

Employment Action Center - Lenox Community Center

6715 Minnetonka Boulevard, St. Louis Park, MN 55426
(612) 752-8400

Alexandria WorkForce Center Sponsored

Rural MN CEP, Inc.

10 East Sixth Street, Morris, MN 56267
(320) 589-7377

Grand Rapids WorkForce Center Sponsored

Arrowhead Economic Opportunity Agency

321 Minnesota Ave. N., Aitkin, MN 56431
(218) 927-7046

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

EMERGENCY ENERGY ASSISTANCE ADVISORY COUNCIL, FUEL FUNDS - Advise commissioner on development and implementation of program to solicit contributions, manage receipts and distribute funds for statewide fuel fund. The council consists of nine members, one-third of the members need to have low-income status, or be eligible for low income. Two-thirds need to be energy providers, customers, local energy assistance providers, existing fuel funds delivery agencies and community action agencies. Meeting schedule has not been set; the meetings may last five hours and will be held at various locations. **Appointing Authority:** Commissioner of Economic Security. **Compensation:** Expenses Only. *Minnesota Statutes 119A.42.* 390 N. Robert, St. Paul, MN 55101. (651) 296-3711.

GOVERNOR'S WORKFORCE DEVELOPMENT COUNCIL -

The council replaces the Governor's Job Training Council and assumes all of its requirements, duties and responsibilities. Additionally, the council shall coordinate the development, implementation, and evaluation of the statewide education and employment transitions system and Minnesota youth services programs; review the provision of services and the use of funds and resources under applicable federal human resource programs and advise the governor on methods of coordinating the provision of services and the use of funds resources consistent with the laws and regulations governing the programs; review federal, state, and local education, post-secondary, job skills training, and youth employment programs and make recommendations to the governor and the legislature for establishing an integrated seamless system for providing education, service-learning, and work skills development services to learners and workers of all ages; advise the governor on the development service to learners and workers of all ages; advise the governor on the development and implementation of statewide and local performance standards and measures relating to federal human resource programs; and administer grants. The council consists of 32 members including the commissioners of Economic Security; Children, Families and Learning; Human Services; Trade and Economic Development; six members representing business and industry; six members representing labor organizations; four members representing community-based organizations; five members representing education as follows: one representing local public secondary education, one having expertise in design and implementation of school-based service-learning, one representing post-secondary, one representing post-secondary vocational institutions and the chancellor of the MNSCU; and two members representing other constituencies including units of local government and applicable state or local programs. The other four members will be appointed by the House of Representatives and the Senate. During FY '99 the council met on a bi-monthly basis (fourth Friday of the month). During FY 2000 (July 1, 1999 to June 30, 2000) the council met on a quarterly basis (every three months). Usually on the first or second Friday of the month for three hours. Council meetings were previously held at various hotels in the Twin Cities area but are now held at the Veterans Services Bldg., conference rm. B. The council has no expiration date. **Appointing Authority:** Governor. **Compensation:** \$55 per diem, plus expenses. *Chapter 131, Laws of 1995.* Dept. of Economic Security, 390 N. Robert St., St. Paul, MN 55101. (651) 296-3700.

JUVENILE JUSTICE ADVISORY COMMITTEE - The committee is the supervisory board for the Department of Economic Security with respect to preparation and administration of the state plan and award of grants. \$55 per diem for non-public employees. The eighteen members must have training, experience or special knowledge concerning the prevention and treatment of juvenile delinquency or the administration of juvenile justice. At least one-fifth of the membership must be under the age of twenty-four at the time of initial appointment and at least three must have been or will currently be under the jurisdiction of the juvenile justice system. The majority of members including the chair must not be full time employees of the federal, state or local governments. Meetings are held on the third Friday of each month for five hours at various locations. The committee does not expire. **Appointing Authority:** Governor. **Compensation:** Reimbursed for travel expenses. *Minnesota Statutes 268.29.* Dept. of Economic Security, Workforce Preparation Branch, 390 N. Robert St., Room 125, St. Paul, MN 55101. (651) 296-8601.

REHABILITATION COUNCIL FOR THE BLIND - The council advises the Commissioner of Economic Security about programs of State Services for the Blind. The council consists of nineteen members and must have a majority of members who are blind or visually handicapped and not employed by the State Services for the Blind. Meetings are held on a bimonthly basis at the State Services for the Blind. Meetings are held on a bimonthly basis for three hours at the State Services for the Blind. The council expires June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 248.10, Federal Rehabilitation Act.* MN Dept. of Economic Security, State Services for the Blind, 2200 University Ave. W., #240, St. Paul, MN 55114-1840. (651) 282-6899.

STATE REHABILITATION ADVISORY COUNCIL - To advise state government on the performance of Minnesota's vocational rehabilitation programs, a component of the state's Workforce Center system. The SRC particularly advises on eligibility and the extent, scope and effectiveness of services, assists the Rehabilitation Services Branch in preparation of the State Plan for Vocation Rehabilitation Services, analyzes consumer satisfaction with vocational rehabilitation services, and reports to the governor and the U.S. Commissioner of Education on the status of vocational rehabilitation in the state. The council consists of nineteen members. A majority of members must be persons with a disability, including at least: one representative of the Statewide Independent Living Council; one representative of a parent training and information center; one representative of the client assistance program; one vocational rehabilitation counselor; one representative of community rehabilitation service providers; one representative of the directors of the American Indian VR Projects in Minnesota; one representative of the State Workforce Investment Board, one representative of Special Education from the Department of Children, Families and Learning; four representatives of business, industry and labor; representatives of disability advocacy groups; and current or former applicants for or recipients of vocational rehabilitation services. The Assistant Commissioner of the Department of Economic Security - Rehabilitation Services Branch is an ex officio member of the Council. Council members are appointed for three-year terms and no member may serve more than two consecutive terms. Meetings are held the fourth Wednesday of every month for six hours, a combined November-December meeting is held the first week of December. Other exceptions are determined by the council. Meetings are usually held in downtown St. Paul. Expiration date not given. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 268A.02, and Federal Law.* Dept. of Economic Security, 390 N. Robert, St. Paul, MN 55101. (651) 296-0535.

STATEWIDE INDEPENDENT LIVING COUNCIL - The council shall monitor, review, and evaluate the implementation of the state plan for independent living; jointly develop and submit in conjunction with the designated state agencies, the state plan required in section 704 of the Rehabilitation Act of 1973 as amended by Public Law 93-112; coordinate activities with the State Rehabilitation Council and the State Rehabilitation Council for the Blind established under section 105 of the Rehabilitation Act and other councils that address the needs of the specific disability populations and issues under other federal law; ensure that all regularly scheduled meetings of the council are open to the public and sufficient advance notice is provided; and submit to the Commissioner of Rehabilitation Services Administration such periodic reports as the Commissioner may reasonably request and keep such records, and afford such access to such records as the Commissioner finds necessary to verify such reports. The twenty-one-member council must include at least one director of a center for IL selected by the directors of CILS for IL within the state, a 121 proj. director, as well as nonvoting members from the RIB, SSB, and other state agencies. The council may include other representatives from centers; parents and legal guardians of individuals with disabilities; advocates of and for individuals with disabilities; representatives from private businesses; representatives from organizations that provide services for individuals with disabilities; and other appropriate individuals. A majority of the members must be individuals with disabilities, as defined in 364.4(b), and not employed by any state agency or center. Meetings are held the second Thursday of the month; 9:00a.m. - 3:00p.m. at the Sheraton Inn Midway, St. Paul. Exceptions to this schedule are determined by the council. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. *Public Laws 93-112 (Rehabilitation Act of 1973 S. 705).* MN Dept. of Economic Security, Rehabilitation Services, 390 Robert St., St. Paul, MN 55102. (651) 296-5616.

YOUTHBUILD ADVISORY COMMITTEE - The committee selects eligible organizations to receive program grants to provide education and training services to targeted youth, evaluating final reports of each organization, and providing recommendations to the legislature. The twelve members include representatives of the Commissioners of Children, Families and Learning, Human Services, Economic Security, Housing Finance Agency, a representative of the chancellor of vocational education, and seven public members experienced in working with targeted youth, one from each of the following groups: labor organizations, local educators, community groups, consumers, local housing developers, youth between the ages of 16 and 24 who have experienced homelessness, and other homeless persons. At least three of the public members must be from outside the metropolitan area. One meeting is held per year for eight hours. The committee expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Governor. **Compensation:** Expenses. *Minnesota Statutes 268.363.* Dept. of Economic Security, Workforce Preparation Branch, 390 N. Robert St., St. Paul, MN 55101. (651) 296-7243.

Advisory Committees

Unemployment Insurance Advisory Committee reviews proposals, conducts studies and makes recommendations on matters affecting unemployment insurance laws, rules and policies. Membership consists of four members each from the legislature, business and labor. For more information on the committee, call (651) 297-2178 or write the department at 390 N. Robert St., St. Paul, MN 55101.

The Operator Management Committee is an eight member, elected body of licensed blind vendors who actively participate pursuant to federal mandate 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; the development and training and retraining programs for blind vendors; and sponsoring meetings and instructional conferences for blind vendors. For information call (651) 642-0501 or toll-free 1-800-373-1220, or write State Services for the Blind, 2200 University Avenue, Suite 240, St. Paul, MN 55114-1840.

Job Service Employer Committee (JSEC): This statewide advisory task force is comprised of representatives from the local JSECs which support WorkForce Centers throughout the state. It identifies issues and provides on-going feedback on Job Service and Unemployment Insurance programs; works with the department to prioritize and address these issues; and coordinates employer resources and efforts on state and national legislation. For more information, call (651) 296-3443 or write the department at 390 N. Robert St., St. Paul, MN

Employer Library and Seminars - This is a collection of information of interest to employers concerning opportunities and requirements for business, including occupational/industrial employment projections, salary surveys, employment laws, workforce demographics, community profiles, local area unemployment statistics, census data and economic indicators. Seminars may bring in experts in areas such as the Workers' Compensation, and the Family Leave Act, etc.

Rehabilitation Training and Assistance - Employer training is available in areas such as disability awareness information on assistive technology and the Americans with Disabilities Act. Assistance is given to employers to identify, modify or eliminate architectural, procedural, instructional, attitudinal or communication barriers to the employment or advancement of persons with disabilities.

Board of Electricity

S-128 Griggs Midway Bldg., 1821 University Ave., St. Paul, MN 55104-2993

Phone: (651) 642-0800; Fax: (651) 642-0441

Website: www.electricity.state.mn.us

Executive Secretary John A. Schultz

Minnesota Statutes, Sections 326.241-326.248; *Minnesota Rules* 3800-3899

Background

THE BOARD OF ELECTRICITY WAS CREATED IN 1899 TO PROVIDE FOR SAFETY in the rapidly expanding use of electrical power. The law established safety standards and requirements for licensing of electricians and inspection of electrical installations. Initially limited to cities of the first class, electrical licensing and inspection have been required throughout the state since 1938 and 1951, respectively.

Board Responsibilities

The board administers electrical licensing requirements statewide and inspects new electrical installations except in cities that have by ordinance established their own electrical inspection program, as provided by the *Minnesota Electrical Act*, *Minnesota Statutes*, sections 326.01 and 326.241 through 326.248, and *Minnesota Rules* Part 3800. The state licensing law preempts local ordinances. Cities cannot require city electrical licenses for the performance of electrical work, but may require that persons doing such work provide a copy of their state license or other evidence that they are licensed.

Electrical Safety Standards

The *National Electrical Code* (NEC) and *National Electrical Safety Code* (NESC) are adopted under *Minnesota Statutes*, section 326.243, as the accepted standards for construction for safety to life and property. The NEC is applicable to all premises wiring and equipment. The NESC covers electric supply stations and overhead and underground electric supply and communication lines, and is applicable only to systems and equipment operated by utilities or similar systems on industrial premises. The most recent edition of the NEC, which is revised every three years, is adopted through the rulemaking procedures of chapter 14, and generally becomes effective in July of the designated year of that edition. The 1999 edition became effective in July of 1999.

Personal Electrical Licenses Required:

With the exception of a licensed professional engineer, a person who plans or lays out electrical systems is required to be licensed by the board as a master electrician. A person who installs, alters, or repairs electrical wiring or equipment must hold a personal electrical license issued by the board which authorizes the type of work to be performed, except that an unlicensed person may:

1. **Perform electrical work for a dwelling unit the person owns and occupies** or will occupy upon completion of construction. Other persons who are not properly licensed are not permitted to assist the owner in performing the work.

2. **Perform electrical work under the personal supervision** of a properly licensed person employed by the same employer. A licensed person may supervise not more than two unlicensed persons.
3. **Adjust, repair, or replace worn or defective parts** of electrical equipment and replace defective receptacle outlets and lighting switches on their employer's premises under the general supervision of a master electrician, licensed maintenance electrician, or electrical engineer employed by the same employer, or the master electrician of an electrical contractor under contract to the employer.
4. **Perform electrical work on power-limited fire alarm systems**, class 2 or class 3 alarm or signaling circuits, or communication systems while employed by an electrical contractor or alarm and communication contractor.
5. **Perform electrical work on telephone systems** as an employee of a telephone company regulated under chapter 237.
6. **Perform electrical work on facilities owned or leased** by electric, communication, or railway utilities, telephone companies, or cable TV companies, that are generally accessible only to employees of the company and used for the generation or transmission of electric power, operation of railway signals, transmission of intelligence, street lighting, and outdoor area lighting on utility-owned poles.
7. **Perform electrical work on property owned or leased** by the federal government unless licensing is specifically required by the federal government, or on Indian reservations unless licensing is required by the tribal government.
8. **Repair electrical appliances.**
9. **Assemble electrical wiring and components** of manufactured equipment within the limits of the manufacturer's production facilities.

With the exception of class A masters and class A journeymen, which are valid for all types of electrical work, holders of personal electrical licenses may perform only the types of electrical work covered by their license, as shown in the following table.

Experience and Examination for Personal Licenses:

A personal electrical license is issued to any applicant who passes the board's written examination for the class of license and pays the license fee. To qualify for examination, an applicant must have the related experience and/or training required under *Minnesota Statutes* section 326.242 and *Minnesota Rules* Part 3800.3500, as shown in the following table.

License Type	Electrical Work Permitted	Minimum Electrical Experience
Class A Master	Install, alter, and repair any type of electrical wiring and equipment; plan, lay out, or supervise such work	(1) 12 months as a Minnesota Class A Journeyman, or; (2) Graduate of a four-year college or university electrical course, or; (3) 60 months including at least 12 months wiring and 2 months each planning, laying out, and supervising
Class B Master	Same as class A master, but limited to single phase electrical systems of not over 200 amperes capacity on any farm or in single-family dwellings in towns or cities with a population of less than 2500	No new class B master licenses are issued. Existing licenses may be renewed
Master Elevator Constructor	Install, maintain, and repair elevator and escalator electrical wiring and equipment; plan, lay out, and supervise such work	60 months including at least 24 months elevator wiring
Class A Journeyman	Install, alter, and repair any type of electrical wiring and equipment, and supervise such work	48 months or 36 months plus an approved two-year construction electrician course, including a minimum of 1 month maintaining and repairing and 24 months wiring
Class B Journeyman	Same as class A journeyman, but limited to single phase electrical systems of not over 200 amperes capacity on any farm or in single-family dwellings in towns or cities with a population of less than 2500	No new class B journeyman licenses are issued. Existing licenses may be renewed
Elevator Constructor	Install, maintain, and repair elevator and escalator electrical wiring and equipment	36 months including at least 12 months installing elevators
Maintenance	Adjust, replace or repair worn or defective parts of equipment and replace defective receptacle outlets and manual switches for lighting control	48 months including at least 24 months maintaining and repairing
Class A Installer	Install major home appliances on the load side of the electrical service in towns or cities with less than 1,500 population that do not have an electrical contractor and not adjacent to a city of the first class	12 months with at least six months installing wiring and equipment or completion of an approved electrical course
Class B Installer	Wiring on center pivot irrigation booms	12 months with at least six months installing wiring and equipment or completion of an approved electrical course
Lineman	Install, maintain, and repair electrical transmission and distribution systems for electrical utilities	48 months with at least 24 months line work

The board also conducts alarm and communication systems examinations to qualify applicants or their employers for licensing as alarm and communication contractors. As provided by the statutes, no personal license is issued to persons who pass that examination.

Applications for examination are available from the board and should be submitted without the examination fee. When an application is received, the electrical examiner mails experience/training verification forms to former employers and/or schools listed on the application. Applications are submitted to the full board for approval or disapproval after responses to the verification forms have been received. An applicant whose experience and/or training meets the requirements of the statutes and rules is notified of the next available examination date, which is generally the next examination scheduled, or if not approved, is advised of the reason for disapproval. This process is generally completed within 30 to 60 days, but takes longer if employers do not respond to the verification form.

Examinations are generally conducted up to four times each month at the board offices located at 1821 University Avenue, Saint Paul. When requested, oral examinations are provided for persons with certified reading disabilities, and other accommodations provided for persons with special needs. The examination fee for any type of license is \$35.00, payable at the time and place of the examination. Examination results are mailed within a week of the examination.

A person who fails an examination may not be reexamined for the same or a higher class of license for six months. When requested, persons who take the examination may receive a written review of the types of questions answered incorrectly.

Reciprocity

Minnesota Statutes, section 326.242, subdivision 11 allows the board to enter into reciprocal license agreements with other states that have similar licensing requirements. Under this provision, an applicant may acquire a personal license without examination if the applicant

became licensed in the reciprocal state by examination and has held the license for at least one year. Currently the board has a reciprocal agreement for Class A Journeyman licenses with the states of Alaska, Washington, Oregon, Idaho, Utah, Montana, Wyoming, Colorado, North Dakota, South Dakota, and Nebraska. Additionally, the board has a reciprocal agreement for Class A Master licenses with the states of North Dakota, South Dakota, and Nebraska. A qualifying applicant can become licensed by paying the examination fee of \$35.00 and the appropriate license fee.

Continuing Education

A person who has held a personal electrical license for a full two-year term must receive 16 hours of related continuing education credit through educational programs approved by the board as a condition for renewal their license. Information concerning this requirement is mailed to licensees with their renewal notices. Additional copies of the notice, which includes the continuing education rule and a list of approved educational programs may be obtained from the board upon request.

Personal License Fees

Personal electrical licenses are issued for a two-year period. The two-year license fee for class A master and master elevator constructor licenses is \$80.00, \$50.00 or Class B Master Licenses and \$30.00 for all other types. Master licenses expire on February 28 of each odd-numbered year, with the fee for new licenses pro-rated quarterly. All other personal licenses expire two years from the date of issuance or renewal. License fees are not refundable after the license has been issued.

Contractor Licenses

In addition to any personal license required, a person who performs electrical work must also be licensed by the board as an electrical contractor, or must be employed by an electrical contractor, with the following exceptions:

1. Work on power-limited alarm or communication systems may be performed by an alarm and communication contractor licensed by the board or by unlicensed employees of the contractor.
2. An employer who employs a licensed master electrician to perform and/or supervise electrical work performed by employees on the employer's premises. The responsible master electrician must file a certificate of employment with the Board on a form which is available from the Board on request. This does not exempt employees from the personal licensing requirements.
3. An employer who employs a licensed maintenance electrician, master electrician, or electrical engineer to perform and/or supervise electrical maintenance work performed by employees on the employers premises, or where such employees are supervised by a master electrician employed by an electrical contractor under contract to perform electrical work for the employer. The supervisory master or electrical engineer must file a certificate of employment on a form which is available from the board upon request.
4. Work covered under items 1 and 5 through 9 of the preceding list of licensing exemptions.
5. Class A and Class B installers.

An applicant for an electrical contractor license is required to be a licensed master electrician or to have a full-time employee who holds such license, provide a \$5,000 bond to the state, and liability insurance including products and completed operations in the amount of \$100,000 per occurrence, \$300,000 aggregate limits and at least \$25,000 property damage or a policy with a single limit for bodily injury and property damage of \$300,000 per occurrence and \$300,000 aggregate limits.

- An applicant for an alarm and communication contractor license is required to pass the alarm and communication system examination given by the board, or to employ a person who has done so, and provide a bond and liability insurance as stated above for electrical contractors.

- The original and renewal fee for either type of contractor license is \$200 for a two-year period, which is pro-rated quarterly according to the remaining license period. Electrical contractor licenses expire on the last day of February of each even-numbered year and alarm and communication contractor licenses expire on June 30 of each odd-numbered year.

- Electrical licensing information as well as related information is available on the board's website at www.electricity.state.mn.us.

Electrical Inspection - Requests for Electrical Inspection

All new electrical installations, including alterations or extensions of existing installations and those performed by homeowners in their own homes and auxiliary buildings, are required to be inspected, with the following exceptions:

- Power-limited fire alarm systems in one- or two-family dwellings and systems other than fire alarms permitted to be installed by an alarm and communication contractor. Inspectors may inspect such exempted installations, and if code violations are observed, require the installer to file a Request for Electrical Inspection.

- Installations exempt from licensing under the conditions stated in items 5 through 9 under the discussion of personal electrical licenses, above.

The board inspects electrical installations in all areas of the state except local jurisdictions, which have by ordinance established their own inspection program. A person or firm performing electrical work required to be inspected by the board must file a completed *Request for Electrical Inspection* form and inspection fee with the board at or before the time the installation is started. Inspection request forms are available for \$1.00 at the board office or by mail, postpaid. Electrical inspectors, area electrical representatives, some electrical utilities, and some cities also keep a supply of inspection request forms for resale. Inspection fees are based on the ampere rating and number of the electrical services and/or circuits to be installed. The board will provide information to installers concerning proper inspection fees and completion of the inspection forms upon request, and also provides a copy of the fee schedule and instructions with mail orders for individual inspection forms.

The installer must notify the inspector for inspection of any wiring that will be concealed by the structure or building finish, and the wiring must be inspected before it is covered. A final inspection is made after all work is completed. Inspections are generally made on the same day the inspector is called or the following working day, but three or four days may be required in sparsely populated areas involving greater travel distances. All installations must meet the requirements of the NEC. When a non-conforming condition is found, the inspector will issue an inspection report to the installer, citing the applicable NEC section, and will discuss the violation with the installer if available. If a licensed contractor does not correct reported violations, the contractor's bonding company is notified and required to have them corrected. If unsafe conditions are not corrected, the board must order the installation or unsafe part to be disconnected.

The board presently contracts with 77 electrical inspectors who inspect installations within assigned geographical areas. The inspectors work from their homes and take phone calls between 7:00 and 8:30 a.m., Monday through Friday. The board also has twelve area electrical representatives who monitor the performance of the contract inspectors and assist them with inspection problems. The area representatives are available to the public to respond to complaints or questions concerning code requirements, licensing, or inspection, and may be contacted by phone between 8:00 and 9:00 a.m., Monday through Friday. The name, address, and phone number of the contract inspector or area rep-

representative serving an area may be obtained by contacting the board office. Inspector and electrical area representative contact information as well as installation related information is also available on the board's website at www.electricity.state.mn.us.

Complaints

Upon written complaint of electrical code violations on rental property received from a tenant, the board will inspect the property as required by *Minnesota Statutes*, section 566.19 and take appropriate action if violations are found. Complaints of violations of the licensing or inspection laws, or of errors or inappropriate action by contract inspectors or board staff are handled in accordance with Chapter 214 and procedures established by the Office of the Attorney General. Licensees who violate the electrical act are subject to disciplinary action ranging from reprimands to license revocation depending on the severity of the infraction. Appropriate legal action is taken against persons who perform electrical work without a proper license, fail to file Requests for Electrical Inspection, or otherwise violate the statutes or rules. Complaints may be referred to the board office or area electrical representatives, but should preferably be submitted in writing.

Information Available to Clients

Board staff is available to discuss or provide information concerning all matters under the board's purview. Written requests for information will be responded to in writing. Board licensing and inspection records and other board documents that are classified as public data under the government data practices act may be reviewed and/or copied in the board office by prior arrangement. Copies of such data may be obtained provided for the cost of providing the copy.

Forms and Publications Available

The following forms and publications may be obtained from the board without charge by personal visit to the office or by mail. Most of this information is also available on the board's website at www.electricity.state.mn.us.

- **Application for Electrical Examination.** Must be submitted by a person who wishes to apply for examination for a personal electrical license or to qualify for an alarm and communication contractor license. Supplied in a packet that includes filing instructions, study suggestions, and a copy of a booklet entitled "*The Laws and Rules Regulating the Licensing of Electricians and Inspection of Electrical Installations*."
- **Application for Electrical Contractor License. Application for Alarm and Communication Contractor License.** Must be submitted by a person who wishes to obtain a contractor's license. Packet includes instructions, a copy of *The Laws and Rules Regulating the Licensing of Electricians and Inspection of Electrical Installations*, and the required bond, certificate of insurance, and certificate of employment forms.
- **Certificate of Employment of Master Electrician.** Form required to be filed by the master electrician of record for an electrical contractor. A new certificate must be filed if the contractor employs a different master.
- **Certification of Employment of Licensed Electrician or Electrical Engineer Responsible Electrical Maintenance Only. Certification of Supervision of Electrical Maintenance Work by Responsible Master Electrician of an Electrical Contractor. Certificate of Employment of Master Electrician Responsible for Electrical Construction and Maintenance.** The appropriate form of those identified above must be filed by the licensed person who supervises electrical work performed by employees on their employer's premises.
- **Application for Approval of Educational Program.** Required for providers of educational programs for continuing education

credit. Instructions on back of form. Packet includes Instructor Information, Supplemental List of Educational Program Presentations, and Educational Program Attendance Record forms, and a copy of *Minnesota Rules* 3800.3600 to 3800.3603 relating to continuing education.

- **Instructor Information.** Statement of instructor qualifications for educational programs for continuing education credit. Must be filed by each instructor of such programs.
- **Supplemental List of Educational Program Presentations.** Must be filed to advise board of presentations of educational programs for continuing education that were not previously reported.
- **Educational Program Attendance Record.** Required to report attendance of licensees at educational programs for continuing education credit.
- **Continuing Education Notice and Rules.** Notice of continuing education requirements sent to licensees with license renewal notices, which includes copy of the continuing education rules.
- **The Laws and Rules Regulating the Licensing of Electricians and Inspection of Electrical Installations.** A 66-page pocket-size booklet with the Minnesota Electrical Act and *Minnesota Rules* administered by the board, including the inspection fee schedule.
- **Directory of State and Municipal Electrical Inspectors.** Current inspector information is available on the board's web site at www.electricity.state.mn.us. A booklet with the names, addresses, phone numbers and inspection areas of all state and city electrical inspectors, the board's area electrical representatives, and names of the board's management staff is available for persons without internet access.
- **Safety Requirements for Portable Electrical Systems.** A summary of information concerning inspection and NEC requirements applicable to portable electrical systems such as those used by carnivals.
- **Fee Schedule.** The board's inspection fee schedule, *Minnesota Statutes*, section 326.2441.
- **Employee Electrical Licensing and Electrical Inspection.** A one-page memo explaining the licensing and inspection requirements that apply to persons who do electrical work on their employer's premises.
- **Electrical Inspections for Homeowners.** An eight-page pamphlet that explains general inspection and electrical code requirements.

The following forms and publications are available for the amount stated:

- **Request for Electrical Inspection forms.** One dollar each. Price includes postage if mailed. Available individually or in books of 25 forms. Instructions for filing are printed on the form. Homeowners ordering by mail receive a copy of the inspection fee schedule.
- **National Electrical Code.** The electrical safety standard adopted by reference in Minnesota statutes. The price of the current edition (1999) is \$43.00, including sales tax and postage. This price may change without notice, please check current price before ordering.
- Complete lists of licensees are available from the State Bookstore, 117 University Avenue, St. Paul, MN 55155, phone (651) 297-3000. Check with bookstore for pricing.
- The NEC may be obtained directly from the sponsoring organization, The National Fire Protection Association by calling 1-800-344-3555.
- The NESC may be obtained directly from the sponsoring organization, the Institute of Electrical and Electronic Engineers, Inc. at 345 East 47th Street, New York, NY 10017-2394.

Organization

Board members are appointed by the Governor to four-year terms. Board officers are elected for one-year terms at the board's regular July meeting each year. The executive secretary is in the unclassified service and is appointed by the board. The board staff consists of the assistant executive secretary, electrical examiner, office manager, assistant office manager, twelve area electrical representatives, and nine clerical staff.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

BOARD OF ELECTRICITY - The board licenses electricians and inspects all new electrical installations in any construction, remodeling, replacement or repair. The board consists of eleven members including two representatives of rural electrical suppliers, two master electricians who are contractors, two journeyman electricians, one registered consulting electrical engineer, two licensed alarm and communication system contractors, and two public members. Meetings are once a month in St. Paul. Does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 326.241.* **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. Griggs Midway Bldg., Room. S128, 1821 University Avenue, St. Paul, MN 55104. (651) 642-0800.

Emergency Medical Services Regulatory Board (EMSRB)

2829 University Ave. S.E., Suite 310, Minneapolis, 55414-3222

Phone: (612) 627-6000

Toll-free: (800) 747-2011; (TTY): (800) 627-3529

Fax: (612) 627-5442

Website: www.emsrb.state.mn.us

Email: mary.hedges@state.mn.us

Executive Director Mary F. Hedges

Minnesota Statutes 144E.001 - 144E.52; Minnesota Rules 4690

THE EMERGENCY MEDICAL SERVICES REGULATORY BOARD (EMSRB) is the lead agency for emergency medical services (EMS) in Minnesota. Its mission is: "To provide leadership which optimizes the quality of emergency medical care for the people of Minnesota--in collaboration with our communities--through policy development, regulation, system design, education and medical direction."

Background

The EMSRB was created in 1995 legislation and began operations on July 1, 1996. It was one of the first such independent EMS agencies in the country and has served as a model for other states. Before its existence, EMS functions in Minnesota had been carried out in the Department of Health's EMS Section, dating to the 1960s when EMS was emerging here and nationally as a distinct public health component.

Agency Services

The agency offers the following services:

- Licenses and regulates approximately 300 ambulance services.
- Certifies more than 12,000 EMS personnel after they have completed basic, intermediate or paramedic courses and passed both written and practical tests.

- Registers more than 16,000 first responders after they have completed the required training and testing.
- Approves approximately 100 training programs, in a variety of settings statewide, that conduct training courses for EMS personnel.
- Receives, investigates and resolves complaints from the public and EMS professionals about ambulance services, training programs and EMS personnel.
- Designates and funds eight organizations that provide EMS support on a regional level throughout the state.
- Administers funding for Comprehensive Advanced Life Support (CALS) courses that teach advanced emergency care skills to rural doctors and nurses throughout the state.
- Administers funding for the EMS for Children Resource Center, which provides information and training on pediatric emergency care and child safety.
- Administers annual reimbursements to volunteer ambulance services for expenses associated with the initial training and continuing education of approximately 1,400 volunteer EMS personnel.
- Administers a longevity program that provides one-time cash awards to qualifying EMS personnel who retire.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

EMERGENCY MEDICAL SERVICES REGULATORY BOARD -

The board shall administer and enforce the provisions of this chapter and other duties as assigned; advise applicants for state or federal emergency medical services funds, review and comment on such applications, and approve the use of such funds unless otherwise required by federal law; make recommendations to the legislature on improving the access, delivery, and effectiveness of the state's emergency medical services delivery system; and establish procedures for investigating, hearing, and resolving complaints against emergency medical services providers. The board consists of nineteen members, fifteen members should be arranged in this fashion: one emergency physician, one representative of Minnesota hospitals, one representative of fire chiefs, one full-time firefighter serving as a first responder and is a member of a professional firefighter's union, one volunteer firefighter who serves as a first responder, one attendant currently practicing on a licensed ambulance service who is a paramedic or emergency medical technician, one ambulance director for a licensed ambulance service, one representative of sheriffs, one member of a local board of health representing community health services, two representatives of regional emergency medical services programs (one who must be from the metro regional emergency medical services), one RN currently practicing in a hospital emergency department, one pediatrician certified by the American board of pediatrics w/ experience in emergency medical services, one family practice physician involved in emergency medical services, and one public member who is at least 65 years old. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. **Senate Confirmation:** Yes. Meetings are held on a monthly basis for four hours at the EMS Regulatory Board Office, 2829 University Ave. SE, Mpls. **Appointing Authority:** Governor. **Compensation:** Expenses, per diem. *Minnesota Statutes Chapter 144E.01.* 310 University Ave. S.E., #310, Minneapolis, MN 55414-3222. (612) 627-6000.

Department of Employee Relations (DOER)

Centennial Office Building, Suite 200, 658 Cedar Street, St. Paul, MN 55155

(Metered public parking is available along Cedar Street.

Public parking is also available in the Orange Level

of the Centennial Building Ramp,

located directly behind the Centennial Office Building.)

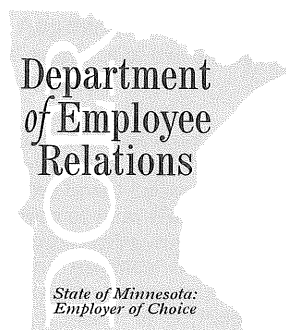
General Information Telephone Number: (651) 297-1184

Fax: (651) 296-1990; TTY: (651) 297-2003

Website: www.doer.state.mn.us

Email: employrelations@state.mn.us

Julien C. Cartier, Commissioner: 651-296-3095



Minnesota Statutes, Chapters 43A, 176, 179A, 15.46 and 471; *Minnesota Rules* 3900-3920

DOER's Basic Purpose

THE DEPARTMENT OF EMPLOYEE RELATIONS (DOER) represents the State of Minnesota as its central human resources office, serving state workers and the departments, agencies and offices within the Executive Branch. **NOTE:** the department's Employee Insurance Division (EID) also provides services to the Legislative and Judicial Branches; and to quasi-state organizations (Independent Billing Units) such as the University of Minnesota.

DOER's Services to Other State Agencies

DOER's services are provided primarily to other state agencies, the State Legislature, the State Judiciary, quasi-state agencies and their employees. **However, members of the general public who are seeking employment within state government may also benefit from the department's job opportunities notification/job application functions.** In order to deliver its services efficiently, DOER is organized into two program areas: Human Resource Management, Employee Insurance and State Employee Assistance.

The Human Resource Management Program provides services to state agencies which include: furnishing public information on state hiring practices and job opportunities; tracking workforce and labor force trends; recruiting, screening and referring qualified applicants to fill vacancies; developing curriculum and brokering services to train state employees; providing equal employment opportunities, affirmative action programs and ensuring incorporation of diverse cultures into all state activities; administering the human resources portion of the State's HR/Payroll system; maintaining a classification framework as a means of determining equitable compensation, negotiating and administering labor-management contracts; and reporting on pay equity for local governments.

The Employee Insurance Program administers life insurance, hospital, medical and dental and other benefits for employees of state agencies, the Legislative Branch, the Judicial Branch, the University of Minnesota and quasi-state agencies; provides health promotion and workplace safety consultation and programs for state agencies and their employees; manages state employee workers compensation claims and benefits; provides work comp legal services; provides disability management/return to work programs for state workers who are injured on the job; provides a confidential, cost-free counseling and referral service for executive branch state employees; and provides a program that offers cost effective insurance benefits for local units of government.

A Brief History of DOER

In 1939, the state of Minnesota became one of the first states to pass a civil service law. The system was administered through the Civil Service Department. During the late 1960s, a Training Division was added and the Career Executive Service (CES) was established. The

CES was created to recognize outstanding professional and managerial employees and assist in their retention. In 1991, CES was merged with a Managers Advisory Council to create the Minnesota Council of Managers. 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 recruiting and hiring for supervisory and management positions, and renamed the department the Personnel Department. In 1979, the legislature reviewed the ways in which civil service and collective bargaining were working together. At this time negotiations were done by State Negotiator's Office. The Legislative Commission on Employee Relations was created to provide a structural 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 state-wide occupational bargaining units, and represented employees were given an expanded right to strike. The legislature 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 *Minnesota Statutes*, 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 1987, the State Workers' Compensation Program was transferred to DOER from the Minnesota Department of Labor and Industry. In 1995 the legislature abolished the Legislative Commission on Employee Relations and transferred its duties to the Joint Subcommittee on Employee Relations. In 1999, the State Employee Assistance Program (EAP) was transferred from the jurisdiction of the Minnesota Department of Administration to DOER.

Organization: Bureaus, Divisions & Offices

Office of the Commissioner

(651) 296-3095 Julien C. Cartier, commissioner.

(651) 297-3859 Wendy Dwyer, assistant commissioner for government relations and planning.

Business Hours: Monday thru Friday, 8:00 a.m. to 4:30 p.m.

Fax: (651) 296-1990; TTY: (651) 297-2003

The Office of the Commissioner provides central executive authority, management and planning for all of DOER. The commissioner's direct reports include the Deputy Commissioner for Personnel, the Deputy Commissioner for Labor Relations, the Assistant Commissioner for Government Relations and Planning, and the Assistant Commissioner for Employee Insurance.

The Office of the Commissioner also provides the office location of the **State Human Resources Directors Partnership**, an organization of state agency Human Resources/Personnel Directors formed in 2000 to promote unified human resources policies, procedures, and strategies throughout Minnesota's state government. The State Human Resources Partnership meets on the third Thursday of each month at the Minnesota Lottery offices in Roseville. The DOER commissioner serves as secretary of the State Human Resources Partnership. The commissioner, deputy and assistant commissioners, and referees must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

The commissioner, deputy and assistant commissioners must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

In addition, DOER's commissioner declares weather emergencies which determine whether state employees must report to work. As a general rule, considerations for an emergency include road maintenance, transit operations, additional weather conditions, and other concerns such as power or heating systems. Decisions are made in conjunction with the Minnesota Department of Public Safety's Division of Emergency Management. After a decision has been made to close state offices, designated staff members at state agencies are notified, as is the news media (including WCCO-Radio, WCCO-TV, KARE-TV, KSTP-TV and the Associated Press). Weather emergency announcements specify the time of the emergency and the geographic areas involved. Details of weather emergencies, state office closures and other information pertinent to weather conditions may be found on the Weather Emergencies section of the DOER Home Page, at www.doer.state.mn.us/weather/index.htm.

Human Resource Management Program

Operations

(651) 296-8366 Bill Eisele, deputy commissioner for personnel. Business Hours: Monday thru Friday, 8:00 a.m. to 4:30 p.m. Fax: 651-296-1990; TTY: 651-297-2003.

DOER Operations provides internal support services to the department, including budgeting and accounting, central purchasing, human resources, information systems, communications, office management, records management, centralized statewide personnel files, word processing, data entry, and mail delivery.

Some units of DOER Operations also provide services to other state agencies.

For example, the **SEMA4 HR Services Unit** has responsibility for managing the statewide human resource database. The unit also audits employee appointments and changes in the personnel records of all state employees and certifies that all HR transactions are in compliance with Minnesota statutes, rules, administrative procedures, bargaining agreements, and compensation plans. In addition, the SEMA4 HR Services Unit administers the state's "Vacation Donation Program." For information about how state employees may donate a portion of their vacation time to help fellow state employees, call (651) 297-2351. The SEMA4 HR Services Unit also provides information to state agencies by co-publishing (with the Dept. of Finance) the *SEMA4 Spotlight* newsletter. This quarterly publication features news and instructions needed by users of the State HR/Payroll system.

NOTE: The SEMA4 HR Services Unit also furnishes public personnel data when requested by the general public. Dissemination of such data is regulated by the Minnesota Government Data Practices Act, as specified in *Minnesota Statutes*, Chapter 13. Requests for public personnel data may be made by calling (651) 297-2351.

Another unit of DOER Operations, the **Information Services Division (ISD)**, provides some statewide support for agency information technology systems, in addition to providing internal information systems support for DOER. **NOTE:** Although the functions of ISD fall under DOER Operations, the agency's Chief Information Officer, (651) 297-5767, reports to the commissioner.

Training & Development Resource Center

(651) 296-1713 Linda Draze, TDRC manager. Business Hours: Monday thru Friday, 8:00 a.m. to 4:30 p.m. Fax: (651) 297-8118; TTY: (651) 215-0176.

The Training & Development Resource Center (TDRC) provides training programs and training and educational resource information to state employees. The menu of course options includes a wide spectrum of topics in areas such as performance improvement, effective work team development, communication skills, professional development and project management.

The TDRC is responsible for fulfilling mandatory training requirements for state managers, supervisors, and employees, in such areas as management and supervisory core programs and prevention of sexual harassment. The TDRC also coordinates curriculum development, logistics, and presenters on selected course topics, including performance management, and orientation to state government. Services also include curriculum design for specific agencies or workgroups, and one-on-one coaching for course design and presentation skills.

As time goes on, changes occurring in the workplace will require the division to focus more attention on re-training of existing employees, so that the state can respond to changing staffing needs.

The TDRC also includes The Office of Special Events Planning (OSEP). OSEP was created in 1996 to provide state agencies with professional conference planning services at competitive rates. OSEP offers a complete range of services to agencies and other units of government, ranging from assistance in setting event objectives to post-event analysis. The Convention Industry Council, an international organization that promotes excellence and professionalism within the meeting and exposition industry, has designated two members of the OSEP staff as Certified Meeting Planners. OSEP staff members combine more than 40 years of experience in government meeting planning, governmental accounting and hotel sales and catering. For Further Information about OSEP, call (651) 296-9016.

Each August, the TDRC publishes the *TDRC Course Schedule*, which lists training courses and programs offered through the TDRC. For information about this publication, call the TDRC at (651) 296-2380. For the latest course offerings, visit our website and www.doer.state.mn.us.

The TDRC is represented on the following boards, commissions, task forces, work groups, advocacy groups, etc.:

- **The Council of Managers**, (651) 296-1713
- **HRDP Strategic Planning Workgroup**, (651) 215-1517

To register complaints about services provided by the TDRC, call (651) 296-1713.

Staffing Division

(651) 297-8120 Ann Schluter, staffing division manager. Business Hours: Monday thru Friday, 8:00 a.m. to 4:30 p.m. Fax: (651) 296-8919; TTY: (651) 282-2699.

The work of the **Staffing Division** is essentially divided into two major categories: (1) continuing day-to-day operations of the state human resource function, and; (2) collaborative efforts with other state agencies to address emerging concerns and find solutions to issues facing the state workforce of the future.

Continuing human resource operations: For persons seeking employment with the State of Minnesota, the Staffing Division publishes the *Minnesota Career Opportunities Bulletin*, which lists positions open for application to the general public and current employees of the State. The bulletin is distributed to recruiting and referral agencies. All classes currently open for application are also listed at each area Workforce Center office operated by the Department of Economic Security. Job Applicants may obtain the Minnesota Career Opportunities Bulletin, general State job information, and employment application forms by (1) accessing the DOER web site at www.doer.state.mn.us, (2) calling the **Job Information Line (JIL)** at 651-296-2616, (3) writing to the Department of Employee Relations,

attention: Applicant Information Unit, (4) using the teletypewriter (TTY) number at (651) 282-2699 or (5) E-mailing your request to job.info@state.mn.us.

In addition to publishing listings of state positions open for application, the Staffing Division supports the recruiting of job applicants, develops and administers job-related examination procedures, and refers successful applicants to state agencies with vacancies and administers the state's classification system.

Written examinations for members of the public interested in employment with the State of Minnesota are administered in over 20 locations statewide. For specific information about submitting applications for state employment, or about state employment exams and exam sites, you may contact Applicant and Exam Services at (651) 296-3333. Hearing impaired callers may contact Applicant and Exam Services by TTY at (651) 282-2699.

Collaborative efforts to address emerging concerns and find solutions to issues facing the state workforce of the future: The Staffing Division is involved in many issues such as workforce planning, computerized resume scanning and skills identification, and redeployment of state workers. Successful resolution and implementation of these and many other issues will continue to ensure a vital state workforce that is able to meet citizen needs well into the 21st century.

The Staffing Division publishes *Smart Staffing*, a bimonthly newsletter for all state managers and supervisors. The publication focuses on a variety of staffing topics which can help them to better perform their hiring and staffing duties. A companion publication, *Staffing Extra*, is a bimonthly newsletter providing managers and supervisors with the latest information about how Staffing is working to provide enhanced tools for serving their management needs. Both *Smart Staffing* and *Staffing Extra* are published on DOER's web at (<http://www.doer.state.mn.us/staffing/smt-stfg/sm-st-x.htm>). The DOER Home page is located at (www.doer.state.mn.us). For further information about *Smart Staffing* or *Staffing Extra*, please call (651) 284-3167.

Office of Diversity and Equal Opportunity

(651) 296-8272 Michael Watts, ODEO director. Business Hours: Monday through Friday, 8:00 a.m. to 4:30 p.m. Fax: (651) 297-8848; TTY: (651) 297-2003

The Office of Diversity and Equal Opportunity (ODEO) 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, policies, rules and regulations. ODEO also ensures that the state of Minnesota, as an employer, is in full compliance with the Americans with Disabilities Act (ADA). ODEO establishes rules, guidelines, and administrative procedures and monitors all of the state's executive branch agencies for compliance with the state's affirmative action, diversity, equal employment opportunity and ADA programs.

Equal employment opportunity (EEO) and affirmative action (AA) Services: The principal clients of ODEO are state agencies and their affirmative action officers. ODEO provides leadership and support in implementing strong affirmative action and diversity programs. ODEO focuses on the recruitment of protected group members, affirmative action compliance and retention of state employees and services that are inclusive to all qualified persons, and the elimination of underutilization of qualified members of protected groups.

ODEO has five basic responsibilities in the areas of equal employment opportunity and affirmative action: (1) to provide consultation, technical support and training for agency staff to help them develop their affirmative action plans, (2) to establish goals and annual hiring objectives for agencies, and review and monitor their progress, (3) to review state policies and procedures for compliance with equal employment opportunity requirements or evidence of discrimination, and initiate joint programs to eliminate the effects of discrimination, (4) to advise the Commissioner of Employee Relations on legislative

policy initiatives, and report to the legislature on affirmative action progress, and (5) to approve affirmative action plans and monitor progress for state agencies and the four metropolitan agencies.

Diversity Program Services: The goals of ODEO's diversity program are to create a state workplace that welcomes, respects and values people of all abilities, cultures, races, genders and ethnic backgrounds. The division ensures that diversity is reflected in all state government activities, including planning, purchasing, decision-making and design and delivery of services to customers. The division helps agencies identify and remove barriers to make programs and services accessible to all Minnesotans, and develops partnerships with public and private organizations to share techniques for enhancing diversity. The division reports biennially to the governor and the legislature, regarding the state's progress in affirmative action.

Americans with Disabilities Act (ADA) Services: ODEO's work in the area of ADA Services is essentially divided into two major categories: (1) collaborative efforts with other state agencies to facilitate compliance with the Americans with Disabilities Act; and (2) coordination of the State's activities revolving around the hiring and retention of persons with disabilities.

To carry out this work, ODEO coordinates and provides direction and technical assistance to state agency personnel to facilitate compliance with Titles I and II of the Americans with Disabilities Act. Working collaboratively with agency ADA coordinators, ODEO reviews existing policies and procedures as they may relate to the ADA, recommends changes to facilitate compliance, develops and distributes state policies and the *ADA Bulletin* to state agencies. ODEO also develops, coordinates and delivers ADA training for management and supervisory core programs, disability awareness, and multiple Title I and Title II training sessions as well as developing Train-the-Trainer sessions to address statewide training needs. In addition, ODEO works with public and private agencies in enhancing the hiring and retention of persons with disabilities by developing and distributing hiring program information to state agencies, rehabilitation agencies, and educational institutions. Finally, ODEO oversees administration of the 700 Hours Program.

ODEO publishes several brochures covering various topics related to affirmative action, sexual harassment and the ADA. These brochures are available online at the DOER Home Page (www.doer.state.mn.us), or can be requested by calling 651-296-4600.

ODEO is represented on (or works closely with) the following boards, commissions, task forces, work groups, advocacy groups, etc.:

- Lieutenant Governor's Affirmative Action Council (GAAC), (651) 296-3391
- Chicano-Latino Affairs Council, (651) 296-9587
- Council on Asian Pacific Minnesotans, (651) 296-0538
- Council on Disability, (651) 297-2920
- Council on Black Minnesotans, (651) 643-3015
- Indian Affairs Council, (218) 755-3825
- Legislative Commission on Economic Status of Women, (651) 296-8590
- ADA Coordinators Group, (651) 296-4600
- ADA Network, (651) 296-4600
- ADA Ad Hoc Advisory Group, (651) 296-4600
- Statewide Affirmative Action Council (SWAAC), (651) 296-4600
- Joint Labor-Management Council on Affirmative Action, (651) 296-4600
- Interagency Diversity Coordinators Group, (651) 215-1914
- Minnesota Cultural Diversity Institute (MCDCI), (612) 881-6090

ODEO may be able to offer assistance regarding complaints related to equal opportunity, affirmative action, diversity, and ADA issues within the scope of employment with the State of Minnesota. To register such complaints – or complaints about services provided by ODEO -- call the ODEO Director.

Labor Relations Bureau

(651) 296-2516 Donald J. Wodek, deputy commissioner for labor relations (651) 296-8273. Business Hours: Monday through Friday, 8:00 a.m. to 4:30 p.m. Fax: (651) 296-2599; TTY: (651) 297-7959

The Labor Relations 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 labor relations for state employees -- such as unit determination, policy development, and arbitration proceedings. The Labor Relations Bureau also provides centralized liaison with the governor and his staff, and with the Joint Subcommittee on Employee Relations on behalf of state management.

The Labor Relations Bureau also operates a Compensation Unit. This unit administers a compensation program for state employees. The unit collects data dealing with salary and salary administration practices and, in addition, provides compensation information, which is used by the department in preparing compensation plans and in negotiating union contracts. It also writes fiscal notes on personnel-related legislation. The Compensation Unit also administers the local government pay equity program, which assists cities, counties, and school districts in compliance with state laws that eliminate any sex-based wage inequities in compensation. The unit has been analyzing reports from local governments to ensure that pay equity compliance since 1992.

Members of the Labor Relations Bureau -- along with members of DOER's Employee Insurance Program -- serve with representatives of the labor organizations that represent state employees on the Joint Labor-Management Committee (JLMC) on Health Plans. The JLMC meets as needed to discuss issues of mutual concern. For information about the JLMC, call (651) 296-2516.

The Labor Relations Bureau represents the Executive Branch of state government before the Legislative Coordinating Commission's Subcommittee on Labor Relations.

The Labor Relations Bureau may be able to provide assistance regarding complaints related to labor practices within the scope of employment with state government. To register such complaints -- or complaints about services provided by Labor Relations -- call (651) 296-2516.

Employee Insurance Program

(651) 296-3159 David K. Haugen, assistant commissioner for employee insurance.

Employee Insurance Division

(651) 296-6287 Elizabeth Houlding, manager. Business Hours: Monday through Friday, 8:00 a.m. to 4:30 p.m.

DOER's Employee Insurance Program provides insurance and workers compensation benefits (along with related services and programs) to state employees and other state-level organizations through the State Employees Group Insurance Program (SEGIP) and the State Workers' Compensation Program.

The State Employee Assistance Program (EAP) provides confidential, cost-free counseling and referral services to address any serious personal or work-related concerns that may affect state employees and their family members.

Finally, the Employee Insurance Program also operates an insurance purchasing pool to serve local units of government (the Public Employees Insurance Program).

Through the activities of the Assistant Commissioner for Employee Insurance, the Employee Insurance Program also participates in community-wide health care reform efforts. These efforts are aimed at fostering enhanced competition and improved quality of care and service in the general health care market; and are made in conjunction with the Minnesota Health Policy Commissioners, the Minnesota Health Improvement Partnership, the Minnesota Health Data Institute, and various private sector organizations.

Members of the Employee Insurance Program -- along with members of DOER's Labor Relations Bureau -- serve with representatives of the labor organizations that represent state employees on the Joint Labor-Management Committee (JLMC) on Health Plans. The JLMC meets as needed. For information about the JLMC, call (651) 296-2516.

In order to perform the aforementioned functions efficiently, the Employee Insurance Program is divided into the following program areas:

State Employees Group Insurance Program

Phone: (651) 296-2457; Fax: 651-296-5445; TTY: 651-297-7959. (651) 296-4349 Budd Johnson, SEGIP manager. Business Hours: Monday through Friday, 8:00 a.m. to 4:30 p.m.

The State Employees Group Insurance Program (SEGIP) administers an insurance benefit program for state employees, which covers those employed by State government's executive, legislative, and judicial branches, along with the dependents of those employees. Employees of the University of Minnesota and those of some quasi-state agencies are also covered by the SEGIP benefits program. The SEGIP benefits program also covers dependents of the aforementioned employees; plus state agency and University of Minnesota retirees (and their dependents).

SEGIP works with insurance carriers and health maintenance organizations to obtain group life, medical, hospital, disability, long-term care and dental insurance coverage for its members on a cost-effective basis. Administration of the program includes enrollment, premium collection and payment, resolution of coverage and claims disputes. Services to individual state employees generally are furnished through Designated Department Insurance Representatives (DDIRs) working in each state agency and institution.

Recognizing that a significant portion of health care and workers' compensation costs can be prevented, SEGIP offers its State Employee Health Promotion Program (SEHPP). The SEHPP provides leadership and guidance to state agencies in the development of well-planned, worksite-based health promotion programs aimed at promoting healthy lifestyles and preventing injuries and illnesses for state employees and their families. SEHPP programs and activities are provided to state employees through volunteer health promotion coordinators working in each state agency. For information about the SEHPP, call (651) 296-1689.

SEGIP publishes *Employee Insurance News*, a bi-monthly update on the news and issues that impact the State's various employee insurance programs, benefits and services. *Employee Insurance News* is delivered by mail to agency heads, managers, supervisors, and other leadership personnel at state agencies. It is also available on the DOER Home Page at www.doer.state.mn.us. For information about this publication, call (651) 215-1055.

SEHPP publishes *Your Health...Your Choice*, a quarterly newsletter providing information about health, wellness, and employee insurance benefits provided to state workers. *Your Health...Your Choice* is delivered by mail to all state employee households eligible for SEGIP health and dental coverage. For information about this publication, call (651) 215-1055.

SEHPP publishes *Health Promotion Partners*, a bi-monthly newsletter providing information and ideas related to activities of the State Health Promotion Program. *Health Promotion Partners* is delivered by mail to all health promotion coordinators serving the various state agencies. For information about this publication, call (651) 296-1689.

SEGIP publishes *DDIR Bulletin*, a bi-monthly newsletter providing information designed to help state agency personnel offices in handling administrative tasks associated with their employees' insurance benefits. *DDIR Bulletin* is delivered by mail to all Designated Department Insurance Representatives serving the various state agencies. For information about this publication, call (651) 297-8297.

SEGIP is represented on (or works closely with) the following boards, commissions, task forces, work groups, advocacy groups, etc.:

- Minnesota Center for Healthcare Electronic Commerce, (651) 917-6715
- Blue Cross Blue Shield of Minnesota Medical Policy Committee, (651) 662-1691
- Minnesota Health Improvement Partnership, (651) 296-7012
- Buyers' Health Care Action Group Steering Committee, (612) 896-5186
- Buyers' Health Care Action Group Implementation & Administration Committee, (612) 896-5186
- Joint Labor-Management Committee on Health Plans Steering Committee, (651) 296-2516
- Minnesota Health Data Institute, (651) 917-6701
- Minnesota Consortium of Health Care Purchasers, (612) 896-5186
- Health Policy Commissioners Group, (651) 215-8987
- Public Programs Risk Adjustment Work Group-Quality Advisory Committee, (651) 282-5643
- Association for Worksite Health Promotion, (612) 924-1478
- Minnesota Council on Physical Activity and Sports, (847) 480-9574
- Complaint Process Work Group, (651) 296-5449
- Long-term Care Insurance Advisory Committee, (651) 282-2438

To register complaints about services provided by SEGIP, call (651) 296-2457.

State Workers' Compensation Program

Phone: (651) 296-6521; Fax: 651-297-5471; TTY: (651) 297-7959; (651) 296-8190 Gary Westman, state workers' compensation program manager. Business Hours: Monday thru Friday, 8:00 a.m. to 4:30 p.m.

The State Workers' Compensation Program administers workers' compensation benefits for injured state employees. Its purpose is to ensure that state employees work in a safe and healthy environment, and that costs due to work-related injuries and illnesses are minimized. It is responsible for the management of all state employee work comp claims activity, including accepting and denying claims, payment of indemnity benefits, coordination of rehabilitation and return-to-work activities, and legal representation for state agencies in workers' compensation cases. Effective July 1, 1993, the program contracted with a certified managed care plan to provide a specialized network of health care professionals, utilization management, and medical bill processing. This program covers employees of the executive, legislative and judicial branches of state government; and some quasi-state agencies such as the Minnesota State Fair and the Minnesota Historical Society.

The State Workers' Compensation Program also provides state agencies with consulting services in occupational safety, industrial hygiene, and injury prevention through its State Safety & Industrial Hygiene Unit. For more information, contact the supervisor of the State Safety & Industrial Hygiene Unit, at (651) 297-3055.

The State Workers' Compensation Program is represented on (or works closely with) the following boards, commissions, task forces, work groups, advocacy groups, etc.:

- Workers' Compensation Reinsurance Association Self-Insured Committee, (651) 229-1829
- Workers' Compensation Reinsurance Association Claims Committee, (651) 229-1829
- Dept. of Labor & Industry Workers' Compensation Insurers Task Force, (651) 296-6490
- Dept. of Administration Risk Management Advisory Council, (651) 284-3865
- Minnesota Health Partnership, (612) 993-3404
- GenSource Users' Group, (909) 386-8636
- Dept. of Human Services Workers' Compensation Committee, (651) 297-7078*
- Dept. of Administration Furniture Users Group, (651) 296-2621

- Interagency Safety and Health Committee, (651) 297-3055
- Joint Labor-Management Safety Committee, (651) 297-3055
- *After July 1, 2001, call (651) 296-2613

To register complaints about services provided by the State Workers' Compensation Program, call (651) 296-6521.

State Employee Assistance Program

(651) 296-0765 or toll-free: (800) 657-3719 Fax: (651) 282-2099; TTY: (651) 297-5533. Kimberly T. Peck, L.S.W., C.E.A.P., EAP Director. Office Hours: Monday through Friday, 7:00 a.m. to 5:00 p.m. After-hours crisis phone counseling is available by calling (651) 296-0765 or (800) 657-3719.

Because one out of every four employees experiences serious personal problems that negatively affect their work, DOER's State Employee Assistance Program (EAP) provides confidential, cost-free counseling services to state employees and their family members, available at 61 access sites throughout Minnesota.

By contacting any EAP office, employees and their family members can schedule an appointment to meet with a counselor and discuss any serious personal or work-related concern. Typically, those appointments can be scheduled within three days of the initial call to the EAP office. **NOTE:** for after-hours phone counseling, state employees and their family members may call 651-296-0765 or 1-800-657-3719.

EAP also provides direct consultation to management and labor regarding complex workgroup issues such as organizational change, performance management problems, workplace communication, crisis management and workplace violence.

EAP publishes *The EAP Connection*, a semi-annual newsletter for state supervisors, managers, human resource personnel and union leadership. *The EAP Connection* is delivered by mail; and may be read online on the DOER Home Page (www.doer.state.mn.us). For information about *The EAP Connection*, call (651) 296-0765.

EAP is represented on (or works closely with) the following boards, commissions, task forces, work groups, advocacy groups, etc.:

- The Joint Labor Management Committee to the Employee Assistance Program, (651) 296-2872
- The Joint Labor Management Committee on Health Plans, (651) 296-2516
- State Human Resource Directors Partnership, (651) 296-2642
- To register complaints about services provided by EAP, call (651) 296-0765.

Minnesota Public Employees Insurance Program

(651) 296-4934 Scott Anderson, PEIP manager. Business Hours: Monday thru Friday, 8:00 a.m. to 4:30 p.m. Fax: 651-296-5445; TTY: 651-297-7959

The Minnesota Public Employees Insurance Program (PEIP) was created under state law to provide local government units, school districts, and other public entities with the opportunity to purchase a uniform package of affordable, high-quality employee group insurance benefits. Several managed care and comprehensive major medical plan options are available, giving employers the flexibility to choose the product that best fits their needs. In areas of Minnesota where more than one participating PEIP health carrier are available, employees can choose the health plan they want from among options that may include: Altru Health Plan, PreferredOne, HealthPartners, First Plan of Minnesota, and MMSI (a Mayo Health Plan Product). Proposals can be obtained by calling (952) 826-3860, or toll-free: (800) 829-5601.

PEIP is represented on (or works closely with) the following boards, commissions, task forces, work groups, advocacy groups, etc.: Public Employees Insurance Program (PEIP) Labor-Management Committee, (651) 296-4934.

To register complaints about services provided by PEIP, call (651) 297-7192.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State];

PUBLIC EMPLOYEES GROUP LONG-TERM CARE INSURANCE PROGRAM ADVISORY COMMITTEE - Advise the commissioner of employee relations on program issues, including, but not limited to benefits, coverage, funding, eligibility, enrollment, underwriting, and marketing. The committee consists of thirteen members including the executive directors or designees of the Minnesota State Retirement System, the Public Employees Retirement Association, and the Teachers Retirement Association; one member of the Investment Advisory Committee of the State Board of Investment provided under section 11A.08 appointed by the board; one staff member of the Dept. of Human Services appointed by the Commissioner of Human Services; one staff member of the Dept. of Commerce appointed by the Commissioner of Commerce; one member of the medical community with clinical knowledge of long-term care appointed by the Commissioner of Employee Relations; and six members representing the interests of eligible persons, including exclusive representatives of employees as defined by section 179A.03, subdivision 8, and unrepresented employees appointed by the Commissioner of Employee Relations. The meetings are the second Thursday of the month for two hours at the Dept. of Employee Relations, Centennial Office Bldg., St. Paul. The committee expires June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioner of the Department of Employee Relations. **Compensation:** No compensation. *Minnesota Statutes* 43A.318. Dept. of Employee Relations, 658 Cedar St., Room 200, St. Paul, MN 55155. (651) 282-2438.

Office of Environmental Assistance

520 Lafayette Road N., Second Floor, St. Paul, MN 55155-4100

Phone: (651) 296-3417 or toll-free: (800) 657-3843

Clearinghouse: (651) 215-0232 or (800) 877-6300

Fax: (651) 215-0246

Website: www.moea.state.mn.us

Director Sherry Enzler

Minnesota Statutes, Chapter 115A, *Minnesota Rules* 9200-9299

THE MISSION OF THE MINNESOTA OFFICE OF ENVIRONMENTAL ASSISTANCE (OEA) is to protect Minnesota's environment and assure a sustainable economy through waste prevention and resource conservation.

The OEA's history goes back to 1980, when the legislature enacted the Waste Management Act, creating the Minnesota Waste Management Board. The Waste Management Board became the Minnesota Office of Waste Management in 1989. The Office of Waste Management had multi-media (air, water and soil) pollution prevention responsibility as well as solid waste and hazardous waste planning and management responsibility for the 80 counties of Greater Minnesota, and the Metropolitan Council conducted those activities for the seven Metropolitan Area counties. In 1994, the Minnesota Legislature changed the name of the office to the Minnesota Office of Environmental Assistance. With the creation of the OEA, the Metropolitan Council's responsibilities were transferred to the OEA, giving it responsibility for overseeing solid waste activities for all Minnesota's 87 counties.

The Office of Environmental Assistance seeks to help make Minnesota environmentally healthy and economically strong through efficiency in resource use, responsible management of waste, pollution prevention and sustainable practices. The OEA does not regulate or enforce environmental laws; it is a service organization that helps businesses, local governments, schools, community organizations and individual citizens solve environmental problems.

The OEA strives not only to address today's major environmental issues, but to identify future trends and develop strategies to keep our environment healthy. In order to help Minnesota protect its environment and reduce waste, the OEA:

- Works to identify emerging environmental issues and evaluate policies.
- Provides financial assistance through grant and loan programs.
- Offers technical assistance to local governments and businesses.
- Provides educational programs to schools and the general public.

The director must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Research and Policy Development

The OEA's policy and research activities provide focus and direction to Minnesota's efforts to prevent pollution and to recover resources from waste.

Product Stewardship Task Forces The OEA is working with both public and private sectors (specifically manufacturers, retailers, recyclers and representatives of local and state governments) to create solutions to managing products at the end of their useful lives. The OEA seeks to develop and implement shared responsibility systems through voluntary partnerships with industry. Each task force considers the major factors affecting product stewardship, including toxicity, volume being discarded, the potential for increased recycling, and how to allocate the costs and responsibilities for collecting and recycling the products.

The OEA's goals for the product stewardship task forces are to develop recommendations for reducing the amount of product entering the waste stream, for increasing the recycling and recovery of the priority products and for determining timelines for meeting those goals in Minnesota.

Reports Under the Waste Management Act (*Minnesota Statute 115A*) and the Toxic Pollution Prevention Act (*Minnesota Statute 115D*), the OEA issues reports and recommendations to the Legislature. The OEA also responds to legislative requests on specific topics, such as reducing packaging waste and appropriately managing potentially hazardous materials such as old electronic appliances, fluorescent lamps and used oil and filters.

- **Solid Waste Policy Report:** Every two years, the OEA submits its *Solid Waste Policy Report* to the Minnesota Legislature. The *Policy Report* analyzes the state's waste management system and makes recommendations to improve it.
- **Pollution Prevention Evaluation Report:** Every two years the OEA evaluates the progress being made by Minnesota's businesses in preventing pollution and profiles the most significant generators of Toxic Release Inventory (TRI) chemicals. The report examines Toxic TRI chemical generation and release data to determine trends and to evaluate the effectiveness of our programs and recommend changes for the future.
- **GreenPrint for Minnesota:** The *GreenPrint: State Plan for Environmental Education* provides guidance to individuals and organizations that deliver or support environmental education programs.

Local Government Assistance

One of the OEA's primary objectives is to assist local governments in ways to minimize or prevent the generation of waste and pollution and conserve our natural resources, by helping Minnesota counties develop integrated waste management systems and by helping them plan and carry out SCORE programs. The OEA monitors county and regional progress toward legislatively established recycling goals, and publishes the results in the *Report on SCORE Programs* every year.

The goal is to combine reduction, reuse, recycling, composting and resource recovery into cost-effective and environmentally sound systems to reduce the use of landfills and increase the amount of waste that is recovered.

Grants The OEA has several grant programs for counties.

- **Capital Assistance Program Grants:** The OEA's Solid Waste Processing Facilities Capital Assistance Program (CAP) helps counties finance the capital costs of developing waste management facilities—recycling and resource recovery facilities.

- **SCORE Block Grants:** The OEA awards over \$14 million in SCORE block grants annually to counties for implementing waste reduction, recycling, yard waste, problem materials and education programs. These grants leverage over \$27 million in matching funds.
- **Metropolitan Landfill Abatement Account.** From this fund, raised through a fee on landfills, the OEA administers the Local Recycling Development Grant program for the seven-county Metropolitan Area to improve education, source reduction and waste exchange programs serving the region.

Solid Waste Technical Assistance The OEA provides technical assistance to local units of government and private industry that own solid waste projects. The OEA helps with waste assurance related issues such as providing examples of contracts used to assist counties in getting waste to their facilities, provides trouble-shooting assistance to help improve recycling processes, examines waste management alternatives, helps facilities deal with operational and/or regulatory compliance issues that may arise and provides information and knowledge about household hazardous waste (HHW) collection systems, source reduction promotions and other methods to meet the objectives and goals found in the Waste Management Act (*Minnesota Statute 115A*).

Business Assistance

The OEA works with Minnesota businesses to help them improve their economic efficiency through reducing waste, preventing pollution, using secondary materials and other environmentally sound practices. The OEA has a variety of tools to address the environmental and economic concerns of Minnesota businesses, including grants, awards and recognitions, telephone assistance and technical assistance.

Environmental Assistance Grant Program Each year, the OEA awards money for projects that focus on pollution and waste prevention, recycling market development, environmental education, sustainable communities development or resource recovery. The OEA uses these grants as seed money for new programs and projects, to support and showcase local efforts, to transfer technology and results to others in Minnesota, and to challenge and support innovation.

All grant projects must provide data and information that clearly demonstrates progress toward achieving the identified environmental outcomes. The OEA uses the information from funded grants to demonstrate to the Minnesota legislature, Minnesota taxpayers, and others, progress toward meeting the environmental outcomes. The OEA's financial assistance efforts include competitive grants and loans to businesses for priority environmental projects.

Grants are awarded through either "open" or "targeted" grant rounds. In the open grant rounds, OEA awards grant funds to a wide variety of projects that focus on the priorities identified in OEA's strategic plan, such as education for behavioral change, community sustainability, source reduction of wastes, procurement practices and businesses as environmental stewards. The targeted grants are based on "targeted topics" in the OEA's strategic plan that are identified in the RFP for the targeted round.

Minnesota Technical Assistance Program (MnTAP)

As directed by the Minnesota Toxic Pollution Prevention and Waste Management Acts, the OEA established a waste and pollution prevention program for all generators of toxic pollutants and hazardous substances. The Minnesota Technical Assistance Program (MnTAP), which is located at University of Minnesota, serves this function. Funded by the OEA, MnTAP provides non-regulatory pollution prevention and waste management assistance to Minnesota industry. Staffed by people with expertise in many manufacturing processes and waste prevention techniques, MnTAP offers technical assistance free to Minnesota businesses. As a result, Minnesota companies are improving the way they run their businesses.

MnTAP offers technical assistance to businesses and other business-assistance organizations seeking pollution prevention, materials exchange or waste management assistance. MnTAP also offers site visits conducted at businesses, and places student interns in companies to implement pollution prevention projects.

For more information about MnTAP call 1-800-247-0015 or check out their website at www.mntap.umn.edu.

Recycling Market Development The OEA uses financial and technical assistance to help expand the use of recycled materials in manufacturing new products and develop reliable markets for recyclables collected in Minnesota. Technical assistance includes publications such as the *Minnesota Recycling Directory and Recycling Guide for Business*, telephone assistance and referrals and presentations.

Recognition: The Governor's Award for Excellence in Waste and Pollution Prevention program recognizes public and private organizations that demonstrate a superior commitment to waste and pollution prevention, source reduction and resource conservation. Accomplishments must go beyond traditional waste management practices, focusing instead on preventing, reducing and reusing through innovative and creative strategies. Winners are selected from the field of applicants by a panel including state officials and industry representatives.

Materials Exchange Catalogue matches organizations that have waste materials with others that can use those materials. The OEA coordinates the Materials Exchange Alliance, a group of local materials exchange programs in Minnesota, and publishes an on-line listing of materials.

Minnesota Waste Wise A voluntary waste prevention program, offered in partnership with the Chamber of Commerce.

Procurement To create greater market demand for environmentally preferable goods and services, the OEA is partnering with the Department of Administration to change state agency purchasing practices.

Problem Materials The OEA helps Minnesota reduce and properly manage problem materials, such as major appliances, fluorescent lights and batteries, that cause particular environmental, safety or operational problems when mixed with trash.

Education and Outreach

It is the OEA's goal to foster environmentally sustainable attitudes and behavior on the part of all Minnesotans and to educate the public about the environmental issues facing our state. Written materials, presentations, direct technical assistance and telephone assistance are used to work with communities, schools and individuals.

Education Clearinghouse A source of print and audio-visual information about waste and environmental issues for the general public, the clearinghouse also offers telephone assistance for the public, teachers, students, businesses and others. Articles, curricula, fact sheets and other print materials are available free of charge. Videos are also available to be borrowed.

Environmental Education Capacity Building

Workshops: The OEA offers monthly capacity building workshops to provide individuals with the tools and skills needed to help develop effective organizations and individual leaders in environmental education. Each year, six regional environmental education (EE) clinics are held around Minnesota, and monthly workshops were held at the OEA's St. Paul office.

SEEK: Sharing Environmental Education Knowledge (SEEK) is an online directory of environmental education resources from a variety of organizations throughout the state, including schools, colleges, other

government agencies, environmental learning centers and businesses. At present SEEK has nearly 120 organizational partners. Website: www.seek.state.mn.us

Sustainable Communities: The OEA Sustainable Communities team works with communities to integrate environmental considerations with social and economic concerns. Almost 2,000 members (citizens, business people, local government officials, non-profit leaders and educators) have joined the Minnesota Sustainable Communities Network sponsored by the OEA. In addition, the OEA has provided technical assistance to more than 30 current sustainable community projects that advance community-based activities and practices in resource conservation and pollution prevention throughout Minnesota.

NextStep Web Site: The OEA is introducing a new, interactive Web-based assistance tool called NextStep. This site will provide a convenient point of access to information about sustainability in Minnesota. The site addresses the economic, social, and environmental aspects of twelve topic areas and contains information on tools and resources, case studies, a calendar listing, short articles and interactive scrolling conversations. Website: www.nextstep.state.mn.us

Waste Reduction Campaign: The Office of Environmental Assistance is working with local governments, businesses and consumers to reduce waste through the statewide *Reduce Waste: If not you, who?* waste reduction campaign. The campaign is a multi-level effort targeted to Minnesota families with children consisting of advertising, public relations, grassroots education, social marketing, and the Waste-Free Fridays pilot project.

Publications

The OEA publishes a wide range of information on topics of waste prevention and management and other environmental issues. These include "The Resource," a bimonthly newsletter; fact sheets on OEA programs; legislative reports on environmental policies; the *Minnesota Recycling Directory* and the *Minnesota Recycled Products Directory*; the *Minnesota Guide to Pollution Prevention Planning*; the *Source Reduction Now* manual and video; and many others. Most can be obtained by calling the OEA Education Clearinghouse.

Citizen Participation and Appointment: SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]

ENVIRONMENTAL EDUCATION ADVISORY BOARD - The environmental education advisory board shall advise the director of the Office of Environmental Assistance in carrying out the director's responsibilities under *Minnesota Statutes* 115a.073 of the above listed legislation. The 20 member board must include representatives from the Pollution Control Agency, Department of Children, Families and Learning, Department of Agriculture, Department of Health, Department of Natural Resources, Board of Water and Soil Resources, Environmental Quality Board, Board of Teaching, University of Minnesota Extension Service, a citizen member from each congressional district, of which two must be licensed teachers currently teaching in the K-12 system; and three at-large citizen members appointed by the director. Bi-monthly meetings held on the fourth Thursday of the month for three hours. The board expires on June 30, 2003. **Appointing Authority:** Director, Office of Environmental Assistance. **Compensation:** Substitute pay for teachers, and travel expenses. *Minnesota Statutes* 115A.072, *Subdivision 1*. 520 Lafayette Road. N., 2nd. Floor., St. Paul, MN 55155-4100. (651) 296-3417.

PREVENTION, REDUCTION AND RECYCLING ADVISORY COUNCIL - The council shall make recommendations to the office on its programs, policy and legislation in pollution prevention, waste reduction, reuse and recycling, resource conservation and the management of hazardous waste. The council consists of twenty-four members. There will be not less than 9 members and no more than 24 members. Membership shall consist of one-third citizen representatives, one-third representatives of government and one-third representatives of business and industry. The director may appoint nonvoting members from other environmental and business assistance providers in the state. Meetings are held on the second Friday of each month for three hours at the Office of Environmental Assistance. The council expires on June 30, 2001. **Appointing Authority:** Office of Environmental Assistance. **Compensation:** Travel expenses and lunch for longer meetings. *1997 Laws, Senate File 127.* Minnesota Office of Environmental Assistance, 520 Lafayette Road N., St. Paul, MN 55155. (651) 296-3417.

SOLID WASTE MANAGEMENT ADVISORY COUNCIL - The council advises the director of the Office of Environmental Assistance on issues relating to solid waste management throughout Minnesota. The council consists of twenty-one members and shall have 1/3 government representation, 1/3 citizen representation and 1/3 private industry representation. Meetings are held the first Friday of each month for three hours at the MN Office of Environmental Assistance. The council expires on June 30, 2001. **Appointing Authority:** Director, Office of Environmental Assistance. **Compensation:** Reimbursed for mileage and some expenses. *1997 Session Laws.* Minnesota Office of Environmental Assistance, 520 Lafayette Road, Second Floor, St. Paul, MN 55155. (651) 296-3417.

Environmental Quality Board

(SEE Environmental Quality Board entry within the entry for Minnesota Planning under "P" for Planning)

Executive Council

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

Phone: (612) 296-1424

Website: www.state.mn.us/ebranch/admin/

Executive Secretary David F. Fisher

Minnesota Statutes, Chapter 9

THE COUNCIL CONSISTS OF THE GOVERNOR, LIEUTENANT governor, attorney general, secretary of state, state auditor and state treasurer (the state treasurer position will be abolished at the end of the current state treasurer's term in January 2003). 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.

Minnesota Film Board

401 N. Third St., Suite 460, Minneapolis MN 55401, U.S.A.

Phone: (612) 332-6493; Fax: (612) 332-3735

HOTLINE: (612) 333-0436

Website: www.mnfilm.org

Executive Director Randy Adamsick

Minnesota Statutes, Section 270.66

Mission

THE MINNESOTA FILM BOARD IS A NON-PROFIT PROFESSIONAL SERVICE organization designated by the State of Minnesota to develop the Minnesota film/video industry as *force for economic and creative growth*.

The Board is the *only* state film commission in the U.S. that is non-profit corporation, i.e. it is the only state commission obligated to raise private matching funds in support of its mission.

Like most state film commissions, the Minnesota Film Board was founded 20 years ago primarily to bring Hollywood productions to shoot in the state. Now, and in the future, much more of the Film Board's work will involve the *development, funding, production and distribution* of new work created by Minnesota companies and filmmakers.

The Board's production goal is to make Minnesota the most film-friendly, cost-friendly and innovative production market in the U.S. The Film Board's Minnesota Independent Film Fund, 5% Snowbake, and New Media Task Force are unique among the 200 U.S. state and local film commissions.

Feature Films and Television Movies

"Fargo," "A Simple Plan," "Grumpy Old Men," "The Mighty Ducks," and 60 other features have been shot in Minnesota in the last decade. Our unique 5% "Snowbake" keeps the state on the competitive edge. The entire Minnesota Production Guide is online, our 11,000 location photographs are digitized for easy retrieval and transmission, and the Film Board production staff offers quick, thorough and imaginative service to filmmakers.

Film Board Events and Programs:

- 5% "Snowbake" (aka MN Film/TV Jobs Fund)
- Award-winning Minnesota Production Guide
- Website: www.mnfilm.org
- LA/NY "Ice Pack" Celebrations
- 11,000 entry, digitized Locations Photodatabase

1999 Highlights:

- "Here on Earth," Twentieth Century Fox
- "Sugar & Spice," New Line Cinema

Economic Impact for Minnesota:

- 1999 2 studio feature films \$7,000,000

Television Series

Minnesota-produced national television is becoming big business. Currently 16 shows are being produced and aired on many networks including Discovery, PBS, The Learning Channel, and Home & Garden Network with more programs in pre-production. Minnesota programs represent everything from one of the original home improvement shows "Hometime" (airing since 1986) to the latest-yet completely unique-entry on the national talk show scene "Mental Engineering" (premiering in 1999 and enthusiastically reviewed by the New York Times). Local production company Broadview Media has nine series currently running as well as the recent renewal of 130 episodes of their popular TIPical Mary Ellen.

Three series which have put Minnesota on the television production map this year are: "Right on the Money" (PBS), "K-9 to 5" (Discovery's Animal Planet) and for the fifth year in a row "Rebecca's Garden" (Hearst-Argyle).

Film Board Events and Programs:

- 5% "Snowbake" (aka "Film/TV Jobs Fund")
- TV Producers' Brainstorm Sessions
- Television Jobs Workshop

1999 Highlights:

- "Rebecca's Garden" - Hearst-Argyle Productions
- "Right on the Money" - Twin Cities Public TV
- "K-9 to 5" - Tremendous Entertainment 1999

Economic Impact for Minnesota:

- \$20,000,000
- 16 national series

Minnesota Independent Films

For the fifth year the Minnesota Independent Film Fund (MIFF) continued to award three Minnesota filmmakers a \$25,000 interest-free loan plus professional through access to a steering committee made up of nationally recognized film industry professionals. This program, still the only one its kind in the country, has been sustained with funds provided by Northwest Airlines and the McKnight Foundation.

New to the MIFF program this year is a screenwriting mentorship award funded by the Jerome Foundation. Each winning MIFF project is matched with a screenwriter of national reputation, such as Academy Award winner Barry Morrow ("Rain Man") and noted writer/producer James Shamus ("The Ice Storm," "Ride With The Devil"). 1999 MIFF winners are Kate Lehmann and Sara Moore ("The Silent Shill"), William Kruse ("Two Harbors") and J.D. Dunlop ("Seed Corn Symphony").

Film Board Events and Programs:

- Minnesota Independent Film Fund
- Jerome Screenwriters Mentorship
- D.L.Mabery Independent Film/Video Award

1999 Highlights:

- "Tuesday Mornigh Coffee" - Affinity Films
- "Mulligan" - Vandy Productions

1999 Economic Impact for Minnesota:

- 4 independent features \$1,000,000

Television Commercial Production

For 25 years, commercial spots have been the bedrock of film production in the state—in fact, the Twin Cities are the 6th largest market for commercial production in the U.S. In 1999, the Film Board led a coalition of Minnesota's film commissions, production companies, trade organizations ad agencies and labor unions that secured a landmark *sales tax exemption on creative services for TV commercials* at the Minnesota Legislature. *Minnesota TV spot production is now sales tax free!*

The Film Board works closely with the Association of Independent Commercial Producers (Minnesota AICP) to promote, research and facilitate spot production in the state, because Minnesota has one of the greatest pools of directors, actors, locations, post, support services and *creativity* found anywhere in North America.

Film Board Events and Programs:

- 1999 Sales Tax Initiative/ Tax Information Workshops
- Agency/Production/Client Focus Groups

1999 Highlights:

- Nike, Wilson-Griak, Greg Winter, director
- Sears, A Band Apart, Phil Harder, director
- Mall of America, Fallon-McElligott, Ridley Scott, director

1999 Economic Impact for Minnesota:

(approx. 200 spots) \$40,000,000

Corporate Video and Business Communications

Minnesota's wealth of Fortune 500 companies has enabled the state to consistently be one of the top five markets for corporate video and business communications in the U.S. with a long and distinguished record of award-winning corporate film, video and multimedia productions. The Film Board has partnered with the Twin Cities Chapter of the International Television Association to help foster production in this area.

Do you need some help finding locations? Or how about some crew? We can help!

Film Board Events and Programs:

- TVA Advisory Council

1999 Highlights:

- NSP, Fuller Productions, ITVA Video Festival Gold
- Sandoz Nutrition, Tom Williams, ITVA International Gold

Economic Impact for Minnesota:

• \$60,000,000

New Media

Minnesota is becoming a mecca for New Media by building on its strong base in technology, business communications, film/video production and the creative arts. The Film Board's New Media Task Force seeks to incubate companies that create new forms of entertainment and information delivery. The Film Board's mission in this emerging technology is to *foster the production and distribution of the moving image over the Internet*.

The Film Board offers seminars, like the June 2000 newmedia-love.com, which are designed to bring together the film/video and dot.com communities. We are also creating a new media database for

inclusion in the 2001 Minnesota Production Guide, and looking for opportunities to help Minnesota filmmakers create new work and distribute existing work via the worldwide web. The Film Board works closely with state agencies, educational institutions and business (e.g. Minnesota Department of Trade & Economic Development, U of M New Media Institute, Minnesota Hi-Technology Association) to improve Minnesota's overall climate for technology growth.

Film Board Events and Programs:

- newmedialove.com
- New Media Task Force

1999 Highlights:

- Walker Art Center website wins AAM Award
- Wam!Net delivers dailies to Gladiators

1999 Economic Impact for Minnesota:

- Too soon to tell, but the sky is the limit!

Education

In film/video production, as in all high-tech industries, Minnesota's future lies in our ability to lure, train and retain top quality students and working professionals. As the Film Board's mission turns from luring Hollywood toward growing a strong, stable, indigenous film community, the role of post-secondary education is becoming increasingly important. Minnesota must provide world-class educational opportunities plus work experiences that introduce students to the film industry.

With funding from the Medtronic Foundation, the Film Board offers in-house internships for people eager to enter the film industry; in fact, more than 100 recent Film Board interns are currently working professionals in the film/TV industry. The internship program also offers liaison between students and companies willing to offer volunteer, pay or for-school-credit opportunities. Film Board staff and board members serve on many post-secondary advisory boards (e.g. U of M, Minneapolis College of Art & Design, Metropolitan State University, Minneapolis Community & Technical College), and make presentations are more than 20 high schools and colleges statewide each year.

Film Board Events and Programs:

- Medtronic Professional Internship Program
- Industry "Town Meetings"
- Professional Seminars (newmedialove.com; TV Jobs)

1999 Highlights:

- U of M New Media Institute (new director hired)
- Metropolitan State University: creation 4-year film degree with emphasis in Screenwriting

Economic Impact for Minnesota:

- Invest in our future!

Department of Finance

658 Cedar Street, 400 Centennial Building, St. Paul MN 55155

Phone: (651) 297-7881; Fax: (651) 296-8685

Website: www.finance.state.mn.us

Commissioner Pamela Wheelock (651) 297-7881

Deputy Commissioner Anne M. Barry (651) 296-2531

Minnesota Statutes, chapter 16A

Background

THE LEGISLATURE CREATED THE DEPARTMENT OF FINANCE in 1973, consolidating all statewide financial management duties and functions. The commissioner of finance is the state's chief financial officer and is responsible for managing all financial affairs of the state.

The mission of the Department of Finance is twofold:

- Ensure the integrity of state fiscal resources; and,
- Support and challenge state decisionmakers to constantly increase the value per dollar of services provided to Minnesotans.

The department provides the following services for the State of Minnesota: economic analysis, coordinating the state's operating and capital budgets, policy analysis, accounting and payroll systems, financial reporting, vendor payments, information services, and cash and debt management. The department has five major divisions: Economic Analysis, Budget Services Division, Accounting Services Division, Administrative Services Division, and Cash and Debt Management.

The commissioner, deputy and assistant commissioners, and referees must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Citizen Participation and Open Appointment -SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA NON-PROFIT PROGRAM REVIEW COMMITTEE

- To help state agency commissioners evaluate nonprofit organizations' business and financial plans - for certain organizations awarded state bonded funds by the legislature. The committee consists of nine members including seven members to be appointed by the Commissioner of Finance from the banking and finance industry, and two public members. Meetings are held as requested by the commissioner in St. Paul. The committee does not expire. **Appointing Authority:** Commissioner of Finance.

Compensation: Expenses.

Minnesota Statutes 15.014. 400 Centennial Office Bldg., 658 Cedar St., St. Paul, MN 55155. (651) 296-5900.

Economic Analysis

(651) 297-2799, **Dr. Thomas Stinson, state economist.** The section analyzes economic factors as they affect the state's financial affairs. It projects revenues the state can expect to receive, giving decision-makers essential information during the biennial budget process. It monitors the state's revenue position, develops financial forecasts, and provides economic analysis to other units of government. The section publishes forecast summaries in November and February and an Economic Update quarterly. This section provides no direct services to the public.

Budget Services Division

(651) 296-2438, **Peggy Ingison, assistant commissioner and state budget director.** The division develops the state biennial operating and capital budgets and monitors them throughout the biennium. Specialized teams monitor and analyze financial data within specific activities to ensure implementation of the state's budget. The division also manages statewide reporting of fees. The division reviews program policies, identifies alternative budget strategies and makes recommendations to the legislature and the governor on funding priorities.

Budget Services Teams:

Four teams develop and provide information on matters relating to fiscal control, program analysis, and proposed legislation. This information is used to evaluate state government programs and services and provide policy options for all parts of state government. The teams assemble elements of the governor's budgets and work closely with the legislature to provide comprehensive budget data.

Budget Planning and Operations

(651) 296-4724, **Charlie Bieleck, team leader.** This team manages the budget process and compiles information relating to historic, current, and projected revenues and expenditures which is used to prepare and monitor the state budget. This team also manages the fiscal note process and coordinates statewide policies for state indirect costs and fees. This team coordinates the preparation of public documents, all of which can be found on the department's web site (www.finance.state.mn.us).

Education and State Government

(651) 296-7738, **Stephanie Andrews, team leader.** This team addresses budget and financial management issues relating to K-12 education, early childhood and family education, higher education, state agencies, and constitutional officers. Executive budget officers on this team are assigned to work with individual agencies in these areas. This team provides no direct services to the public, other than responding to requests from the public for information on budget issues.

Environment and Economic Development

(651) 282-5074, **John Heintz, team leader.** This team addresses budget and financial management issues relating to the environment and natural resources, transportation, economic development, state commerce, and agriculture. Executive budget officers on this team are assigned to work with individual agencies in these areas. This team provides no direct services to the public, other than responding to requests from the public for information on budget issues.

Health, Human Services and Local Government

(651) 296-5916, **Jim Schowalter, team leader.** This team addresses budget and financial management issues relating to health and human services, corrections, courts, taxes, and local aids and credits. Executive budget officers on this team are assigned to work with individual agencies in these areas. This team provides no direct

services to the public, other than responding to requests from the public for information on budget issues.

Accounting Services Division

(651) 297-4397, Lori Mo, assistant commissioner. This division provides accounting and payroll services and establishes appropriate policies and procedures for state agencies. The division also provides support to state agencies in the operation and use of the Minnesota Accounting and Procurement System (MAPS) and the State Employee Management System (SEMA4).

Agency Support

(651) 282-5068, Mary Bogie, director. This section provides services to state agencies in their use of MAPS which provides the operating and financial base information for the state. This section also establishes statewide policies and procedures related to MAPS and provides assistance to agencies to optimize their use of MAPS to meet agency business needs. Staff provide help desk services and training in basic and advanced use of MAPS. This section also is responsible for issuing warrants (checks) and electronic fund transfers to pay state vendors providing services and products to state agencies, maintaining the central vendor files, and preparing Federal tax reports (1099, W9, Excise). Finally, this section issues replacements for lost and forged warrants. Vendors should direct inquiries regarding lost or forged warrants to: Penda Kane (651) 296-2742.

Central Payroll

(651) 296-4061, Don Smith, director. This section manages the paying of all state employees through the state payroll system. The payroll system processes payroll data and issues employee paychecks. This section is also responsible for processing employee business and relocation reimbursements. This section provides no direct services to the public.

Financial Reporting

(651) 296-5190, Barb Ruckheim, director. This section manages the financial reporting process for all state activities in accordance with generally accepted accounting principles. The state's annual financial report is prepared and published by this section. In addition, the section manages the single audit process for federal programs and oversees state reporting and compliance with the federal Cash Management Improvement Act. This section is also responsible for statewide internal control activities for the financial systems and for assisting with and reporting on agency internal control systems. In addition, this section assures the integrity of the accounting system by maintaining the chart of accounts, reconciling financial activity to the ledger, providing system assurance services, and assuring proper accounting for all state revenue and expenditure activities. This unit also produces the Legal Level of Budgetary Control Report; a required supplement to the state's financial report and supervises and reports on state debt collection. This section provides no direct services to the public.

Administrative Services Division

(651) 296-9473, Carole Charbonneau, assistant commissioner. This division is responsible for internal department functions necessary to service our departmental activities. These activities include budgeting, human resources, payroll, purchasing, and accounting. This division also manages the statewide administrative information systems, providing systems support for the state's core business applications.

Budgeting and Accounting

(651) 296-7858, Karen Hinkemeyer, director. This section is responsible for the development and implementation of the agency's

biennial budget for the accounting, purchasing and payment transactions of the agency.

General Support

(651) 297-1325, Marylene Kurkowski, supervisor. This section is responsible for the production and publication of all major department financial reports, including the biennial, supplemental, and capital budgets, and forecast documents.

Human Resources (HR) Office

(651) 297-2429 Ann O'Brien, director. This section is responsible for recruitment and selection, job analysis, classification and examination assessment, advising on labor relations issues, compensation, assisting supervisors and managers in human resource issues and establishing performance management systems and policies and procedures. The section processes employee and position transactions and payroll and assists employees with insurance and other benefit needs. The HR director serves as Affirmative Action Officer and Training Coordinator. The section ensures that the department adheres to labor agreements and employment law issues. It also provides ergonomic assessments, building liaison functions and evacuation coordination. The Human Resources Office is also responsible for all human resource activities at MN Planning.

Information Services

(651) 296-2714 Jean Henning, acting CIO. This section is the technical support team for the state's major administrative information systems, providing systems support for the state's core business applications: the accounting and procurement system (MAPS), the payroll and human resources system (SEMA4), and the information access system (IA). Staff provide agencies with training, documentation, and technical assistance in the use of the systems. This section is also responsible for the maintenance of the code, operation of the systems, and upgrade of the systems. Statewide network support is provided to agencies through the division's technical help desk to ensure a proper client-server environment. The division supports the biennial budget system (BBS), the capital budget system (CBS), and the fiscal note tracking system (FNTS). This section also provides web services to the public.

This section consists of five units (described below): Budget Information Systems, Information Access, Technical Services, MAPS Systems and Programming, and SEMA4 Systems and Programming.

Budget Information Systems (BIS)

(651) 215-0308 Jeff Mosner, director. This unit manages three statewide systems that provide on-line budget information to users within the three branches of state government. They are the biennial budget system (BBS), the capital budget system (CBS), and the fiscal note tracking system (FNTS). The BBS provides support for the preparation of agency operating budgets and governor's recommendations. The CBS provides support for agency capitol project requests. Both systems track legislative proposals and appropriations. The FNTS is designed to report and track the fiscal impact of proposed legislation.

Information Access (IA)

(651) 282-5457 Ellen Schwandt, director. This unit develops and manages the state's information warehouse containing data from the accounting, procurement, payroll and HR systems. This information is used by agency and legislative decision-makers to manage and analyze resources, spending, account for state funds and make funding decisions.

Technical Services

(651) 282-5665 Bob Dockendorf, director. This unit manages the department's desktop computer resources, administers the local and

wide-area telecommunications (data, audio and video) network connectivity and produces internal personal computer (PC) training and support. They also provide external software, PC, and network services so that agencies can access and use the statewide administrative business systems that the department develops and maintains. This unit maintains both the department's internal and external WWW servers.

MAPS Systems and Programming

(651) 282-5049 Donna Visness, acting director. This unit is responsible for the continuing operations of the statewide Minnesota Accounting and Procurement System (MAPS). Utilizing information obtained from the user community through a variety of work groups, this team provides enhancement services to ensure the MAPS system stays current with the needs of the users. The unit also monitors the daily performance of the system and provides computer scheduling and related support operations for the state's accounting and procurement system.

SEMA4 Systems and Programming

(651) 297-4396 John Vanderwerf, director. This unit provides the scheduling, related support operations and systems/programming support for the payroll part of the SEMA4 system. SEMA4 is the State's Human Resources and Payroll System. SEMA4 stands for Statewide Employee Management System. The '4' in SEMA4 refers to: Human Resources Processing, Payroll Processing, Reporting and Interfaces with other systems. The system processes payroll data for all employees of the executive and judicial branches of state government.

Cash and Debt Management

(651) 296-8372 Peter Sausen, assistant commissioner. Cash and Debt Management coordinates the state's long and short term general obligation debt, including planning and timing of the sale of bonds, preparing legal documentation, providing information on the sale and conducting the actual bond sale. Further, the division establishes the state's bank accounts located throughout the state. The division also provides support in capital budgeting. This division provides no direct services to the public.

Fire Prevention and Control Council

(SEE ALSO: Public Safety Dept., State Fire Marshal Division)

444 Cedar Street, Suite 145, St Paul, MN 55101-5145

Phone: (651) 215-0500; Fax: (651) 215-0541

Website: www.dps.state.mn.us/fmarshal

State Fire Marshal Thomas R. Brace

Executive Order # 88-10, September 21, 1988

THE COUNCIL WAS FORMED IN 1969 BY STATUTE and has operated under various titles until 1974 when it was appointed as a council by executive order. The council was established to encourage the development of the best possible fire education, protection and prevention services for the people of Minnesota.

The council consists of fifteen members, appointed by the governor, representing a variety of fire service organizations, the general public, the private sector and local government units. Additionally, five ex-officio, non-voting members were added from state agencies. The council meets on the third Wednesday of every other month beginning in January of each year. The council meets at various locations throughout the Twin Cities. Their meetings are open to the public. Persons wishing to be placed on the agenda or to make presentations should contact the council at the above address.

The mission of the council is to provide a focal point for the exchange of information, to develop fire education, protection and prevention services for the people of Minnesota and to coordinate the

delivery of this information. The council also interacts at the federal, state and local level to improve current services and to develop new ones.

The Department of Public Safety, on behalf of the council, is to serve as Minnesota's principal liaison to the United States Fire Administration for the purpose of applying for and receiving federal grants and facilitating communication with that agency.

The council operates without funding in the performance of its duties, however, it receives assistance from member organizations and state agencies as appropriate.

The duties of the council are to disseminate information to the governor, the commissioner of public safety and to the legislature on fire and life safety issues pertinent to the fire service and the citizens of Minnesota. In addition, the council recommends policy relating to building and fire issues, and to encourage the best possible fire and life safety protection, education and prevention service.

Minnesota Forest Resources Council

2003 Upper Buford Circle, St. Paul, MN 55108-6146

Phone: (651) 603-0108; Fax: (651) 603-0110

Website: www.frc.state.mn.us

Email: mkilgore@forestry.umn.edu

Executive Director Michael A. Kilgore



Minnesota Statutes, section 89A

THE MISSION OF THE MINNESOTA FOREST RESOURCES COUNCIL (Forest Resources Council or MFRC) is to promote sustainable forest management within the state. Represented by a broad cross-section of state forestry interests, the MFRC advises the governor and federal, state, county and local governments on sustainable forest resource policies and practices. The Forest Resources Council also coordinates implementation of the Sustainable Forest Resources Act, the purpose of which is to "pursue the sustainable management, use, and protection of the state's forest resources to achieve the state's economic, environmental, and social goals."

The Forest Resources Council promotes sustainable forestry through a number of initiatives. These include developing voluntary timber harvesting and forest management guidelines for use by the state's loggers, forest landowners, and natural resource professionals, promoting regionally-based sustainable forestry initiatives, and providing information needed to support sustainable forest management through research, monitoring, and information management initiatives.

When created in 1995, the Forest Resources Council consisted of 13 members. In 1997, the Legislature added another member to the MFRC. In 1999, the MFRC was expanded to its current size of 17 members.

Major programs and activities undertaken by the Forest Resources Council include:

• Promoting Sound Forestry Practices

In 1999, the Forest Resources Council published voluntary timber harvesting and forest management guidelines for use by the state's forest landowners, loggers, and natural resource professionals. These guidelines provide recommendations for managing and harvesting forests in a manner that protects forested riparian areas (forests adjacent to water), soil productivity, water quality and wetlands, wildlife habitat, historic and cultural resources, and visual quality. Major attributes of the guidelines include:

- **comprehensive** -- they address a wide variety of forest resource issues;
- **science-based** -- they are grounded in the best available scientific information;
- **voluntary** -- landowners apply the guidelines according to their management objectives;
- **integrated** -- guidelines protecting various forest functions and values are contained in one book;
- **understandable** -- they are easy to understand;
- **flexible** -- they accommodate a range of site-level conditions and forest management objectives;
- **stakeholder based** -- a wide range of interests were involved in developing the guidelines; and
- **implementable** -- they recommend practices that can be widely applied.

Citizen Participation and Open Appointment -[SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA FOREST RESOURCES COUNCIL - The council shall develop recommendations to the governor and to federal, state, county and local governments with respect to forest resources policies and practices. The council also has responsibility for implementing the policies and programs called for in the Sustainable Forest Resources Act (*Minnesota Statutes*, Chapter 89A). The seventeen member council shall include a chair, two representatives of organizations representing environmental interest, one representative of an organization representing the interest of management of game species, one representative of a conservation organization, one representative of an association representing forest products industry within the state, one commercial logging contractor active in a forest product association, one representative of a statewide association representing the resort and tourism industry, one faculty member or researcher of a Minnesota research or higher education institution, one owner of nonindustrial, private forest land of 40 acres or more, one owner of nonindustrial private forest land, one agricultural woodlot owner, one representative of DNR, one county land commissioner who is a member of the Minnesota Association of County Land Commissioners, one representative of US Forest Service unit with land management responsibility in Minnesota, one representative of a labor organization with membership having an interest in forest resource issues, one individual representing a secondary wood products manufacturing organization, and one representative of the MN Indian Affairs Council. The MN Indian Affairs Council appoints its own member. Meetings are held the fourth Tuesday of each month for six hours statewide at various locations. The council expires on June 30, 2001. **Appointing Authority:** Governor. **Compensation:** Expenses. *Minnesota Statutes Chapter 89A*. 2003 Upper Buford Circle, St. Paul, MN 55108-6146. (651) 603-0109.

The guidelines are published as an integrated manual in guidebook format for use in the field. To date, over three thousand guidebooks have been distributed to Minnesota's loggers, natural resource managers, forest landowners, and the general public. This has occurred through guideline education programs, direct mailings and distribution through various organizations. The Forest Resources Council also developed a twelve-page informational booklet about the guidelines. Over twenty-seven thousand individuals owning forest land parcels in Minnesota have received a copy of this booklet. An additional 20,000 booklets are reaching landowners through various outlets who work extensively with nonindustrial private forest landowners such as the Forest Stewardship Program, Soil Water Conservation Districts, woodland councils, private forest landowner organizations, industry foresters, state agencies, and forestry extension educators.

• Promoting the Sustainability of Large Forest Systems

The Forest Resources Council's landscape-level forest resource planning and coordination program is a way of assessing and promoting forest resource sustainability and desired future conditions across large forested landscapes. The Forest Resources Council established a framework consisting of three components to guide the landscape program: principles and goals, a general planning process, and a delineation of regional forest landscapes. Principles and goals provide a context for undertaking landscape-level planning and coordination while the general planning process serves as a map to follow to reach of the goals. The MFRC identified six forested landscape regions within the state. Within each landscape, the MFRC is establishing regional committees of citizens and representatives of various organizations work to:

- **Gather and assess information** on a region's current and future ecological, economic and social characteristics;
- **Identify that region's key forest resource issues;**
- **Identify ways to address key issues** in order to promote sustainable forest management within the region; and
- **Coordinate various forest management activities** and plans among a region's forest land owners and managers in order to promote sustainable forest management.

Individuals interested in serving on a regional forest resource committee should contact: (218) 720-4256.

Monitoring

The Sustainable Forest Resources Act calls for several monitoring programs to track and report various conditions and trends in Minnesota's forests and their management. The Forest Resources Council works with the Department of Natural Resources to monitor:

- **Forest Resources.** Monitoring broad trends and conditions in the state's forest resources.
- **Forest Practices.** Monitoring the types and extent of timber harvesting and forest management practices used in Minnesota.
- **Compliance and Effectiveness.** Monitoring how widely Minnesota's voluntary timber harvesting and forest management guidelines are used, as well as to what degree the guidelines are achieving their intended purpose.

Gambling Control Board

1711 West County Rd B, Suite 300 South, Rosewood Office Plaza, Roseville, Minnesota 55113

Phone: (651) 639-4000; Fax: (651) 639-4032

TTY: Use Minnesota Relay Service (612) 297-5353; or toll-free: (800) 627-3529

Website: www.gcb.state.mn.us

Email: (use firstname.lastname@gcb.state.mn.us)

Executive Director Tom Barrett

Minnesota Statutes, Chapter 349; *Minnesota Rules* 7861-7865

Regional Offices:

The Board has three regional offices located at:

Northwest:

Telephone: (218) 739-7402; Fax: (218) 739-7410
1415 College Way
Fergus Falls, Minnesota 56537

Northeast

Telephone: (218) 262-7301; Fax: (218) 262-7262
522 E Howard Street, #208
Hibbing, Minnesota 55746

Public Concerns

The Public Concerns Registration Process (PCRP) is a way for individuals to register concerns they have about specific timber harvesting and forest management practices they see in Minnesota. A toll-free number (1-888-234-3702) is maintained by the Forest Resources Council for the public to register these concerns. Through the PCRP citizens can formally let the MFRC know their concerns about forest management activities they see; be a catalyst for mitigation of any problems on a site; and learn more about forest management and guidelines for sustainable forestry.

Forest Resources Research

The Research Advisory Committee (RAC) to the Forest Resources Council was formed under the Sustainable Forest Resources Act to address information needs concerning forests. The RAC's work is three-fold: support forestry and forestry-related research, identify priority forest research topics that should be studied in order to meet Minnesota's forest-related information needs, and foster communication between researchers and those using the research. Research sponsored by the MFRC evaluates a variety of ecological and economic aspects associated with managing, using, and protecting Minnesota's forest resources.

Information Management

The Interagency Information Cooperative (IIC) was established by the Forest Resources Council to enhance the access and use of forest resources data in Minnesota. The following public organizations have representatives on the IIC: Minnesota Association of County Land Commissioners, U.S. Forest Service, Land Management Information Center, University of Minnesota, and Department of Natural Resources. Integrating the forest inventories of various public forest resource management agencies to provide a more complete picture of a region's forests is one example of the IIC work to improve the availability and quality of forestry data in the state. The IIC has developed a forest information catalog that describes and provides access to many information databases that exist on Minnesota's forests.

South Central:

Telephone: (507) 931-5112; Fax: (507) 931-5111
Regional Treatment Campus, Bartlett Hall
100 Freeman Drive, PO Box 299
St. Peter, Minnesota 56082

Powers and Duties of the Board

The Board regulates lawful gambling, which is the conduct of pull-tabs, bingo, raffles, paddlewheels, and tipboards. The board is empowered and governed by *Minnesota Statutes*, chapter 349 and *Min-*

nesota Rules, Chapters 7861 through 7865. The members, chief and deputy administrative officers must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

The Powers and Duties of the Board are to:

- **Regulate lawful gambling** to ensure that it is conducted in the public interest.
- **Issue licenses** to organizations, distributors, bingo halls, manufacturers, and gambling managers.
- **Collect and deposit fees** from licenses, permits, and registrations due under Chapter 349.
- **Receive reports** required by Chapter 349 and inspect all premises, records, books, and other documents of organizations, distributors, manufacturers, and bingo halls to insure compliance with all applicable laws and rules.
- **Make rules** authorized by Chapter 349.
- **Register gambling equipment** and issue registration stamps for permanent gambling equipment.
- **Provide for the mandatory posting of rules of play** and the odds and/or house percentage on each form of lawful gambling by organizations conducting lawful gambling.
- **Report annually** to the Governor and Legislature on activities and on recommended changes in the laws governing gambling.
- **Impose civil penalties** of not more than \$500 per violation on organizations, distributors, manufacturers, bingo halls, gambling managers, and salespersons of distributors for failure to comply with any provision of chapter 349 or any rule or order of the board.
- **Issue premises permits** to organizations licensed to conduct lawful gambling.
- **Delegate to the director** the authority to issue or deny license and premises permit applications and renewals under criteria established by the board.
- **Suspend or revoke licenses** and premises permits of organizations, distributors, manufacturers, bingo halls, or gambling managers as provided in chapter 349.
- **Register employees of organizations** licensed to conduct lawful gambling.
- **Require fingerprints** from persons determined by board rule to be subject to fingerprinting.
- **Delegate to a compliance review group** of the board the authority to investigate alleged violations, issue consent orders, and initiate contested cases on behalf of the board.
- **Order organizations, distributors, manufacturers, bingo halls, and gambling managers** to take corrective actions.
- **Take all necessary steps to ensure the integrity** of and public confidence in lawful gambling.

Committees of the Board

- **Executive Committee** - upon referral from the Board, the Committee reviews the appeal of the denial of an organization license, as specified in *Minnesota Rules* part 7861.0020, subp. 7(C).
- **Rules Committee** - meets on an as-needed basis, and meets regularly when the Board is conducting a formal rulemaking project. The Rules Committee will appoint **Public Advisory Committees** to advise and comment on rule drafts. Persons interested in serving on a Public Advisory Committee should contact the Board's Rules Coordinator at (612) 639-4035. The Board's Rulemaking Docket, and rule drafts when available, can be viewed on the web site, at www.gcb.state.mn.us.
- **Legislative Committee** - meets on an as-needed basis to discuss and recommend the Board's Legislative Agenda for the following Legislative Session.

Citizen Participation and Open Appointment - [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

GAMBLING CONTROL BOARD - The board issues, suspends and revokes licenses of organizations, bingo halls, distributors and manufacturers of gambling equipment, registers gambling equipment, collects license fees and inspects records, conducts hearings to insure integrity of operations and compliance with all applicable laws and rules. The seven members should include five members appointed by the Governor, one member appointed by the Commissioner of Public Safety, and one member appointed by the Attorney General. No more than three members appointed by the Governor may belong to the same political party. Election of the Chair, Vice-Chair, and Secretary is conducted at the August Board Meeting every year. **Senate Confirmation:** Yes. Meetings are held on the third Monday of each month at 10:00 AM for two hours at the Best Western Kelly Inn, I-94 & Marion Street, St. Paul; committee meetings are held for the legislative committee, rules committee, and the compliance review group. The board does not expire. **Appointing Authority:** Governor, Attorney General, and Commissioner of Public Safety. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 349.151. Required to file Statements of Economic Interest:* members, chief and deputy administrative officers. 1711 W. County Road B, # 300 S., Roseville, MN 55113. (651) 639-4000.

Major Activities of the Gambling Control Board:

- **Providing education, outreach, and guidance** to the lawful gambling industry;
- **Licensing** manufacturers, distributors, bingo halls, nonprofit organizations, gambling managers, and issuing premises permits to lawful gambling organizations; and
- **Reviewing and insuring compliance** by organizations with all state statutes and rules relating to lawful gambling.

The Board prepares an *Annual Report*, which can be viewed on the web site at www.gcb.state.mn.us.

Education, Outreach, Guidance

The Gambling Control Board continually promotes lawful gambling education through the following activities:

Gambling Manager Seminar - consists of two and one half days of training, conducted at the Roseville office. The training includes information on statutes, rules, proper conduct of lawful gambling, internal controls, reporting and tax requirements, licensing requirements, and responsibilities and expectations of organizations that conduct lawful gambling.

Attendance at the seminar is mandatory for chief executive officers of organizations new to the conduct of lawful gambling, and for gambling managers who represent and are responsible for the conduct of lawful gambling for their organizations. Pre-registration is required. You may register by calling (651) 639-4086. There is no charge to attend, and free parking is provided. Meals, travel, and lodging expenses are allowable expenses for the organization sending representatives to the seminar.

Gambling managers are required to pass an examination prior to being issued a license. The examination is offered at the conclusion of each seminar.

Monthly Newsletter - *Gaming News*, is a vital link between the Board and the industry, and provides information about compliance and licensing issues, scheduled seminars, education classes, and board activities. *Gaming News* is provided free of charge to the chief executive officer of each licensed organization. A free copy is also provided to each licensed bingo hall owner, manufacturer, and distribu-

tor. A copy is also available for downloading on the web site at www.gcb.state.mn.us. Subscriptions may also be obtained from Minnesota's Bookstore at (651) 297-3000 or toll-free: (800) 657-3757.

Lawful Gambling Manual - a reference manual for the conduct of lawful gambling (also available from Minnesota's Bookstore).

Continuing Education Classes - Gambling manager license renewal applicants are required to obtain 2.5 credit hour equivalents of board-provided continuing education during each year of the individual's two-year license period. Offered monthly, except in July, these classes are conducted to update organizations on a variety of topics. Classes are held in several locations around the state. There is no charge to attend, and the general public is welcome to attend these classes.

Classes are listed in the monthly *Gaming News*. You may also access this information on the web site at www.gcb.state.mn.us.

Mentoring Program - provides organizations with one-to-one training on how to properly initiate and manage the gambling operation and comply with all requirements. The program is also available to provide guidance to organizations that have experienced serious operational difficulties. Information about the mentoring program can be obtained by calling 651-639-4000 and asking to speak to a compliance specialist.

Public Speakers - Board staff frequently participate at statewide conventions of organizations that conduct lawful gambling. A request for a speaker must be made in writing and sent to the Roseville office four months in advance of the occasion.

Licensing Section

All licensing forms can be accessed on the Board's web site at www.gcb.state.mn.us. If you need additional information please call the Roseville office and ask to speak to the licensing specialist for the county in which your organization is located. All completed forms must be sent to the Roseville office.

Manufacturers License: Anyone who sells gambling equipment to licensed distributors is required to obtain a manufacturer's license. The license is valid for one year. All initial and renewal applications must be considered by the Board. A background check is performed by the Department of Public Safety, Gambling and Alcohol Enforcement Division, and a tax clearance is performed by the Department of Revenue. The following persons must complete and submit the manufacturer personnel form: owners, officers, directors, partners, managers, supervisors, consultants, all manufacturer employees eligible to conduct sales in Minnesota, and persons or entities with a direct or indirect financial interest of 5% or more in the applicant.

The **Annual Fee** for a Manufacturer's License is \$5,000. The Manufacturer's License Forms are:

- **LG600** - Application for Manufacturer's License to Sell Gambling Equipment to Licensed Distributors
- **LG610** - Manufacturer Personnel Information
- **LG610C** - Manufacturer Consultant Information

Distributors License: Anyone who sells, offers for sale, or furnishes gambling equipment to an organization authorized to conduct lawful gambling is required to obtain a license to distribute gambling equipment. The license is valid for one year. All initial and renewal applications must be considered by the Board. A background check is performed by the Department of Public Safety, Alcohol & Gambling Enforcement Division, and a tax clearance is performed by the Department of Revenue. The following persons must complete and submit the distributor personnel information form: owners, officers, directors, partners, managers, supervisors, consultants, all distributor employees, and persons or entities with a direct or indirect financial interest of five percent or more in the applicant. All personnel must complete an I.D. badge, except for Consultants.

The **Annual Fee** for a Distributor's License is \$3,500. The Distributors' License Forms are:

- **LG400**, Application for License to Distribute Gambling Equipment;
- **LG410**, Distributor Personnel Information; Sales ID Card or Employee ID Card
- **LG410C** - Distributor Consultant Information

Bingo Halls: Anyone who leases a bingo hall to more than one organization must obtain a bingo hall license. The license is valid for one year. All initial and renewal applications must be considered by the Board. A background check is performed by the Department of Public Safety, Alcohol & Gambling Enforcement Division, and a tax clearance is performed by the Department of Revenue.

The **Annual Fee** for a bingo hall license is \$2,500. The Bingo Hall License Application Forms are:

- **LG300** - Bingo Hall License Application
- **LG302** - Bingo Hall Occasion List
- **LG315** - Bingo Hall Personnel Information

Each legal owner must complete a **LG315** form. If the legal owner of the bingo hall property is an organization, corporation, firm, limited liability company, sole proprietorship, or partnership, the following individuals must complete a **LG315** form:

- Partner;
- Member of the Board of Directors or Governors;
- Officer (including, but not limited to president, vice-president, secretary, treasurer, controller, or general counsel);
- Manager or supervisor of personnel or security; and
- Each person with a direct or indirect financial interest of five percent or more in the applicant, as prescribed by Board rule.

A Resolution of Approval is needed from the local unit of government where the bingo hall is located.

Nonprofit Organizations: Organizations which plan to conduct lawful gambling activity must apply for a gambling license. Organizations must:

- Be a religious, fraternal, veterans, or other nonprofit organization;
- Have been in existence for the most recent three years as a nonprofit organization incorporated with the Minnesota Secretary of State's office or be exempt from income taxes by the Internal Revenue Service;
- Have at least fifteen active members that meet the following criteria:
 - Are 18-years of age or older;
 - Have paid all dues to the organization;
 - Have equal opportunity to be an elected officer;
 - Whose names and membership origination dates appear with the members knowledge and consent on a membership list;
 - Have equal voting rights with all other members;
 - Have equal right and responsibilities of attendance at the regularly scheduled meetings of the organization; and
 - Have been members of the organization for at least six months.

There is no fee for the organization license application. The organization license is valid for two years. Also required is a membership list showing 15 active members and proof of nonprofit status from the Secretary of State's Office or the Internal Revenue Service. The organization application license forms are:

- **LG200A** - Organization license application;
- **LG200B** - Organization officers affidavit (for CEO and Treasurer) stating that:
 - The officer has not been convicted of a felony or gross misdemeanor within the five years before the issuance of renewal of the license;
 - Has never been convicted of a crime involving gambling; and
 - Has never had a license issued by the board or director permanently revoked for violation of law or board rule.
- **LG201** - Internal controls
- **LG205** - Compensation schedule
- **LG209** - Registration of Compensated Gambling Employee

Gambling Managers: Each licensed organization must have a licensed gambling manager. The gambling manager must attend a gambling manager seminar conducted by Board staff. The gambling manager:

- Must possess a valid gambling manager's license issued by the Board;
- Must not have committed a violation of law or Board rule within the five years before the date of the license application that resulted in the revocation of a license issued by the Board;
- Must have never been convicted of a criminal violation involving fraud, theft, tax evasion, misrepresentation, or gambling;
- Must have never been engaged in conduct the Board determines is contrary to the public health, welfare, or safety or the integrity of lawful gambling;
- May not be a member of the immediate family or an employee of a person from whom the organization leases a gambling premises;
- May not be involved directly or indirectly as a bingo hall owner, manufacturer, or distributor;
- Cannot be the chief executive officer or the person (treasurer) who accounts for the revenues of the organization's general funds;
- May only act as gambling manager for one organization at a time; and
- Must be a member of the organization for at least two years.

All licensed gambling managers must pass an examination which tests the gambling manager's knowledge of the responsibilities of gambling managers and of gambling procedures, laws, and rules. The open book examination is offered at the gambling manager seminar for new gambling managers. The test lasts from 1 to 2-1/2 hours. There is no fee to take the test.

The gambling manager license fee is \$200. The term of the license runs concurrent with the term of the organization license. In the event of a change of gambling manager, the fee is determined as follows:

- If the new gambling manager's license will be effective for more than 12 months of the two-year organization license term, the application fee is \$200.
- If the new gambling manager's license will be effective for less than 12 months of the two-year organization license term, the application fee is \$100.

Also required is:

- A membership list showing that the gambling manager has been a member of the organization for two years; and
 - A \$10,000 fidelity bond in favor of the organization.
- The forms required for a gambling manager license are:
- **LG212** – Gambling Manager Application
 - **LG209** – Registration of Compensated Gambling Employee (if paid).

Premises Permits: Each licensed organization may conduct lawful gambling only at sites for which they have applied and received a premises permit from the Board. There are no limits on the number of sites at which an organization may conduct lawful gambling.

The form required for a premises permit application is the **LG214**. The fees are as follows:

- **Class A** - \$400 (raffles, paddlewheels, tipboards, pull-tabs, bingo)
- **Class B** - \$250 (raffles, paddlewheels, tipboards, pull-tabs)
- **Class C** - \$200 (bingo only, or bingo and pull-tabs when total gross receipts do not exceed \$250,000 per year)
- **Class D** - \$150 (raffles only)

A resolution of approval from the local unit of government where the premises is located must also be submitted.

An appropriate lease form for the type of gambling activity to be conducted must accompany each premises permit applications. These forms are:

- **LG221** – lease for pull-tab, paddlewheel, tipboard, and/or raffles;
- **LG222** – lease for bingo activity;
- **LG223** – lease for pull-tab dispensing device activity.

The term of a premises permit runs concurrent with the organization license.

Exempted Nonprofit Organizations: An exempt permit to conduct lawful gambling can be issued to nonprofit organizations that conduct lawful gambling activity on five or fewer days and award less than \$50,000 in total prizes during a calendar year. An exempt nonprofit organization must:

- Comply with *Minnesota Rules*, chapter 7861, governing the conduct of the type(s) of lawful gambling being applied for;
- Use the profits for lawful purpose as defined in *Minnesota Statutes*, section 349.12, subdivision 25;
- Comply with *Minnesota Statutes*, section 349.15, concerning allowable expenses from gambling funds;
- Comply with all local regulations; and
- Keep all lawful gambling records for 3-1/2 years.

The form to apply for **Application for Exempt Permit** is form **LG220**. The complete application must be submitted to the Board for processing at least 30 days prior to the activity date. The fee is \$25.

Excluded Nonprofit Organizations: Excluded raffles may be conducted by an organization if the total market (retail) value of all raffle prizes awarded for all raffles in a calendar year does not exceed \$750.00. Organizations may not conduct excluded gambling activity in the same calendar year in which the organization has either been licensed or conducted exempted gambling activity. An organization must:

- Comply with *Minnesota Rules*, part 7861.0110 (raffles);
- Use the profits for lawful purpose as defined in *Minnesota Statutes*, section 349.12, subdivision 25;
- Comply with the statute concerning allowable expenses from gambling funds (*Minnesota Statutes*, section 349.15);
- Comply with all local regulations; and
- Keep records for 3-1/2 years.

The **Application to Conduct an Excluded Raffle** is form **LG204R**. The complete application must be submitted to the Board for processing at least 30 days prior to the activity date. There is no fee for filing form **LG204R**.

Excluded Bingo may be conducted by an organization without a license if the organization conducts four or fewer bingo occasions in a calendar year; or in connection with a county fair, the state fair, or a civic celebration if it is not conducted for more than 12 consecutive days in a calendar year.

Organizations may not conduct excluded bingo in the same calendar year in which the organization has either been licensed or conducted exempted gambling activity. An organization must:

- Comply with statutory prize limits (*Minnesota Statutes*, section 349.211, subdivision 1 and 2);
- Use the profits for lawful purpose as defined in *Minnesota Statutes*, section 349, subdivision 25;
- Comply with the statute concerning allowable expenses from gambling funds (*Minnesota Statutes*, section 349.15);
- Comply with all local regulations; and
- Keep records for 3-1/2 years.

The **Application to Conduct Excluded Bingo** is form **LG240B**. The complete application must be submitted to the board for processing at least 30 days prior to the activity date. There is no fee for form **LG240B**.

Reviewing and Ensuring Compliance

Compliance Reviews: Board staff conducts comprehensive examinations of organizations' records and activities relating to lawful gambling. These examinations are called compliance reviews. A compliance review is conducted by a compliance specialist who reviews an organization's gambling records and the conduct of their games to determine whether the organization is in compliance with the statutes and rules governing gambling. A written report is issued to the organi-

zation which lists any areas of non-compliance. Post compliance reviews are performed to ensure that organizations have taken any necessary corrective action. Organizations with any significant or continued violations are issued citations or are referred to the Board's Compliance Review Group (CRG). The CRG is a subcommittee of the Board that meets with organizations to informally review alleged violations and negotiate settlements as an alternative to the Board initiating a contested case for possible sanctions.

Technical Assistance:

Technical assistance is available Monday through Friday from 8:00 AM to 4:30 PM, except for holidays. Phone calls and walk-ins are welcome.

Case managers are assigned by county for licensing and compliance requirements. When calling in with questions or for information, ask for the compliance or licensing specialist assigned to your county. Written requests for compliance information are also encouraged.

Product Approval:

Lawful gambling equipment cannot be offered for sale in Minnesota until the Board has considered and approved the product. Manufacturers must submit gambling equipment by the 15th day of the current month for consideration at the following month's Board meeting. Pull-tab dispensing devices must be submitted for testing by the contracted testing laboratory prior to being submitted to the Board for approval. For further information, call the Roseville office at (651) 639-4000.

Lawful Purpose Expenditures:

The lawful uses of net profits by organizations are called lawful purpose expenditures (LPEs). A complete description can be found in *Minnesota Statutes*, section 349.12, and *Minnesota Rules*, part 7861.0120. A summary of LPEs follows:

LPE Code a(1): Any expenditure by or contribution to a 501(c)(3), or 501(c)(4) Festival Organization (as defined in subdivision 15a), provided that the organization and expenditure or contribution are in conformity with standards prescribed by the board under section 349.154, which standards must apply to both types of organizations in the same manner and to the same extent.

LPE Code a(2): A contribution to an individual or family suffering from poverty, homelessness, or physical or mental disability which is used to relieve the effects of that poverty, homelessness, or disability.

LPE Code a(3): A contribution to an individual for treatment for delayed posttraumatic stress syndrome or a contribution to a program recognized by the Minnesota Department of Human Services for the education, prevention, or treatment of compulsive gambling.

LPE Code a(4): A contribution to or expenditure on a public or private nonprofit educational institution registered with or accredited by this state or any other state.

LPE Code a(5): A contribution to a scholarship fund for defraying the cost of education to individuals where the funds are awarded through an open and fair selection process

LPE Code a(6): Activities by an organization or a government entity which recognizes humanitarian or military service to the United States, the State of Minnesota, or a community, subject to rules of the Board.

LPE Code a(7): Recreational, community and athletics facilities and activities intended primarily for persons under age 21, provided that such facilities and activities do not discriminate on the basis of gender, and the organization complies with *Minnesota Statute* 349.154.

LPE Code a(8): Payment of local taxes authorized under *Minnesota Statute*, Chapter 349, taxes imposed by the United States on receipts from lawful gambling, the taxes imposed by *Minnesota Statutes* 297E.02, subdivisions 1, 4, 5, and 6, and the tax imposed on unrelated business income by section 290.05, subdivision 3.

LPE Code a(9): Payment of a portion of real estate taxes and assessments on permitted gambling premises.

LPE Code a(10): A contribution to the United States, the State of Minnesota or any of its political subdivisions, or any agency or instrumentality thereof other than a direct contribution to a law enforcement or prosecutorial agency.

LPE Code a(11): A contribution to or expenditure by a non-profit organization, church, or body of communicants gathered in common membership for mutual support and edification in piety, worship, or religious observances.

LPE Code a(12): Payment of one-half of the reasonable costs of an audit required by *Minnesota Statute* 297E.06, subdivision 4.

LPE Code a(13): A contribution or expenditure on a wildlife management project that benefits the public at-large, provided that the state agency with authority over that wildlife management project approves that project before the contribution or expenditure is made.

LPE Code a(14): Expenditures, approved by the commissioner of Natural Resources, by an organization for grooming and maintaining snowmobile trails that are (1) grant-in-aid trails established under section 116J.406, or (2) other trails open to public use, including purchase or lease of equipment for this purpose.

LPE Code a(15): Conducting nutritional programs, food shelves, and congregating dining programs primarily for persons who are age 62 or older or disabled.

LPE Code a(16): A contribution to a community arts organization, or an expenditure to sponsor arts programs in the community, including but not limited to visual, literary, performing or musical arts.

Additional Resources:

- Minnesota's Bookstore offers the following publications:
- Gaming News subscriptions
- Lawful Gambling Manual
- *Minnesota Statutes*, Chapter 349

Minnesota Geological Survey, University of Minnesota

2642 University Avenue West, St. Paul, MN 55114-1057

Free public parking is provided.

Office hours are 8:00 to 4:30.

Contact information:

Map and Publication Sales: (612) 627-4782

General Information, Director, Geologists, and Staff:

(612) 627-4780; Fax: (612) 627-4778

Geographic Information System Office: (612) 627-4801

Water-Well Help Line and County Services Office: (612) 627-4784

Website: <http://www.geo.umn.edu/mgs/>

Email: mgs@umn.edu

Director David L. Southwick (651) 627-4780, ext. 223



Minnesota Statutes, Sections 93.002; 103A.401; 103B.255; 103H.101; 103L.105, .205; 116C.711; 116C.842

THE MISSION OF THE MINNESOTA GEOLOGICAL SURVEY (MGS) is to conduct basic and applied earth-sciences research relevant to the state of Minnesota, to convey the results to the public through publications and service activities, and to promote earth-science education. The Survey is the University of Minnesota's outreach center for the science and technology of earth resources in Minnesota. MGS produces geologic maps and reports, and maintains databases of geologic information for use by all levels of government, business, and the public.

Mapping projects are generally accomplished via contractual arrangements with local governments, such as counties, or with state agencies, such as the Department of Natural Resources. Grants from the Legislative Commission on Minnesota Resources or the Minerals Coordinating Committee are also used to fund mapping and other research. Cooperative projects with the United States Geological Survey are another important source of funding. MGS is frequently called upon to provide technical guidance for water resource planning, land management and mineral exploration policy, energy system development, and other planning and resource management activities.

Services Most Often Requested by the Public:

- Searching the County Well Index for construction records of water wells
- Identification of rocks, minerals, and fossils
- Sale of U.S.G.S. topographic maps and MGS publications
- Public lectures and field trips

Individuals seeking a copy of the construction record for their own well can request a copy by phone or fax, or search the paper or electronic files at MGS in person. Searches for multiple wells can be requested by phone or fax, and charges will be assessed for staff time, duplication costs, and postage or long distance fax charges. Such searches can also be conducted in person on public access computers at MGS. The County Well Index database can be obtained on CD for a \$15 fee. It contains information on approximately 275,000 wells. A geologist's interpretation of the strata penetrated by the well is available for approximately 115,000 of the wells in the database.

Members of the public seeking identification of rocks, minerals, and fossils can visit MGS, or send the sample by mail. It is best to call ahead and arrange an appointment with the appropriate expert. Geologic inquiries can be made by phone, or through an "ask a geologist" e-mail service at mgs@umn.edu.

MGS maintains a map sales office that distributes all MGS publications including educational materials, U.S.G.S. 7.5 minute topographic maps and hydrologic atlases, and a limited collection of books and maps related to Minnesota geology produced independently. The map sales office does not accept credit cards. Many MGS maps published since 1994 are available in digital form. Most published since 1997 are accessible directly from the MGS web site (<http://www.geo.umn.edu/mgs/>) as portable document format files, which can be transferred directly to individual computers as viewable images. The web site also provides MGS staff information, contacts, a list of all MGS publications, new release announcements, a location map, and links to related web sites.

Geologists from the MGS are available on a limited basis to speak to school groups, societies, and others in a lecture or field trip venue. Requests are taken by the Outreach Coordinator, and filled as resources permit.

Background

The Minnesota Geological Survey was established by legislative act on March 1, 1872. The enabling statute (*General Laws of Minnesota*, 1872, Chapter 30) instructed and authorized the Board of Regents of the University to organize a geological and natural history survey of the state. Section 2 of the 1872 statute provides that the geological survey be undertaken with a "... view to a complete account of the mineral kingdom as represented in the State. ..." Sections 7 and 8 provide that the geologic studies be presented in the form of maps and associated reports, and that they be transmitted as widely as possible to the general public, as well as to the legislature. Through much of its history the MGS was staffed by professors from the Geology Department at the University working during the summer months. Since the 1960's, the staff has grown to include approximately 25 full time professional geologists, and a support staff of editors, cartographers, technicians, geographic information system specialists, and database managers.

Board of Government Innovation and Cooperation

373 Centennial Building, 658 Cedar Street, Saint Paul, Minnesota 55155

Phone: (651) 282-2390; Fax: (651) 296-3698

Website: www.bgic.state.mn.us

Email: gary.pagel@state.mn.us

Executive Director Gary Pagel

Minnesota Statutes 465.795 - 465.88

THE BOARD OF GOVERNMENT INNOVATION AND COOPERATION assists local governments improve the quality and efficiency of their services by providing incentive grants for innovation and cooperation in service delivery. The Board may also remove state-imposed barriers to efficient service delivery. This state agency was created to assist government units work more effectively by eliminating duplication of effort and bureaucratic obstacles that often frustrate local officials and taxpayers. The members of the Board include the State Auditor, the Commissioners of Administration and Finance, two Administrative Law Judges, three Senators and three Representatives.

Waivers

The Board has authority to grant waivers from state agency administrative rules and temporary, limited exemptions from procedural laws governing the delivery of services by local government units whose officials suggest an alternative means of achieving the same or better outcome. The Board does not have jurisdiction over federal laws or regulations or substantive state laws. In general, the Board can grant an exemption from a state law that tells a local government how or when to do something. It cannot grant exemption from laws that require a local unit to do something. Exemptions from procedural laws expire ten days after the legislature adjourns its regular session in the following calendar year unless extended by legislative action. Any local government unit, including school districts under some circumstances, is eligible to apply for a waiver or exemption. Local units may apply on behalf of nonprofit organizations providing services to clients whose costs are paid by the local unit of government.

Grants

Three types of grants are awarded to public agencies and educational institutions that have an idea or plan for a pilot project which would improve the effectiveness or efficiency of public service. A legislative appropriation determines the amount of grants available. All counties, cities, towns, school districts and special taxing districts are eligible. Also eligible are associations of local governments, the Metropolitan Council, organizations and state agencies with a local government partner and organizations established by two or more local governments under a joint powers or similar agreement.

Cooperation Planning Grants

This grant program targets projects that will develop a plan for intergovernmental cooperation in providing services. The plan may include model contracts or agreements to be used to implement the plan. The goal is to help two or more local government units to achieve cost savings and/or improve service.

Applicants must be two or more local government units, an association of local governments, a local unit with the Metropolitan Council or an organization or state agency, or two or more local units under

a joint powers agreement. This grant is appropriate for applicants who are at the planning stage of developing a joint delivery of service. These grants can be for as much as \$50,000.

Service-Sharing Grants

These grants are targeted to projects that will need startup costs for providing shared services or functions between governmental units. Agreements solely to make joint purchases do not qualify. The plans for the proposed service must be completed. These grants are for governmental units who are ready to implement an integrated public service and have secured operating funds for that service. The grants provide assistance in off-setting startup costs associated with implementation of the integrated service. These grants can be for as much as \$100,000.

Applicants must meet the same criteria as for Cooperative Planning grants.

Service Budget Management Model Grants

These grants are for projects that will develop models that provide options to local governments, neighborhood or community organizations, or individuals for service delivery. The goal is to identify means of using existing financial resources budgeted for the delivery of a specific service in a way that will improve the quality or efficiency of the service. This grant would be appropriate for applicants who are at the planning stage of developing their project. These grants can be for as much as \$50,000.

Applicants may be one or more local government units, an association or local governments, the Metropolitan Council, a local unit acting in conjunction with an organization or state agency, or an organization established by two or more local units under a joint powers agreement.

Merger and Consolidation Aid

The Board has the authority to approve a voluntary consolidation of two or more local units of government. The plan for the consolidation is developed and approved by the governing bodies of the participating local units of government. Counties, cities and towns that are willing to develop a plan to provide combined services and eventually consolidate into a single unit of government are eligible for financial assistance to address any barriers to the proposed merger. The total aid payment to the combined entity cannot exceed \$100,000 per year over a four year period. The aid is calculated on a per capita basis based on the combined population of the entities.

After agreeing to operate under cooperative agreements for up to two years, the entities determine the date for a public referendum. If the referendum is approved, aid is available for an additional two years.

Check the Board website or contact the Board office for information on how to apply for a waiver or for merger and consolidation aid. Grant applications are only accepted during a set period each year. Information on next grant cycle is also available on the website or by contacting the Board office.

Office of the Governor

130 State Capitol, St. Paul, Minnesota 55155-1099

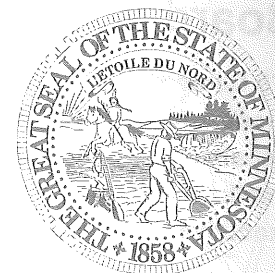
Phone: (651) 296-3391 or (800) 657-3717

TTY: (651) 296-0075 or (800) 657-3598

Fax: (651) 296-2089

Website: <http://www.governor.state.mn.us>

Governor Jesse Ventura



Minnesota Constitution, Article V; *Minnesota Statutes*, Chapter 4

THE GOVERNOR IS ELECTED BY THE PEOPLE OF MINNESOTA to a four-year term that begins on the first Monday in January of the odd-numbered year following the election. The governor must be at least 25 years old, have resided in the state for at least one year prior to the election and be a United States citizen.

The governor and chief deputy must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

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 annual "State of the State" addresses to joint sessions of the legislature in the first weeks of each legislative session during the four-year term in office. These major speeches serve to inform legislators and the public of the general condition of Minnesota, and provide a means for the governor to outline 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 also proposes legislation, some of which is drafted by the departments and agencies of the executive branch. The governor reviews all legislative bills passed by the legislature and either approves a bill by signing it, or vetoes a bill by returning it to the legislature with objections. 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 may veto one or more line items of a bill containing several items of appropriation of money, by listing the vetoed appropriations at the time he signs the bill into law.

Appointments

The governor appoints more than 1,500 citizens to positions on approximately 175 boards and commissions during the 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. The Governor's Advisory Committee on Open Appointments reviews the applications, interviews candidates and makes recommendations to the governor. As determined by statute, senate confirmation is required for many of these appointments.

The governor fills vacancies that occur in district court, court of appeals and supreme court judgeships by appointments that do not require senate confirmation.

The governor issues extradition papers, chairs the State Pardons Board and commissions notaries public. As commander-in-chief of the National Guard forces in Minnesota, the governor may call out such forces as necessary to execute the laws and help with other emergencies such as natural disasters.

The governor is a member of the State Pardons Board, the Executive Council, the State Board of Investment and the Land Exchange Board. The governor also is presiding officer of the Legislative Advisory Commission.

Proclamations

The Office of the Governor is happy to issue proclamations for noteworthy state or local events that deserve the recognition of the Governor. The issuance of any proclamation does not indicate gubernatorial endorsement of the event being proclaimed.

Guidelines:

- A Minnesota resident must make the request.
- Mail, fax or deliver requests to our office. We cannot honor phone requests.
- Requests must be made 45 days in advance of the date you need the proclamation.
- We do not issue proclamations honoring or proclaiming an individual person or organization. Events or activities proclaimed must affect a broad group of people.
- Subject matter of the proclamation should not take sides in matters of political controversy, ideological or religious beliefs or individual conviction.
- No proclamation may be used as part of an advertisement or commercial promotion without express permission from the Governor's Office. Any use of the proclamation in a news release or other type of publication must be approved by our office prior to publication.
- Multiple requests by the same organization will not be honored within the same year.
- Every request must gain approval. The Governor's Office reserves the right to modify or deny any proclamation.
- Please direct all requests to Keith Rauen, (651) 296-0039, Office of the Governor, 130 State Capitol, Saint Paul, MN 55155.

State of Minnesota, Washington, D.C. Office

The State of Minnesota, Washington, D.C. Office is a division of the Governor's Office. It is located at 400 North Capitol Street, Suite 365, Washington, D.C. 20001, (202) 624-5308. The office functions as a liaison between the governor, state agencies, the Minnesota congressional delegation and the federal government. The Washington, D.C. Office staff also serve as a liaison to state-based groups of state and local officials such as the National Governors' Association and the National Conference of State Legislatures. The office provides Minnesota-specific information to the U.S. Congress, the federal government and the public.

Citizen Participation and Open Appointment -[SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

Governor's Residence Council - The council develops and implements an overall restoration plan for the Governor's residence and surrounding grounds, solicits and accepts contributions to restore, maintain, improve, decorate and furnish the building, and approve alterations to the structure. The council consists of nineteen members, thirteen of the members are appointed by the Governor, one in the field of higher education; one member each from the American Institute of Architects (AIA), the American Society of Interior Designers (ASID); and the American Society of Landscape Architects (ASLA); and a member, if available, of the family which donated the building, and eight public members, with four public members' terms being coterminous with the Governor who appoints them. The remaining six members shall consist of the Commissioner of Administration, a member of the Senate, a member of the House, the Governor's spouse or designee, the executive director of the Minnesota State Arts Board, and the director of the Minnesota Historical Society. Members of the council serve without compensation. All meetings are held at the Governor's residence. For security purposes, attendees must register their attendance in advance of the meeting. The council expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Governor. **Compensation:** None. *Minnesota Statutes 16B.27.* 200 Administration Bldg., 50 Sherburne Ave., St. Paul, MN 55155. (651) 297-4496.

Compacts

The State of Minnesota is a legal party to several compacts that were created with other states to achieve a shared goal, or to facilitate such common goals as public safety, education and justice. In addition, the State of Minnesota is authorized and obligated to negotiate compacts with tribal governments in regard to the conduct of class III gambling, as specified in the Indian Gaming Regulatory Act (Public Law Number 100-497) (*Minnesota Statutes 3.9221*).

The following are brief descriptions of compacts in existence at the time of this guidebook's production, followed by a citation of the Minnesota state statute that provides the legal description and detail of the compact. Current and additional information about compact membership and activities would be available from the cited agency or commissioner who is authorized to act as the state's compact administrator.

State-Tribal Compacts

No retail establishment licensed to sell alcoholic beverages is allowed to store or use gambling equipment unless authorized under the terms of a tribal-state compact, a tribal ordinance in conformity with the Indian Gaming Regulatory Act, or chapter 349 of Minnesota state law. (*Minnesota Statutes 340A.410, subdivision 5*) A licensed racetrack may transmit telecasts of horse races to sites on Indian lands of tribes who are a party to a tribal-state compact. (*Minnesota Statutes 240.13, subdivision 9*)

Interstate Compacts

The **Driver License Compact** specifies conditions for the administration of reports of convictions, applications for new licenses, and exchange of information between member states. The goal is to promote compliance with laws, ordinances, administrative rules and regulations to maintain the safety of streets and highways. (*Minnesota Statutes 171.50 to 171.56*)

The **Great Lakes Basin Compact** was enacted to promote the best practices of maintenance and use of the water resources of the Great Lakes Basin. The compact outlines the powers and duties of the Great Lakes Commission, which was established to accomplish those goals. (*Minnesota Statutes 1.21 to 1.25*)

The creation of **Interstate Adoption Compacts** was authorized to protect children who are receiving adoption assistance through the State of Minnesota, and to provide procedures for interstate assistance and medical payments for eligible children. (*Minnesota Statutes 259.71*)

The **Minnesota-Wisconsin-Michigan Boundary Compact** was established to specify the Great Lakes water boundaries among the three party states. (*Minnesota Statute 1.15*)

The **Interstate Agreement on Detainers** provides for cooperative procedures to encourage expeditious and orderly disposition of charges brought against a prisoner already incarcerated in other jurisdictions. (*Minnesota Statutes 629.294*)

The **Interstate Agreement on Qualifications of Education Personnel** allows for participating states to enter into contracts that establish the criteria of programs of education, certification standards or other acceptable qualifications to be applied to education personnel who move between states and wish to use their professional skill and experience in their new location. (*Minnesota Statute 122A.90*)

The **Interstate Compact for Education** was enacted to enhance cooperation pertaining to education on a nationwide basis at the state and local levels; to provide a forum for exploring public policy alternatives in the field of education; to provide a clearinghouse of information pertaining to education problems and responses; and to assist in the improvement of state and local educational systems. (*Minnesota Statute 127A.80*)

The **Interstate Compact for the Supervision of Parolees and Probationers** outlines the authority and duty of party states pertaining to reciprocal supervision of persons on parole or probation, and the reciprocal return of such persons for violation of the terms of their parole or probation. (*Minnesota Statutes 243.16*)

The **Interstate Compact on Industrialized/Modular Buildings** was created to allow party states to regulate design and construction of industrialized and modular buildings in a coordinated and uniform manner, precluding the need for a voluntary preemptive federal regulatory system. (*Minnesota Statutes 16B.75*)

The **Interstate Compact on Juveniles** seeks to protect juveniles by providing for cooperative supervision of delinquent juveniles on parole or probation; the return of delinquent juveniles who have escaped or absconded from a state; the return of non-delinquent juveniles who have run away from home; and any additional measures that two or more states may desire to undertake cooperatively. (*Minnesota Statutes 260.51 to 260.57*)

The **Interstate Compact on Mental Health** ensures that participating states will provide care and treatment to any person in that state that needs institutionalization, and governs the conditions of transfer of patients to an institution in another state. (*Minnesota Statutes 245.51 to 245.53*)

The **Interstate Corrections Compact** was enacted to provide for the mutual development and execution of programs pertaining to the confinement, treatment and rehabilitation of offenders. (*Minnesota Statutes 241.28 to 241.30*)

The **Interstate Library Compact** allows for the providing of joint and cooperative library services among communities that transcend governmental boundaries in states that border Minnesota and have joined the compact. (*Minnesota Statutes 134.21 to 134.24*)

The **Interstate Pest Control Compact** was enacted to complement pest control efforts of individual states through the creation of the Pest Control Insurance Fund to finance other than normal pest control operations. (*Minnesota Statutes 18.62 to 18.71*)

The **Midwestern Higher Education Compact** authorizes the activities of the Midwestern Higher Education Commission, which studies issues of higher education in the Midwestern region and makes recommendations pertaining to education programs, serves as a clear-

inghouse on higher education activities, and is authorized to serve as an administrative and fiscal agent in carrying out agreements for higher education programs and services. (*Minnesota Statutes* 135A.20 to 135A.22)

The **Midwest Interstate Low-Level Radioactive Waste Compact** was created in response to a Congressional provision encouraging compacts to manage low-level radioactive waste. It provides for a regional response to that need through the Midwest Interstate Low-Level Radioactive Waste Commission, and outlines the commission's rights and responsibilities. (*Minnesota Statutes* 116C.831 to 116C.843)

The **Minnesota-Wisconsin Boundary Compact** was enacted to study and develop recommendations for the present and future protection of the lands, river valleys, and waters that form the boundary between the two states. (*Minnesota Statutes* 1.31 to 1.40)

The **Multi State Tax Compact** was created to facilitate proper determination of tax liabilities, avoid duplicative taxation, facilitate taxpayer convenience and compliance in the filing of tax returns, and promote uniformity or compatibility in components of tax systems. (*Minnesota Statutes* 290.171 to 290.174)

The **National Guard Mutual Assistance Counterdrug Activities Compact** specifies that the National Guard may be used in drug interdiction, counterdrug, and demand reduction activities. The compact outlines the terms and conditions under which the National Guard may enter into mutual assistance and support agreements with law enforcement agencies within Minnesota, or with a National Guard of another state. (*Minnesota Statutes* 192.88)

The **Boundary Waters Rough Fish Compact** allows for cooperative agreements with North Dakota, South Dakota, Wisconsin and Iowa relating to the removal of rough fish in boundary waters. (*Minnesota Statutes* 97C.045).

Governors since Statehood

For more detailed information, visit the Legislative Reference Library website: www.leg.state.mn.us/lrl/mngov/Mngov.htm

Name (Party)	P.O. address	Assumed office
Henry H. Sibley (D)	St. Paul	May 24, 1858
Alexander Ramsey (R)	St. Paul	January 2, 1860
Henry A. Swift (R)	St. Peter	July 10, 1863
Stephen Miller (R)	Worthington	January 11, 1864
William R. Marshall (R)	St. Anthony	January 8, 1866
Horace Austin (R)	St. Peter	January 9, 1870
Cushman K. Davis (R)	St. Paul	January 7, 1874
John S. Pillsbury (R)	Minneapolis	January 7, 1876
Lucius F. Hubbard (R)	Red Wing	January 10, 1882
A. R. McGill (R)	St. Peter	January 5, 1887
William R. Merriam (R)	St. Paul	January 9, 1889
Knute Nelson (R)	Alexandria	January 4, 1893
David M. Clough (R)	Minneapolis	January 31, 1895
John Lind (D-People's)	New Ulm	January 2, 1899
Samuel R. VanSant (R)	Winona	January 7, 1901
John A. Johnson (D)	St. Peter	January 4, 1905

Citizen Participation and Open Appointment - [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

GOVERNOR'S STATE CAPITOL 2005 COMMISSION - The purposes of the commission are to guide development of plans for the centennial celebration of the Capitol in 2005; and advocate for private funds for improvements to the Capitol and its grounds, and for its centennial celebration. The commission shall participate with the Administration Dept. and the Capitol Area Architectural and Planning Board in identifying which historically appropriate improvements to the public and ceremonial spaces of the Capitol can be completed prior to 2005 in order to allow for the year's celebrations to proceed. Any such improvements will be consistent with the predesign for the State Capitol to be completed in 2001 under the auspices of the State Capitol Predesign Advisory Group. Any such improvements also shall be consistent with the original architectural design of the Capitol. The 15-member commission has 11 members appointed by the governor. The commission shall consist of a collaboration of civic leaders from both the public and private sector, the majority of whom shall be of the private sector. The majority leader and minority leader of the Minnesota Senate and the speaker and minority leader of the Minnesota House of Representatives are each requested to appoint one member of the legislature to serve on the commission. The chair of the commission shall be appointed by the governor, and shall be the convener of the commission. Executive Order #01-01, March 23, 2001.

Adolph O. Eberhart (R)	Mankato	September 21, 1909
Winfield S. Hammond (R)	St. James	January 5, 1915
J. A. A. Burnquist (R)	St. Paul	December 30, 1915
J. A. O. Preus (R)	Minneapolis	January 5, 1921
Theodore Christianson (R)	Dawson	January 6, 1925
Floyd B. Olson (Farm-Lab)	Minneapolis	January 6, 1931
Hjalmar Petersen (Farm-Lab)	Askov	August 24, 1936
Elmer A. Benson (Farm-Lab)	Appleton	January 4, 1937
Harold E. Stassen (R)	South St. Paul	January 2, 1939
Edward J. Thye (R)	Northfield	April 27, 1943
Luther W. Youngdahl (R)	Minneapolis	January 8, 1947
C. Elmer Anderson (R)	Brainerd	September 27, 1951
Orville L. Freeman (DFL)	Minneapolis	January 5, 1955
Elmer L. Andersen (R)	St. Paul	January 2, 1961
Karl F. Rolvaag (DFL)	St. Paul	March 25, 1963
Harold LeVander (R)	South St. Paul	January 2, 1967
Wendell R. Anderson (DFL)	St. Paul	January 4, 1971
Rudy Perpich (DFL)	Hibbing	December 29, 1976
Al Quie (IR)	Dennison	January 4, 1979
Rudy Perpich (DFL)	Hibbing	January 3, 1983
Arne Carlson (IR)	Shoreview	January 7, 1991
Jesse Ventura (Reform Party)	Maple Grove	January 4, 1999

Department of Health

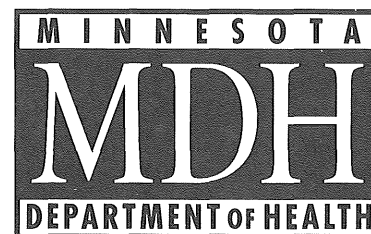
85 East Seventh Place, P.O. Box 64882, St. Paul, MN 55164-0882

General Information: (651) 215-5800; TTY: (651) 215-8980

Website: www.health.state.mn.us

Email: commissioner@health.state.mn.us

Commissioner Jan Malcolm ; Deputy Commissioner Julie Brunner



Minnesota Statutes 62D, 62J, 62L, 62N, 62P, 62Q, 62R, 103H, 103I, 144, 144A, 145, 145A, 149, 157, 326 and 327; *Minnesota Rules* 4600-4799

FOR CURRENT MDH FEE INFORMATION, PLEASE SEE the Dept. of trade and Economic Development website at www.dted.state.mn.us/01x03x02x03.asp.

St. Paul Offices:

Golden Rule Building, 85 East Seventh Place, PO Box 64882, St. Paul, MN 55164-0882

Mailing Address: PO Box 64882, St. Paul, MN 55164-0882

(Housing these offices: Commissioner's Office, Office of Minority Health, Finance and Administrative Management Division, Policy and Communications Division, Facility & Provider Compliance Division, Family Health Division)

Metro Square Building, 121 East Seventh Place, PO Box 64975, St. Paul, MN 55164-0975

Mailing address: PO Box 64975, St. Paul, MN 55164-0975

(Housing these offices: Community Health Services Division, Environmental Health Division, Health Policy & Systems Compliance Division, Health Information Clearinghouse, Human Resources Management)

Snelling Office Park, 1645 Energy Park Drive, St. Paul, MN 55108.
(Serves as a Metro field office, conference center and business operations center)

Minneapolis Office:

717 Delaware Street SE, Minneapolis, MN 55440-9441

Mailing address: 717 Delaware Street SE, PO Box 9441, Minneapolis, MN 55440-9441

(Housing these offices: Infectious Disease Prevention and Control, Chronic Disease Prevention and Control, Public Health Laboratory, R.N. Barr Library, Center for Health Statistics)

MDH Field Offices:

Bemidji (218) 755-3820

1819 Bemidji Ave., Bemidji, MN 56601

(Community Health Services, Disease Prevention and Control, Environmental Health, Facility and Provider Compliance, Family Health, Facilities Management)

Duluth (218) 723-4642

Government Service Ctr., 320 W. 2nd St., Duluth, MN 55802
(Community Health Services, Environmental Health, Facility and Provider Compliance, Family Health, Facilities Management)

Fergus Falls (218) 739-7585

Bldg. 4A East Dr., Fergus Falls, MN 56537

(Community Health Services, Disease Prevention and Control, Environmental Health, Facility and Provider Compliance, Family Health, Facilities Management)

Mankato (507) 389-2501

Nichols Office Center, 410 Jackson St., Mankato, MN 56001

(Disease Prevention and Control, Environmental Health, Facility and Provider Compliance, Facilities Management)

Marshall (507) 537-7151

1400 E. Lyons Street, Marshall, MN 56258

(Environmental Health, Family Health, Facilities Management)

Rochester (507) 285-7289

18 Wood Lake Drive Southeast, Rochester, MN 55904

(Disease Prevention and Control, Environmental Health, Facility and Provider Compliance, Family Health, Facilities Management)

St. Cloud (320) 255-4216

Midtown Square, 3400 N. First St., St. Cloud, MN 56303

(Disease Prevention and Control, Environmental Health, Facility and Provider Compliance, Family Health, Facilities Management)

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.

Mission:

The Minnesota Department of Health's (MDH) mission is to protect, maintain and improve the health of all Minnesotans. The department operates programs in the areas of disease prevention and control, health promotion, family and community health, environmental health, health care policy, and regulation of health care providers and facilities. Among its many duties, the department:

- **Investigates disease outbreaks**, and works to prevent both chronic and infectious diseases.
- **Protects the quality of the food** in restaurants, the safety of public water supplies, and the air inside public places.
- **Identifies and evaluates potential health hazards** in the environment—from simple sanitation problems to the health risks associated with toxic waste sites.
- **Provides sophisticated laboratory services**, including techniques and procedures for screening biological and chemical samples that are available nowhere else in the state.
- **Works to help people lower their health risks** by giving them information and support for making healthier lifestyle choices.
- **Safeguards the quality of our state's health care**, and regulates many of the people and institutions responsible for providing that care.
- **Develops and implements strategies to contain health care costs**, while broadening access to affordable, high-quality health care coverage for all Minnesotans.

Improving health is not just MDH's job—it requires coordinated efforts on the part of all levels of government, the private sector, community groups, and citizens themselves. The public health system—

MDH working together with local public health agencies across the state—plays a key role in building and supporting the partnerships needed to improve health for individuals and communities.

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.

A building to house the department on the University of Minnesota-Minneapolis campus was dedicated on July 13, 1969. This building now houses the laboratory, disease prevention and control and vital records, with other functions housed in other locations. 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, which became a gubernatorial appointment and part of the governor's cabinet.

Commissioner's Office

(651) 215-5806 Jan K. Malcolm, commissioner

(651) 215-5807 Julie Brunner, deputy commissioner. The Minnesota Commissioner of Health, appointed by the governor, is responsible for ensuring that a strong state-local system is in place to protect, maintain and improve the health of all Minnesotans. That includes developing public policies that promote public health; providing leadership for the department's diverse programs; and working with local units of government to ensure that public health services are delivered efficiently across the state.

The Commissioner's Office oversees all aspects of the department's internal and external operations, including policy and budget development; government relations; workforce development; special health initiatives; and the activities of the four bureaus that comprise the department's programs.

The commissioner, deputy and assistant commissioners must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Policy and Communications Division

(651) 215-5800, Pat Conley, director. Coordinates communications and legislative activities for the agency.

Government Relations

(651) 215-5800, Lin Nelson, legislative liaison. Coordinates legislative activities and inter-governmental relations for the agency.

Communications Office

(651) 215-1300, John Stieger, manager. Handles media inquiries, coordinates internal and external communications and responds to general requests for information from the public.

Citizen Participation and Appointment - [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

ALCOHOL AND DRUG COUNSELOR LICENSING ADVISORY COUNCIL

The council advises the Commissioner in development of rules for licensure of chemical dependency counselors and in administering or contracting for the competency testing, licensing, and ethical review of alcohol and drug counselors. The council consists of thirteen members including: seven licensed chemical dependency counselors (except for initial appointees); three public members; one director or coordinator of an accredited chemical dependency training program; and one member who is a former consumer of chemical dependency counseling service who received the service more than three years before their appointment. The American Indian Advisory Committee on Chemical Dependency shall appoint the remaining member. Meetings occur approximately once a quarter for three hours at the MN Department of Health. Does not expire.

Appointing Authority: Commissioner of Health. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 148C.02, Laws of 1995.* MN Dept. of Health, 121 East 7th Place, # 400, P.O. Box 64975, St. Paul, MN 55164-0975. (651) 282-5619.

ALCOHOL AND DRUG COUNSELOR LICENSING EDUCATION COMMITTEE

To advise the Commissioner of Health on issues related to training and education of alcohol and drug counselors. The committee consists of seven members: two members from Alcohol & Drug Counselor Cultural Diversity Committee; two members who are licensed alcohol & drug counselors; two providers of alcohol & drug counselor training; the coordinator of course training program. Meetings are held four times per year for three hours at the MN Dept. of Health. No expiration date. **Appointing Authority:** Commissioner of Health.

Compensation: \$55 per diem plus parking and mileage. *Minnesota Statutes 148C.05.* MN Dept. of Health, 121 East 7th Place, #400, P.O. Box 64975, St. Paul, MN 55165-0975. (651) 282-5619.

ALCOHOL AND DRUG COUNSELOR LICENSING CULTURAL DIVERSITY COMMITTEE

To advise the Commissioner of Health on issues specific to licensees in their practice of alcohol and drug counseling with clients for whom special licensing criteria has been developed in rules. The committee consists of twelve members including two who are recommended by each of the following councils: MN Commission Serving Deaf & Hard of Hearing People, Council on Affairs of Chicano and Latino Speaking People, Council on Asian Pacific Minnesotans, Indian Affairs Council, Council on Disability and Council on Black Minnesotans. Meetings are held quarterly for two hours at the MN Department of Health in the Metro Square Building. The committee does not expire. **Appointing Authority:** Commissioner of Health. **Compensation:** \$55 per diem, plus expenses. *Minnesota Statutes 10.059 & 148C.11.* MN Dept. of Health, 121 East 7th Place, #400, P.O. Box 64975, St. Paul, MN 55164-0975. (651) 282-5619.

ALCOHOL AND OTHER DRUG ABUSE ADVISORY COUNCIL

- The council advises the commissioners concerning problems of alcohol and other drug dependency and abuse. The council consists of ten members including five members appointed by the Commissioner of Human Services with terms ending in even-numbered years and five members appointed by the Commissioner of Health with terms ending in odd-numbered years. This includes five with interest in alcohol dependency and abuse, and five interested in abuse of drugs other than alcohol. One member must be over 60 years of age. Monthly meetings. The council expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioner of Health and Commissioner of Human Services. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 254A.04.* Chemical Dependency Program Division, 2284 Highcrest Road, Roseville, MN. 55113 (651) 582-1832.

FETAL ALCOHOL COORDINATING BOARD - Study & review of FAS programs, grants, etc. & education of the public. The board consists of fifteen members including the Commissioners of Health, Human Services, Corrections, Public Safety, Economic Security, and Children Families, & Learning; the Director of the Office of Strategic & Long-Range Planning; a representative of the University of Minnesota Academic Health center, appointed by the Provost; five members from the general public appointed by the governor, one of whom must be a family member of an individual with fetal alcohol syndrome or fetal alcohol effect; and one member from the judiciary appointed by the Chief Justice of the Supreme Court. Meetings will be held the second Tuesday of each month, at 1:30p.m. for three hours at the Snelling Office Park or Metro Square. The board expires on January 1, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Governor. **Compensation:** \$55 per diem, plus expenses. *Minnesota Statutes 145.9266, Subd. 6-7.* Dept. of Health, 450 Metro Square Bldg., St. Paul, MN 55101. (651) 281-5800.

R.N. Barr Library

(612) 676-5090, **Diane Jordan, manager.** Provides information and reference services to MDH employees, public health and school health professionals, and other state employees through their agency libraries. Students and members of the public are welcome to use library materials on site, but may not check them out. Photocopying service and fax service to other libraries are available. Hours: 8-4:30, M-F.

The **Film and Video Library (612/ 676-5478)** lends health-related films or video cassettes to any interested group or organization within the state. Minnesota residents can order pamphlets, brochures, fact sheets and other printed materials dealing with health-related topics from the **Publications Library (612/676-5274)**. Non-resident health professionals can obtain single copies of publications for review. Both video and publication services are free. Catalogs are available from Publications Library.

Office of Minority Health

(612) 297-3006, **Lou Fuller, director.** Responsible for policy analysis and organizational development leading to elimination of gaps and disparities in the health status of people of color.

Finance and**Administrative Management Bureau**

(651) 297-5813, **David Johnson, assistant commissioner.** Provides internal business and support services to all programs of the department. This includes overseeing the department's financial, facilities, technology and human resource operations.

Facilities Management Division

(651) 297-5539, **Rick Kantorowicz.** Responsible for providing appropriate facilities and business operations for the department in order for the department to complete its statutory program responsibilities. Manages the leasing of all office facilities for the department. Manages space planning, remodeling, construction and staff relocation. Manages building operations, facility security, staff and client parking. Manages internal support services including mail distribution, printing and duplication, warehousing and clerical support in MDH district offices. Manages the operations of a central conference center available for MDH, other state agencies, and local government partners.

Financial Management Division

(651) 296-9864, **Dave Hovet, manager.** Responsible for providing timely and accurate financial information and systems to facilitate fiscal management at all levels within the department. Manages budget planning and development for all departmental resources. Manages centralized budget management, accounting and reporting systems. Manages purchasing, contract services and cash management activities. Provides technical assistance required for the management and reporting of federal grants.

**Information Systems and
Technology Management Division**

(651) 296-8055, **Denton Peterson, manager.** Responsible for planning and developing technology systems, data architecture, communication networks and telecommunications systems for MDH programs. Responsible for the maintenance of a secure technology infrastructure and for the efficient management of the data resources entrusted to the department. Manages MDH central computer networks and technology infrastructure, which connects all MDH employees and 11 building locations to each other. Provides technical expertise and support to all departmental programs. Provides systems and data resources security for all departmental data and communications.

**Human Resource Management /Operations
Development Division**

(651) 215-1240, TTY (651) 282-3876, **Ron Olson, manager.** Responsible for providing coordinated human resources management activities throughout the department, to assure that a qualified workforce, representative of the state population and the agency's diverse clientele, is retained to carry out the agency's various public health programs. Includes the Office of Workforce Diversity, which is responsible for ensuring equal employment opportunity as a proactive tool to fulfill the agency's statutory responsibilities. Manages the recruitment, development and retention of qualified staff. Manages MDH labor/management relations, employee benefits, and employee health and safety activities. Manages departmental equal opportunity and affirmative action activities. Provides distance learning and video conferencing support services to MDH, other state agencies and to MDH public health partners.

Access and**Quality Improvement Bureau**

(651) 215-5800 **Dick Wexler, assistant commissioner.** Coordinates programs and issues relating to the health care system, including citizens' concerns about their managed care plans. Includes programs dealing with health care policy, regulation of health care facilities and providers, and the infrastructure of health care and public health.

Health Policy and Systems Compliance Division

(651) 282-5601, David Giese, manager. Protects the rights of Minnesotans who are covered by managed care health plans, and works to ensure that managed care enrollees have appropriate access to high quality health care services. Regulates hearing instrument dispensers, speech-language pathologists, audiologists and other allied health professionals. Advises the commissioner of health on policy issues, disciplinary actions, and training and practice standards related to the regulation of various health-related occupations. Addresses public policy concerns in the area of health economics — including efforts to control health care costs, and to ensure that all Minnesotans have appropriate access to health care coverage and health care services. Regulates funeral service practitioners in Minnesota.

Managed Care Systems Section

(651) 282-5600, Kent Peterson, manager. Monitors all managed care organizations in Minnesota for quality of care and compliance with state law. Responsibility includes Health Maintenance Organizations (HMOs) that provide health care for the state's people. Works to ensure that Minnesotans enrolled in managed care plans will have access to medically necessary health care services, and to safeguard the quality of those services. Reviews premium rates for some types of managed care products, to assure compliance with accepted actuarial principles. Also works to ensure that people enrolled in managed care plans are provided with understandable and accurate information about their coverage — including participating health care providers, limitations on coverage, available services, and any other requirements that apply to coverage provided under the plan.

For information on the application process and fee requirements for developing a new HMO, call (651) 282-6333 or (651) 282-5606.

Charges for copies of reports and other public documents — fee is based on size of publication. To view a public file, obtain photocopies of documents, or inquire about charges for a particular document, call (651) 282-5615.

To file a complaint or ask a question about services provided by an HMO — call (651) 282-5600 or 1-800-657-3916, 8:00 a.m. to 4:30 p.m., Monday through Friday. Qualified staff are available at those times to answer questions and respond to complaints. There is no charge for using this service to obtain information or resolve a complaint.

Health Economics Section

(651) 282-6367, Scott Leitz, manager. Surveys and analyzes conditions in the medical market place. Conducts research and develops recommendations regarding state policies that affect the competitiveness of the health care marketplace. Conducts research and monitors trends in the area of health care prices and expenditures. As part of the department's larger role in Minnesota's health care reform effort, the section is responsible for:

- **defining, measuring and monitoring health care expenditures in the state** — for the purpose of developing, implementing and evaluating growth limits on health expenditures, and providing support to other health care reform activities;
- **reviewing reports** of major health care expenditures and maintaining a database of expenditures in excess of \$500,000;
- **evaluating** — and making recommendations — regarding proposed
- **exceptions to antitrust law** for cooperative arrangements involving health care providers or purchasers;
- **monitoring long term care costs** in the state and making recommendations for related health care reform measures; and
- **developing a risk adjustment mechanism** for competing health plans, and conducting special studies as mandated by the legislature.

Citizen Participation and Appointment - [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

CONSUMER ADVISORY BOARD - The board advises on the needs of health care consumers and consumer protection issues. The eighteen board members must be public, consumer members who do not have and never had a material interest in either the provision of health care services or in an activity directly related to the provision of health care services, such as health insurance sales or health plan administration; are not registered lobbyists; and are not currently responsible for or directly involved in the purchasing of health insurance for a business or organization. The governor, speaker of the house, and the subcommittee on committees of the committee on rules and administration of the senate shall each appoint two members. The Indian Affairs Council, the Council on Affairs of Chicano/Latino People, the Council on Black Minnesotans, the Council on Asian-Pacific Minnesotans, mid-Minnesota legal assistance, and the Minnesota Chamber of Commerce shall each appoint one member. The member appointed by the Minnesota Chamber of Commerce must represent small business interests. The Health Care Campaign of Minnesota, Minnesotans for Affordable Health Care, and Consortium for Citizens with Disabilities shall each appoint two members. The board meets quarterly for three hours. The board expires on June 30, 2001, unless reauthorized by the Legislature.

Appointing Authority: Multiple appointing authorities, see enabling legislation. **Compensation:** \$55 per diem, plus expenses. *Minnesota Session Laws 1997, Chapter 237.* 106 West Prairie, Belle Plaine, MN 56011. (952) 873-4239. Joyce Shellhart Warner, Board Secretary.

MEDICAL EDUCATION AND RESEARCH ADVISORY COMMITTEE

- The purpose of the advisory committee is to provide advice and oversight on the distribution of the Medical Education and Research Trust Fund grants. These grants are distributed to clinical medical education programs to help offset lost patient care revenue for teaching institutions affected by increased competition in the health care marketplace. The committee consists of 28 members. The commissioner shall consider the interest of all stakeholders; appoint members that represent both urban and rural interests; and appoint members that represent ambulatory care as well as inpatient perspectives. The commissioner shall appoint to the committee representatives of the following groups to ensure appropriate representation of all eligible provider groups and other stakeholders: public and private medical researchers; public and private academic medical centers, including representatives from academic centers offering accredited training programs for physicians, pharmacists, chiropractors, dentists, nurses, and physician assistants; managed care organizations; employers; consumers and other relevant stakeholders. Meetings are quarterly or more often as needed for three hours at MN Dept. of Health in St. Paul. The committee expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioner of Health. **Compensation:** None. *Minnesota Statutes 69J.692 Subd. 2.* MN Dept. of Health, 121 East 7th Place, #400, St. Paul, MN 55101. (651) 215-5800.

MINNESOTA RISK ADJUSTMENT ASSOCIATION BOARD -

The board governs the Minnesota Risk Adjustment Association, which will develop a risk adjustment strategy to report to the legislature and Governor. The 19 members include one provider member and one public member who must represent a public program, appointed by the Governor. Other members are appointed by private insurance agencies or private associations. The Commissioner of Health, Commerce, Human Services and Employee Relations shall be nonvoting ex-officio members. Meetings are held approximately annually for two hours. The expiration is not determined at this time. **Appointing Authority:** Governor. **Compensation:** None. *Laws of 1994, Chapter 625.* Dept. of Health, P.O. Box 64975, St. Paul, MN 55164-0975. (612) 883-6534.

PUBLIC PROGRAMS RISK ADJUSTMENT WORK GROUP -

The work group advises the commissioners of health and human services in the design of the public programs risk adjustment system. The 18 member work group consists of eight members appointed by the governor including three representatives of organizations representing the interests of families, children, childless adults, and elderly persons served by the various publicly paid health programs; two representatives of persons with mental health, developmental or physical disabilities, chemical dependency, or chronic illness; and three public members, at least one of whom must represent a community health board. Also one member appointed by the Minnesota Medical Association; two members appointed by the Minnesota Hospital Association; five members appointed by the Minnesota Council of HMO's; and two representatives of counties appointed by the Association of Minnesota Counties. Bi-monthly meetings for three hours at the Metro Square Bldg., 121 E. 7th Place, St. Paul. The work group expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Multiple appointing authorities see enabling legislation. **Compensation:** None. *Minnesota Statutes, Section 62Q.03, Subd. 5A.* Dept. of Health Metro Square Bldg., St. Paul, MN 55101. (651) 282-5643.

Data Analysis Section

(651) 282-5650, **Lee Habte, manager.** Collects, maintains and analyzes health care data, for the purpose of:

- supporting efforts to develop and refine state policies on health care access, utilization, quality and cost;
- assisting the state in efforts to promote efficiency and effectiveness in the financing and delivery of health services;
- monitoring and tracking the accessibility, utilization, quality and cost of health services in Minnesota;
- evaluating the impact of health care reform activities in Minnesota;
- providing support for public health activities in the state; and
- evaluating the appropriateness of methods used for ongoing collection of health-related data.

Works closely with Health Economics Section and other programs within MDH that have primary responsibility for use of health-related data. Also responsible for the implementation of the Administrative Simplification Act (ASA), which provides for efforts to simplify and standardize certain business practices within Minnesota's health care system. Issues addressed under ASA include:

- establishment of uniform billing formats;
- development and use of electronic data interchange (EDI) standards within the health care system;
- development of standard implementation guidelines governing the use of EDI;
- development of standard identifiers for individual health care providers, provider organizations, payers and patients; and
- development of specifications for a standard identification card for health plan enrollees.

Acts as primary liaison between MDH and the Minnesota Health Data Institute. The institute is a public-private partnership between the commissioner of health and an independent board of directors, which includes group purchasers of health plans or services, health care providers, and consumers. The Minnesota Health Data Institute is responsible for collecting, analyzing and disseminating comparative performance data on health plans, provider organizations, and others who play a role in the health care system, in order to assist consumers and purchasers in making health care purchasing decisions.

Citizen Participation and Appointment - [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

HEALTH DATA INSTITUTE BOARD OF DIRECTORS -

The Health Data Institute is a partnership between the Commissioner of Health and a 21-member board of directors representing group purchasers, health care providers, and consumers, working together to establish a centralized cost and quality data system that will be used by the public and private sector. The 21 members consist of 20 voting members and one nonvoting member. The 20 voting members are made up of two representatives of hospitals appointed by the Minnesota Hospital Association and Healthcare Partnership, to reflect a mix of urban and rural institutions; four representatives of health carriers, two appointed by the Minnesota a Council of HMO's, one appointed by Blue Cross and Blue Shield, and one appointed by the Insurance Federation of Minnesota; two consumer members, one appointed by the Commissioner of Health, one appointed by the AFL-CIO as a labor union representative; five representatives of group purchasers appointed by the Minnesota Consortium of Healthcare Purchasers, to reflect a mix of urban and rural, large and small, and self-insured purchasers; two physicians appointed by the Minnesota Medical Association, to reflect a mix of urban and rural practitioners; one representative of teaching and research institutions appointed jointly by the Mayo Foundation and the Minnesota Association of Public Teaching Hospitals; one nursing representative appointed by the Minnesota Nurses Association; and three representatives of state agencies, one each to represent the following departments: Employee Relations, Human Services, and Health. The one nonvoting member is the Director of the Office of Technology. The consumer representative appointed by the Commissioner of Health is appointed through the Open Appointments process. Meetings are held the first Thursday of March, June, September, and December for four hours at the Court International Building in St. Paul. Does not expire. **Appointing Authority:** Commissioner of Health. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 62J.451, Subd. 9.* c/o MN Dept. of Health, P.O. Box 64975, St. Paul, MN 55164-0975. (651) 282-3885.

Health Occupations Section

(651) 282-6366, **Tom Hiendlmayr, manager.** Responsible for the regulation of various allied health occupations in Minnesota — including the credentialing (licensing, registration or certification) of practitioners in certain occupations. Registration gives practitioners the exclusive right to use a specific occupational title. Currently registering audiologists and speech language pathologists, and developing rules for the registration of occupational therapy practitioners. Certifies hearing instrument dispensers, and is developing rules for the licensing of alcohol and drug counselors.

Receives and investigates complaints against hearing aid dispensers, and takes enforcement action against hearing aid dispensers who engage in illegal sales activities. Includes an Office of Mental Health Practice, which investigates consumer complaints about mental health practitioners who are not otherwise regulated by the state. Accepts complaints about a broad range of unlicensed practitioners who provide mental health services for pay — including professional counse-

lors, mental health counselors, chemical dependency counselors, "new age" therapists, hypnotherapists, and some pastoral counselors and clergy.

Can discipline individual practitioners if they are found to be in violation of conduct code set out in state law. Also acts as a clearinghouse for information on mental health services. Does not handle cases involving mental health professionals who are already licensed and regulated by the state, through one of the health-related practice boards. Those licensed professionals include psychiatrists, psychiatric nurses, social workers, marriage and family therapists, and psychologists.

To make a complaint about an **unlicensed mental health practitioner** or ask for information about mental health services call (651) 282-5621. (In greater Minnesota, call toll-free at 1-800-657-3957 and ask for the Mental Health Practice Line.)

To make a complaint about a **hearing aid dispenser** call (651) 282-5622 or 1-800-657-3837 and ask for the Health Department Hearing Aid Line.

To find out if a hearing aid dispenser has a permit call (651) 282-5620.

To find out if a hearing aid dispenser has a history of complaints call (651) 282-5622 or 1-800-657-3837.

To find out if **any health practitioner** is credentialed call (651) 282-5626.

FEES:

Certification as Hearing Instrument Dispenser — Audiologists: \$330/year, non-Audiologists: \$820/year. Certification as Hearing Instrument Dispenser Trainee — \$100/year. Registration as Audiologist or Speech Language Pathologist — \$200 for two years. These fees are subject to change.

Citizen Participation and Appointment - [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

HEARING INSTRUMENT DISPENSER ADVISORY COUNCIL -

The council advises the Commissioner of the Department of Health on matters relating to certification and regulation of hearing instrument dispensers including certification standards, enforcement of certification laws and rules, and examination services. The nine members include three public members as defined by *Minnesota Statutes* 214.02, one to be a hearing instrument user and or an advocate of a hearing instrument user; three certified hearing instrument dispensers who are currently, and have been for the five years preceding appointment, engaged in hearing instrument dispensing in Minnesota and who are not audiologists; and three audiologists who are certified hearing instrument dispensers, are registered as audiologists under *Minnesota Statutes* 148.511 et seq., or if no rules are in effect, audiologists who hold current certificates of clinical competence in audiology from the American Speech-Language-Hearing Association. Meetings are held the third Wednesday of March, June and September and the second Wednesday of December, with additional meetings scheduled as necessary. Meetings are held at the Minnesota Department of Health, Metro Square Building for three hours. The council does not expire. **Appointing Authority:** Commissioner of Health. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes* 214.13. 121 East 7th Place, P.O. Box 64975, St. Paul, MN 55164-0975. (651) 282-5620.

Mortuary Science Section

(651) 282-3829, **David Benke, manager.** Licenses all morticians, funeral directors and funeral establishments in the state. Inspects funeral establishments, receives complaints, and investigates possible violations of state laws or rules. Takes appropriate action if violations are found.

Cemeteries: The state does not license or register cemeteries — for more information on cemeteries see *Minnesota Statutes*, Chapter 306-307, or contact your local cemetery. A mortuary science license (which covers embalmers and funeral directors) is issued by the commissioner of health to persons who have met prescribed qualifications. A practitioner can be licensed by endorsement, if already licensed in another state with comparable licensing requirements.

Mortician & Funeral Director/Establishment LICENSE FEES:

Licensing exam:\$100.00
Trainee registration:\$ 50.00
Endorsement exam:\$200.00
Renewal of practitioner license:\$100.00
Permit for funeral establishment:\$225.00
Penalty for late renewal of any license or permit: . . . \$ 25.00

Health Information Clearinghouse

(612) 282-3855, **Carol Southward, manager.** Serves as a "one-stop" source of information and literature on health care reform, cost and quality of health care services, and other aspects of the health care system.

Facility and Provider Compliance Division

(651) 215-8700, **Linda Sutherland, director.** Oversees the licensing and/or certification of hospitals, nursing homes, 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 federally certified nursing homes. Classifies nursing home residents based on the amount of care they require, and uses that information to determine the level of reimbursement a facility will receive under Medicaid — or the amount charged to a private payer for nursing home services. Develops long-term care policy for the state, and works with other state agencies to implement that policy. Publishes a quarterly newsletter, *The Resource*, for health care facilities.

Engineering Services Section

(651) 215-8700, **Jim Loveland, manager.** Reviews and approves all contract plans and specifications for construction of new health care facilities and additions to — or remodeling of — existing facilities. Inspects completed projects to ensure that the physical plant meets standards for state licensing and federal certification.

Licensing and Certification Section

(651) 215-8701, **Mary Absolon, manager.** Licenses and/or certifies all health care facilities in the state. Ensures the maintenance of state and national standards regarding quality of life for facility residents, quality of care, resident rights, facility safety, fire prevention, emergency evacuation, diet, staffing, infection control and other critical components of long-term care. Regulated providers include hospitals, nursing homes, intermediate care facilities for the mentally retarded, home health agencies, hospices, end-stage renal dialysis suppliers, and clinical laboratories. 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 the Medicare and Medicaid programs. Formally notifies providers who fail to comply with rules or statutes, and advises facilities on how to correct problems. Fines may be levied — or other disciplinary action taken — when legally appropriate.

Maintains state registry of nursing assistants, and regulates medical laboratories under provisions of federal Clinical Laboratory Improvement Act (CLIA).

Publishes an annual *Directory of Licensed and Certified Health Care Facilities and Services in Minnesota*. Directory includes facility and service names, addresses, phone numbers, type of ownership, names of current administrators, and the number of licensed or certified beds in each facility. Copies may be purchased from Minnesota's Bookstore, Department of Administration, 117 University Ave., St. Paul 55155. Call (651) 297-3000 in the Twin City area, or toll-free in greater Minnesota at 1-800-652-9747.

LICENSING FEES:

For **hospitals accredited** by the Joint Commission on the Accreditation of Health Care Organizations — \$3,015.

For **unaccredited hospitals** — \$2,000 plus \$100 per licensed bed or bassinets.

Nursing homes, boarding care homes and supervised living facilities — \$78 plus \$39 per licensed bed. Freestanding outpatient surgical centers — \$646.

Home care agencies — based on annual revenues.

Nursing homes and boarding care homes pay an additional fee of \$5.00 per licensed bed to the Nursing Home Advisory Council.

Licenses are renewed annually. Fees are revised periodically to reflect the actual costs of licensing activities. Fees are being revised—contact MDH for the most current information.

Case Mix Review Section

(651) 215-8703, Ann Lutterman, manager. Under the federal Inspection of Care program, is responsible for ensuring that the quality and quantity of services provided to residents in the state's certified long-term care facilities are appropriate for their individual needs. Under the state's Case Mix Reimbursement program, is responsible for ensuring that Medicare or Medical Assistance payments received by nursing facilities reflect the amount of care needed by — and provided to — individual facility residents. Long-term care facilities must be certified — either as a nursing facility (NF) or an intermediate care facility for the mentally retarded (ICF/MR) — in order to receive payment for services through the federal Medicare or Medical Assistance programs.

Case Mix Review Team conducts an annual assessment at each facility, providing an opportunity to educate facility staff on standards of care, or specific problems identified at the individual facility. The assessment also includes recommendations for revision in the plan of care for individual residents. These recommendations provide a direct opportunity to positively influence the quality of care and quality of life of each resident.

Questions about nursing home rates and Medicaid reimbursement should be directed to the Division of Long-Term Care Management, Department of Human Services, at (651) 297-3462.

Office of Health Facility Complaints

(651) 215-8702, Arnie Rosenthal, manager. Investigates complaints filed against health care facilities and providers (nursing homes, hospitals, supervised living facilities, boarding care homes, state hospitals, home care agencies, personal care attendants, and nursing assistants). Corrective action is taken if the investigation reveals violations of state or federal law. Corrective actions may include the issuance of citations — with the possible assessment of fines if violations are not corrected. Acts of abuse committed by nursing assistants are reported to the state Nursing Assistant Registry. Like the Licensing and Certification program and the Engineering Services program, works to ensure the safety and health of consumers in health care settings. The activities of OHFC are intended to complement the regular, full scale inspections performed by the Licensing and Certification section. OHFC is uniquely able to respond to specific complaints in a manner appropriate to the urgency of the situation.

To make a complaint, write to the office or call 1-800-369-7994. Anonymous complaints are accepted, and there are no forms or fees. To the extent permitted by law, the identity of persons making complaints is kept confidential. It may take several weeks to resolve a com-

plaint, particularly if it involves a complex situation. Complaints are acted on immediately if they may involve an imminent threat to the health or safety of a patient or resident.

Two free brochures are available from the office. One describes the office itself, and the other — "Looking for a Nursing Home" — offers advice about placing a patient in a nursing home.

The director must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Information and Analysis Section

(651) 215-8703, Cecelia Jackson, manager. Maintains computer support systems for division and provides training to division staff. Handles data requests from public. Provides administrative and budget support services for division.

Family and Community Health Bureau

(651) 281-9900 Gayle Hallin, assistant commissioner. Coordinates programs to promote the health and well being of Minnesota's families, with a special emphasis on mothers and children. Also coordinates the statewide network of local public health agencies, which—together with MDH—carry out the state's public health activities.

Division of Family Health

(651) 281-9900, Jan Jernell, director. Works to safeguard and improve the health of children, families and communities — by providing statewide leadership on family and community health issues, and promoting better coordination of efforts to address the health concerns of communities and families. Activities in this area include:

- promoting better coordination of services and outreach activities for hard-to-reach and high-risk populations,
- assessing potential health problems in the community, and
- developing effective plans and policies for promoting the health of families and communities.

Helps to ensure that appropriate systems of care are in place for children with special health needs — and works to enhance local and community support for those systems of care — by playing a leadership role in collaborative, community-based planning efforts. Provides funding support for efforts to improve the nutrition and health status of pregnant women, infants, young children, and the elderly — through health screening, nutrition education, and supplemental food programs. Conducts community-based activities directed at preventing substance abuse and injury trauma — and reducing physiological and behavioral risk factors for cancer, heart disease, diabetes, and other chronic diseases.

Helps communities develop the capacity to implement effective strategies for preventing tobacco use — discouraging young people from starting to use tobacco, and encouraging adults who already use tobacco to quit.

Coordinated School Health

(651) 281-9885, Cara Macken, manager. Assists school districts and local public health in providing prevention and education services aimed at reducing the short and long term impact of negative health behaviors, particularly related to unintended injuries, alcohol and other drug use, sexuality and HIV/AIDS, tobacco, diet and physical activity. Purpose is to keep children healthy over time, reinforcing positive healthy behaviors.

Center for Health Promotion

(651) 215-8954, Don Bishop, manager. Provides support and consultation to local public health agencies, institutions, consumer organizations, and community groups and coalitions engaged in the primary and secondary prevention of lifestyle-related illnesses and their complications.

Nutrition and Physical Activity Unit

(651) 281-9831, Pam York, manager. Conducts programs to prevent nutrition-related disease and health problems by encouraging appropriate changes in diet. Also conducts programs to promote regular physical activity. Emphasis is on educational strategies, with heavy reliance on community-based efforts to implement those strategies. Works with health professionals, the education community, the business community, health care providers, and others, to achieve program goals. Provides public information, education services, advice about programs, and other forms of support for these efforts. Also advises other public health programs, inside and outside MDH, about nutrition and physical activity issues.

Health Education Unit

(651) 281-9835, Hanna Cooper, manager. Provides education, consultation, and training services to local public health agencies and other organizations. Special areas of expertise include community-based chronic disease prevention activities, chemical health (including drug abuse prevention and the prevention of fetal alcohol syndrome), worksite health promotion, and health risk appraisals. The Minnesota Marrow Donor Education Program educates Minnesotans about the need for volunteer bone marrow donors.

Diabetes Unit

(651) 281-9842, Martha Roberts, manager. Implements the recommendations of the Minnesota Plan to Prevent Disability from Diabetes. The plan outlines strategies for preventing and controlling diabetes-related eye disease, hypertension, lower extremity amputations, and adverse outcomes of pregnancy. Works with primary care clinics to set up monitoring programs for diabetes patients, in order to provide more thorough care and prevent the complications of diabetes. Also collects information on the occurrence of diabetes and its complications for use in program planning activities, and provides staff support to the Minnesota Diabetes Control Program Steering Committee.

Injury Unit

(651) 281-9832, Mark Kinde, manager. Monitors the occurrence of injuries in the state, in an effort to identify effective strategies for injury prevention. Also provides assistance to health professionals and other community agencies working in the area of injury prevention for children, adolescents, adults, and seniors. Assists in the design and evaluation of prevention programs in a number of areas, including injuries that occur in the home, motor vehicle injuries, bicycle-related injuries, traumatic brain and spinal cord injuries, and injuries due to violence — including child maltreatment, homicide, and suicide.

Maternal and Child Health Section

(651) 215-8960, Ron Campbell, manager. Works to improve the health status of children, youth, women, and their families. Provides technical and administrative support to health service providers and planners, including community agencies, schools, voluntary agencies, and medical and dental care organizations. Also administers Maternal and Child Health Special Projects program, as well as several other targeted grant programs.

Reproductive Health Unit

(651) 281-9954, Erica Fishman. Coordinates family planning and adolescent pregnancy prevention and preconception, prenatal, newborn, and women's health activities. Provides administrative and technical support — and distributes family planning grants — to programs and projects dealing with reproductive health. Also funds a statewide, toll-free **family planning/sexually transmitted disease hotline** (1-800-78-FACTS), operated in cooperation with Family Tree, Inc. Deals with human genetics issues, with an emphasis on screening of newborns for metabolic diseases. Also provides technical and

Citizen Participation and Appointment - [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MATERNAL AND CHILD HEALTH ADVISORY TASK FORCE -

The task force meets to review and report on the health status and health care needs of mothers and children throughout the state of Minnesota. The fifteen members should provide equal representation from professions with expertise in maternal and child health services, representatives of local community health boards as defined in *Minnesota Statutes* 145A.02, subdivision 5, and consumer representatives interested in the health of mothers and children. Meetings are mandated to be held four times per year, the group meets more often as needed for five hours at 1645 Energy Park Dr., St. Paul. The task force expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioner of Health. **Compensation:** Reimbursed for expenses. *Minnesota Statutes* 145.881 and 15.059, Subd. 2. MN Dept. of Health, Division of Family Health, Box 64882. St. Paul, MN 55164-0882. (651) 281-9894.

administrative support for health care providers and others who deal with human genetics issues. Through its infant mortality reduction initiative, is responsible for analyzing vital records data and research data to identify the causes of maternal and infant deaths, and possible risk factors for infant and maternal mortality. Administers a grant program that supports other mortality review projects, and funds support services for Minnesotans affected by sudden infant death syndrome.

Child and Adolescent Health Program

(651) 281-9961, Cheryl Smoot; (651) 281-9956, Kristen Teipel. Promotes collaboration — and provides administrative and technical support — for agencies and individuals who are working to improve systems of care for children and youth. These efforts include the areas of school and child care health, adolescent health, child mental health, and dental health. Unit also promotes local efforts to provide quality health and developmental screening, and conduct effective health promotion efforts. Responsible for administrative and program support in these areas, including guidelines, technical assistance, training, and equipment calibration. Major areas of support include Child and Teen Checkup services, hearing and vision screening, and scoliosis screening.

Minnesota Children with Special Health Needs (MCSHN)

(651) 215-8956, manager. Administers state and federally-funded programs for children with disabilities and chronic illness, aimed at improving the quality of life for affected children and their families. Pays for or provides diagnostic evaluation of Minnesota children under the age of 21, if they are known or suspected to have a physical disability or chronic illness. Diagnostic clinics are held at various locations around the state. Contact section for information about the types of clinics offered, as well as dates and locations.

Section provides total or partial subsidy of health care and treatment costs for children with disabilities or chronic illness, depending on financial status of parent or guardian. Administers state program which helps to pay for treatment of hemophilia and cystic fibrosis in persons over age 21, and treatment of children who require the growth hormone somatotrophin.

Works to provide timely and pertinent information to advocates and policy makers on issues of importance to children with special health needs and their families. Runs a statewide Information and Referral System, which identifies resources and programs of interest to families, providers, and others who work with children who have special health needs. Referral System includes phone hotline — 1-800-728-5420 for toll-free voice or TTY, or (612) 623-5150 in the Twin Cities.

Provides consultation, training and technical assistance for professionals at the local and regional level who work with children who have special health needs. Works to enhance and develop systems of support and care that are family-centered, community-based, comprehensive and coordinated.

Supplemental Nutrition Program

(651) 215-8957, Betsy Clarke, manager. Administers federally-funded **Supplemental Nutrition Program for Women, Infants, and Children (WIC)** in Minnesota. WIC provides supplemental food and nutrition counseling to eligible participants, including 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. *For referral to a local WIC agency call 1-800-942-4030.*

Also administers the federally-funded **Commodity Supplemental Food Program** — known in Minnesota as the **Mothers and Children (MAC) Program** and the **Nutrition Assistance Program for Seniors (NAPS)**. Provides nutrition information and nutritious foods to supplement the diet of income-eligible participants — including pregnant, breastfeeding, and postpartum women, infants, young children, and the elderly. Services are offered through two Minnesota food banks, at many sites throughout the state.

Community Health Services Division

(651) 215-9375, Mary Sheehan, acting manager. Provides administrative support and supervision for the local public health agencies that make up the state's **Community Health Service (CHS)** system, including support and assistance for local community health boards in planning local public health programs and delivering services. Assists in planning and evaluation of health system reform efforts. Provides information, collects and analyzes data, and issues reports on health-related issues. Administers grants designed to support the establishment of rural health care centers, the continued operation of rural hospitals in isolated areas of the state, and the development of strategic plans for rural hospital transition projects. Provides technical assistance regarding state and federal health care programs, in support of efforts to coordinate and integrate health system reform at the regional level. Those efforts have involved rural communities and health care providers; medical personnel in under served rural and urban communities.

Community Development Section

(651) 296-9619, Patricia Lind, manager. Helps CHS agencies maintain strong working relationship 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.

Provides staff support for the State CHS Advisory Committee, as well as other advisory groups or bodies dealing with CHS issues. Establishes management and program guidelines for agencies, and provides a vehicle for communication between MDH and local agencies.

Explores the use of emerging technologies like video conferencing to improve communication with local public health agencies and enhance state/local educational efforts. Monitors legislation relating to

the operation of the CHS system. Monitors local activities and expenditures, and prepares an annual report to the Legislature on CHS activities.

Public Health Nursing Section

(651) 297-8003, Mary Rippke, manager. Provides assistance to local boards of health in meeting the public health needs of their citizens — including consultation services, problem solving activities, workshops and other educational activities, and assistance in the management of public health programs. These activities are focused on the six major program areas identified in the Local Public Health Act — family health, health promotion, disease prevention and control, home health, environmental health and emergency medical services. The section has primary responsibility for assisting local boards of health and local public health personnel in developing and implementing their community health services (CHS) program plans.

Assists other MDH programs in providing support to local health agencies. Section refers local health personnel to appropriate sources of assistance within MDH, and helps other MDH staff make arrangements for providing assistance to local health agencies. Section works with other agencies of state government — such as the Department of Children, Families and Learning and Department of Human Services — in addressing public health issues.

Works with local public health agencies on issues relating to health system reform efforts. Assistance in this area includes development of guidelines for enhancing the practice of public health nursing at the local level, in an effort to increase the effectiveness of local public health agencies. Also includes development of organizational models and strategies that local agencies can use to successfully accomplish public health goals under a reformed health system.

Office of Rural Health and Primary Care

(651) 282-3838, Estelle Brouwer, manager. Oversees and coordinates efforts to safeguard the quality, availability and accessibility of health care services in rural Minnesota, as well as medically under-served urban areas in the state. Operates programs in the areas of primary care system development; regional health care issues; technical assistance for health care provider networks; and the education, recruitment and retention of health professionals. Develops and maintains a database on health professionals in Minnesota.

Develops annual Primary Care Access Plan, based on analysis of available health care resources in rural areas of the state, and available information about the health of rural Minnesotans. Also works to identify areas of the state that lack adequate primary health care, increase the number of primary care providers working in those areas, and improve retention of health professionals in under served areas. Provides staff support for activities of the state's Rural Health Advisory Committee (RHAC), which was established to advise the commissioner of health and other state agencies regarding rural health issues. The RHAC includes representatives from a broad cross-section of the rural community, including higher education, voluntary ambulance services, physicians, hospitals, long-term care providers, nurses, mid-level health providers, other allied care providers, health care consumers, and legislators.

Citizen Participation and Open Appointment: [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

RURAL HEALTH ADVISORY COMMITTEE - The committee advises the Commissioner of Health and other state agencies on rural health issues. The committee consists of 15 members, and all members must reside outside the seven-county metropolitan area. Membership must include two members from the Minnesota House of Representatives, one from the minority party and one from the majority party; two members from the Minnesota Senate, one from the minority party and one from the majority party; a volunteer member of an ambulance service based outside the seven-county metropolitan area; a representative of a hospital located outside the seven-county metropolitan area; a representative of a nursing home located outside the seven-county metropolitan area; a medical doctor or doctor of osteopathy licensed under Chapter 147; a mid-level practitioner; a registered nurse or licensed practical nurse; a licensed health care professional from an occupation not otherwise represented on the committee; a representative of an institution of higher education located outside the seven-county metropolitan area that provides training for rural health care providers; and three consumers, at least one of whom must be an advocate for persons who are mentally ill or developmentally disabled. In making appointments the Governor shall ensure that appointments provide geographic balance among those areas of the state outside the seven-county metropolitan area. The chair of the committee shall be elected by the members. Does not expire. **Appointing Authority:** Governor. **Compensation:** Expenses. *Laws of 1992, Chapter 549, Article 5, Section 7.* 121 East 7th Place, #460, St. Paul, MN 55101. (651) 282-3838.

Health Systems Development Section

(651) 296-9661, Debra Burns, manager. Supports the department's efforts to stimulate, guide, and support the collaborative efforts among public health agencies and private sector health care entities to improve population health, including the *Healthy Minnesotans* initiative—specific public health goals developed by a partnership of diverse groups. *Healthy Minnesotans* also identifies effective strategies to address those goals, clarifying the complementary roles that each entity can play in mobilizing communities to work collectively to improve health. Provides technical support to managed care organizations required to submit collaboration plans pursuant to *Minnesota Statutes 62Q.075*; leads communication efforts between the public and private sectors; and coordinates department planning efforts related to capacity building and public health systems development.

Tobacco Prevention and Control Section

(651) 215-8952, Randy Kirkendall, manager. Seeks to reduce the incidence of tobacco use, particularly youth tobacco use, in Minnesota. Minnesota's Youth Tobacco Prevention Initiative, funded by the 1998 settlement with the tobacco industry, is administered by TP&C. The Initiative is a multi-faceted approach to reducing youth tobacco use by building state and local partnerships that inform, educate, and empower communities to address the health risks of tobacco and discourage its use.

Assists community efforts to reduce exposure to second hand smoke, decrease youth access to tobacco, enforce youth access laws, link youth to cessation programs, and provide in-school education about tobacco use. Supports a statewide counter-marketing effort, a youth movement addressing tobacco industry youth marketing, and a statewide network of resources for community-based efforts.

Provides scientific information, knowledge, and resources to those who are working to discourage tobacco use statewide — including concerned individuals, organizations, communities, public health agencies, and health professionals. Competitive grants are funded as part of the Minnesota Youth Tobacco Prevention Initiative bi-annually for community-based partnerships and annually for statewide projects.

Minnesota Center for Health Statistics

(612) 676-5327 or (651) 296-8422, John Oswald, director. Develops and publishes statistical information on the health of Minnesota residents. Sources of data include records of births, deaths, abortion, marriage and divorce — and surveys dealing with health-related behaviors (smoking, drug and alcohol use, etc.). Available information includes a breakdown of deaths in Minnesota by cause; data on all births in the state, including age of mother and other indicators of infant health; and health status profiles for residents of each Minnesota county. Contact the center to request specific statistical information. No forms or fees are usually required, but requester may be charged for data processing and copying. Center publishes annual summary report on Minnesota health statistics, as well as statistical profiles of individual Minnesota counties. Center also produces special reports on a variety of subjects.

Health Statistics Research

(651) 296-8422. Collects, analyzes, and disseminates health statistics data; produces statistical reports; assists agency staff, local and state, in use of statistical techniques and design of projects; and performs behavioral risk surveillance.

Office of the State Registrar

(612) 676-5120, Barbara Bednarczyk, manager. Maintains records of all births, deaths, and fetal deaths occurring in the state. Contact section to request a birth or death certificate.

FEES:

Certified copy of a birth record	\$14.00.
Non-cert. copy of a birth record	\$11.00.
Additional copy of the identical birth record requested at the same time	\$8.00.
Cert. copy of a death record	\$11.00.
Non-cert. copy of a death record	\$11.00.
Additional copy of the identical death record requested at the same time	\$5.00.
Verification of information from a birth or death record ..	\$8.00.
If specific information is not given \$20.00 an hour search fee required.	
Expedite fee	\$20.00.
Amendment fee	\$20.00.
Filing a delayed registration of birth	\$20.00.
Obtaining a copy of an ROP or affidavit supporting the amendment of a record	\$8.00.

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 (651) 296-3470.

Health Protection Bureau

(651) 215-5800 Aggie Leitheiser, assistant commissioner. Provides leadership on health assessment activities, and broad, population-based health promotion and disease control issues. Bureau includes programs in the areas of disease control and prevention, environmental health, and laboratory services.

Infectious Disease Prevention and Control Division

(612) 676-5363, **Harry Hull, director**. Responsible for the prevention, investigation and control of 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 advises 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.

Acute Disease Epidemiology Section

(612) 676-5414, **Harry Hull, 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 consultation to local health agencies on disease control issues, and works with the Epidemiology Field Services Section (see below) in implementing control measures.

Monitors the spread of the human immunodeficiency virus (HIV) — the virus that causes AIDS. Also works with other agencies and organizations that are working to prevent the spread of HIV, providing information, support, assistance, and advice about HIV and AIDS. Along with the AIDS/STD Prevention Services Section (see below), participates in a variety of AIDS-related education programs and activities.

Coordinates agency-wide and community-wide efforts to identify and control emerging infectious diseases, targeting new or previously unrecognized communicable disease problems.

AIDS/STD Prevention Services Section

(612) 676-5698, **Jill DeBoer, manager**. Works to prevent death and disability from HIV (the virus that causes AIDS) and other sexually transmitted diseases (STDs). Provides leadership and support for efforts to prevent the spread of these illnesses, and works to ensure the availability of appropriate services for the care and support of infected persons. Responsible for developing and implementing a comprehensive, statewide prevention and care strategy. Major elements of that strategy include:

- Community Planning
- Community-Based Prevention Grants
- Mass Media Outreach
- Statewide Information and Referral
- HIV Services
- Non-Compliant Carrier Investigations
- Disease Intervention
- STD Surveillance
- Chlamydia and Gonorrhea Screening
- HIV Counseling and Testing Program

Acute Disease Prevention Services Section

(612) 676-5237, **Alan Lifson, manager**. Operates a number of ongoing programs for the prevention and control of acute diseases — including the immunization of children and adults for vaccine preventable diseases, efforts to identify and address potential health problems in Minnesota’s refugee communities, efforts to prevent and encourage appropriate treatment for Lyme disease and other tick-borne illnesses, and related health education activities. Provides *information on current immunization recommendations and requirements* — for both adults and children.

Immunization information available in multiple languages on the MDH web site at www.health.state.mn.us/divs/dpc/adps/adps.htm, or call the immunization hotline at 1-800-657-3970.

Epidemiology Field Services Section

(612) 623-5414, **Jack Korlath, manager**. Responsible for the investigation of communicable disease problems and communicable disease outbreaks in greater Minnesota. Works closely with the Sections of Acute Disease Epidemiology, Acute Disease Prevention Services, and AIDS/STD Prevention Services in conducting disease investigations and prevention programs. Also consults with local public health agencies regarding the development and operation of disease prevention and control programs. Consults with public health professionals and private health care providers regarding the control of communicable diseases, and provides information about communicable diseases to the general public.

Chronic Disease Prevention and Control Division

(612) 676-5216, **Mary Manning, acting director**. Responsible for collection and analysis of data regarding occurrence of cancer in Minnesota as well as implementing and evaluating a screening program for breast and cervical cancer for eligible women. Conducts special studies related to occupational health issues.

Chronic Disease and Environmental Epidemiology Section

(612) 676-5216, **Alan Bender, manager**. Investigates specific chronic and occupational diseases (including cancer, lung disease and other health problems), 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.

Cancer Control Section

(612) 676-5500, **Jonathan Slater, manager**. Conducts research, develops strategies and implements programs to reduce illness and death due to cancer. Works with Minnesota health care providers, local government agencies and community-based organizations to identify populations that do not make appropriate use of early detection and prevention services.

Designs and evaluates innovative strategies for increasing appropriate use of screening tests. Includes efforts to increase the use of mammography and Pap smear screening by low income, medically underserved, elderly and/or minority women.

Pays for breast and cervical cancer screening, monitors women who have abnormal tests and assures that they receive appropriate medical attention, and educates professionals and the general public about breast and cervical cancer. Promotes efforts to monitor the occurrence of breast and cervical cancer in the state, and safeguard the quality of services aimed at preventing these diseases.

Environmental Health Division

(651) 215-0731, **Patricia Bloomgren, director**. Responsible for protecting the public from potential health hazards associated with drinking water, food and beverage establishments, hotels and resorts, plumbing, swimming pools, lead, asbestos, 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.

Citizen Participation and Appointment - [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

ENVIRONMENTAL HEALTH SPECIALIST/SANITARIAN ADVISORY COUNCIL - The advisory council recommends applicants for registration as environmental health specialist/sanitarions, advises the Commissioner on standards, rules and requirements for registration, and continuing education for registration renewal. The seven-member council consists of four registered environmental health specialist/sanitarions; one representative of a regulated industry or educator; and two public members. There are two meetings a year for six hours at the Metro Square Building. The council expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioner of Health. **Compensation:** \$55 per diem for nongovernmental members plus exp. *Minnesota Statutes 214.13, Subd. 4.* MN Dept. of Health, Environmental Health Service 121 East 7th Place #220, St. Paul, MN 55101. (651) 215-0878.

Drinking Water Protection Section

(651) 215-0746, Gary Englund, manager. Responsible for enforcing state and federal safe drinking water laws, including development and enforcement of standards for protecting the health of the public. Publishes three newsletters: *Waterline* (quarterly), *WHP Protector* (twice a year) for water utility operators, and the *NonCom Scoop* (twice a year) for people who operate non-community public water supply systems. These publications are available free of charge. Section is responsible for licensing or regulation in the following areas:

Community Public Water Supply Systems

(651) 215-0770, Dick Clark, manager. Jurisdiction includes community public water supply systems, i.e.: municipalities, manufactured housing parks, assisted living facilities, etc. 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 the water is intended 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 Community Public Water Supply Systems Unit.

Non-Community Water Supply Systems

(651) 215-0770, Gerald Smith, manager. Jurisdiction includes non-community public water supply systems, i.e.: restaurants, motels, churches, factories, business, childcare facilities, gas stations, etc. A non-community system is one that has 15 or more service connections, or that serves 25 or more people a day.

Source Water Protection

(651) 215-0800, Bruce Olson, manager. The section program is designed to protect public water supply wells and surface waters used as a public water supply from environmental contamination. The program includes a number of measures designed to protect the area around each well and surface water from contaminants that may have an adverse effect on human health.

Administration Unit, Water Supply

(651) 215-0770, Doug Mandy, manager. Operators of municipal or other community and non-community water supply systems must be certified by the state, and complete mandatory training offered through this section. For information about certification, contact the Administration Unit at (651) 215-0751.

FEES:

To take required certification test B\$32.00
Retest after failure of initial test\$32.00
Issuance of certificate for three year period\$23.00
Duplicate of lost or destroyed certificate\$10.00
Reinstatement of certification,
 or issuance of reciprocity certificate
 to operator certified by another state:\$40.00
Training: for information about training programs, contact the Administration Unit at (651) 215-0771. **Fees:**
Average charge for an 8 hour course\$20.00
Average charge for 20 hour course\$50.00

Environmental Surveillance and Assessment Section

(651) 215-0732, Rebecca Lofgren, manager. Evaluates health risks from exposures to toxic environmental hazards and provides consultation to other MDH programs, other state agencies, local public health and the general public regarding health risk assessment and management. Conducts investigations of exposures to uncontrolled contaminant releases. Assesses potential health problems associated with exposure from hazardous waste sites (including state and federal Superfund sites), landfills, industrial facilities and other sites containing hazardous materials. Collects data on elevated blood lead levels in children and adults, monitors the management of cases, develops screening and case management guidelines, prepares and distributes educational material.

Environmental Impacts Analysis Unit

(651) 215-0880, Becky Kenow, manager. Collects data, analyzes and communicates results to the community, local, state and regional programs on the occurrence and characteristics of environmentally related diseases and hazardous exposures, especially lead. Tracks reported elevated blood lead levels in children and adults. Develops strategies in cooperation with local, state and federal partners, to reduce the occurrence and prevalence of diseases related to environmental contaminants. Educates the public regarding environmental health threats and ways to avoid potentially harmful exposure.

Health Risk Assessment Unit

(651) 215-0880, Becky Kenow, manager. Evaluates potential for exposure to environmental hazards and consults with affected parties regarding the potential impact of exposure on human health. Develops health exposure benchmarks for air and water contaminants. Provides public information, education and technical assistance. Calculates acceptable exposures to toxic agents found in fish and wildlife; publishes and distributes guidelines or advisories that are protective of public health such as the **Minnesota Fish Consumption Advisory**. Advisory covers over 900 lakes and rivers in Minnesota and is available through the DNR web site (<http://www.dnr.state.mn.us>).

Site Assessment and Consultation Unit

(651) 215-0880, Becky Kenow. Investigates potential health hazards at Superfund sites and other hazardous waste sites. Prepares formal and informal reports on conditions at these sites, issues recommendations for preventing potential exposure and works with communities and other government agencies to address health concerns relating to these sites. Conducts health studies and exposure investigations for uncontrolled contaminant releases.

Environmental Health Services Section

(651) 215-0870, Colleen Paulus, manager. Responsible for preventing food and sanitation-related disease outbreaks, through the licensing and regulation of hotels, resorts, restaurants, boarding and lodging establishments, manufactured home parks, recreational facilities, children's camps and migrants labor camps. Has direct

responsibility for licensing and regulation - including investigation of complaints - in areas where local agencies do not provide this service. Inspects swimming pools and beaches at regulated public facilities. Provides support and assistance to local health agencies that provide environmental health services - including licensing and enforcement activities - by formal agreement with MDH.

Contact section for license applications and information, including instructions governing construction of new food and beverage establishments. Also contact section to make a complaint about an establishment or facility.

Plan Review Fee - Food & Beverage Establishments, Hotels, Motels, Lodging Establishments, or Resorts: \$150.

License Fee - Hotels, Motels, Lodging Establishments, Resorts, Food & Beverage Establishments (other than Special Event Food Stands): Annual base fee of \$100 plus additional fees based on the following schedule:

Food & Beverage Establishments - \$30 for limited food menu; \$55 for small menu selection with limited equipment; \$150 for small establishment with full menu selection; \$30 for food cart, mobile food unit or seasonal food stand.

Establishments with Alcohol Service - \$30 for beer or wine table service; \$75 for alcohol service from bar.

Establishments with Sleeping Accommodations - \$4 per unit/\$400 maximum.

Establishments with Pools, Spas, Private Water or Sewer Systems - \$100 for first pool; \$25 for each additional pool; \$50 for first spa; \$25 for each additional spa; \$30 for private water or sewer system.

License Fee - Special Event Food Stand: Flat fee of \$30/year.

License Fees - Manufactured ("mobile") Home Parks & Campgrounds: One-time fee of \$75 for every 10 sites or fraction thereof. Annual fee for facilities with fewer than 50 sites and no surface water supply or swimming pool: base fee of \$25 plus \$1.50 per site. Annual fee for facilities with 50 or more sites and/or swimming pool or surface water supply: base fee of \$25 plus \$2.75 per site.

Plumbers

Plumbers working in cities with a population of 5,000 or more must be licensed by the state. Applicants must have four years experience for a journeyman license or five years for a master plumber license and take a written test - offered in March and September. Plumbers' apprentices must register annually. Plumbing installations in residential and public buildings must be inspected. For information or applications contact the **Plumbing Program** at (651) 215-0851.

FEES:

To take test, journeyman or master \$50.00

License (renewable annually):

Journeyman \$55.00

Master Plumber \$120.00

Annual bond filing:

Master Plumbers and Unlicensed Contractors \$40.00

Apprentice registration fee \$25.00

Water Conditioning Contractors and Installers

Must be licensed if working in cities with a population of 5,000 or more. Must complete written test, offered in March and September. For application forms or information contact the **Plumbing Program** at (651) 215-0851.

FEES:

Contractor, for test \$50.00

Annually for license \$70.00

Installer, for test \$50.00

Annually for license \$35.00

Annual bond filing fee for contractor \$40.00

Swimming Pools

Plans for construction or alteration of public swimming pools must be submitted for review and approval prior to construction and all projects must be inspected upon completion. For more information contact the Plumbing Unit at (651) 215-0848. Plan review fee must be submitted with plans: \$500 for each pool at same site, on same set of plans except each spa pool is \$200; \$200 alteration to existing pool.

Individual Sewage Disposal Systems

Plans for individual sewage disposal systems must be reviewed and approved, if the system serves a facility used by the public. For more information contact the Engineering Unit at (651) 215-0839.

Asbestos, Indoor Air, Lead, and Radiation Section

(651) 215-0945, **Linda Bruemmer, manager**. Provides information and responds to complaints regarding indoor air, for example, radon, mold, and second-hand smoke. Licenses individuals who do lead-related work, issues permit for training courses, and certifies firms conducting regulated lead work. Certifies individuals who do asbestos-related work, issues permits for commercial and residential asbestos abatement projects, and issues permits for training courses. Registers and inspects all x-ray machines and other sources of ionizing radiation in the state. All units provide technical assistance and promote awareness of the health risks relating to exposures.

Indoor Air Unit

(651) 215-0909; 1-800-798-9050, **Linda Bruemmer, manager**. Provides information to the public about radon, mold, second-hand smoke, carbon monoxide, environmental triggers of asthma, and other indoor air contaminants. Responds to inquiries and complaints about indoor air issues. Enforces the Minnesota Clean Indoor Air Act which regulates smoking in public places and workplaces. Enforces air quality standards for enclosed sports arenas. Provides technical assistance to local public health departments and school personnel to prevent and respond to indoor air issues.

Asbestos and Lead Unit

(651) 215-0900, **Linda Bruemmer, manager**. Asbestos - Licenses and regulates contractors and individuals who do asbestos-related work in Minnesota. Issues permits for both commercial and residential asbestos abatement projects. Provides information to the public on asbestos-related issues. Issues permits for asbestos-related training courses to ensure that individuals receive appropriate instruction and training to perform their jobs safely and according to Minnesota asbestos statute and rules.

Project permit fee: 1% of total cost for project, \$35 for small residential abatement permit fee.

Annual licensing/certification fee: \$100 for asbestos inspector, asbestos management planner, and asbestos project designer; \$50 for asbestos worker or site supervisor.

Asbestos training course permit fee: \$500 for initial; \$250 for renewal

Lead

(651) 215-0890. Licenses lead inspectors, risk assessors, workers, supervisors and designers. Certifies firms that conduct regulated lead work. Issues permits for lead training courses to ensure that

individuals receive appropriate instruction and training to perform their jobs safely and according to Minnesota lead statute and rules.

Annual license fees: \$100 for certified firm, lead risk assessor or lead project designer; \$50 for worker, supervisor or inspector.

Lead training course permit fee: \$500 for initial course permit; \$350 for renewal; \$250 for initial refresher course permit; \$125 for renewal refresher.

Radiation Control Unit

(651) 215-0930, **Susan McClanahan, manager.** Registers and inspects all x-ray machines and other sources of ionizing radiation at medical, dental, veterinary, industrial and educational facilities on a four-year cycle. Annually inspects mammography facilities for compliance with the Federal Mammographic Quality Standards Act. Also does environmental sampling near the state's two nuclear power plants and statewide. Regulates the transportation of naturally occurring or accelerator produced radioactive materials (NARM) within Minnesota and responds to accidents and emergencies involving radiation. Provides technical assistance to the general public, answering consumer concerns about radiation.

FEES:

A facility with x-ray machines or other sources of ionizing radiation must biennially pay a registration fee consisting of a base facility fee of \$132 and an additional fee for each x-ray machine or other source of ionizing radiation as follows:

- Medical or Veterinary Equipment \$ 106.00
- Dental X-ray Equipment \$ 66.00
- Accelerator \$ 132.00
- Radiation Therapy Equipment \$ 132.00
- X-ray Equipment not used on humans or animals . . \$ 106.00
- Devices with sources of ionizing radiation not used on humans or animals \$ 106.00
- Sources of Radium \$ 198.00

Well Management Section

(651) 215-0812, **Daniel Wilson, manager.** Responsible for preventing waterborne disease and groundwater contamination through the regulation of the construction, repair, and sealing of wells and borings. Licenses well contractors and limited well or boring contractors, inspects new well construction and sealing of wells and borings, delegates portions of the program to qualifying local governments, provides technical assistance and public information. Publishes a quarterly newsletter, *Minnesota Well Management News*.

All well contractors must be licensed. A full well contractor may construct, repair, or seal all types of wells or borings regulated by the MDH, except for exploratory borings. There are also a variety of limited or specialty licenses and registrations to work on specific wells or borings:

Licenses and Registrations:

- Pump installation and repair;
- Pitless unit and adapter / well screen installation and repair;
- Well sealing;
- Construction, repair, and sealing of dewatering wells;
- Construction, repair, and sealing of monitoring wells;
- Construction, repair, and sealing of drive point and dug wells;
- Construction, repair, and sealing of elevator shaft borings;
- Construction, repair, and sealing of vertical heat exchangers ("heat loops");
- Construction, repair, and sealing of exploratory borings.

Applicants for licensure must provide documentation that they have met minimum experience requirements for all license types and successfully complete a written examination. Licensees must provide a corporate surety bond, register any drilling machines and pump hoists with the MDH, and obtain six hours of continuing education annually.

FEES:

License application - \$50. Full well contractor license - \$250. All other licenses or registration - \$50. Drilling machine and pump hoist registration - \$50 per unit.

Citizen Participation and Open Appointment - [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

ADVISORY COUNCIL ON WELLS AND BORINGS - The council advises the Department of Health on licensing or registering well contractors and explorers, and on technical matters relating to the regulation or the construction, maintenance, and ultimate sealing of wells and borings. The council consists of seventeen members includes the following: six water well contractors (state resident for at least three years, with at least five years experience in well drilling, no more than two from the seven county metro area); one member a licensed exploratory borer for minerals; two public members not connected with exploratory boring or water well contracting; one member a licensed elevator shaft contractor; one member a monitoring well contractor; one representative each of the Departments of Health, Natural Resources, Transportation, and the Pollution Control agency; one member a representative of the Board of Water and Soil Resources; and one member a representative of the Minnesota Geological Survey. Meetings are held quarterly for six hours at the Department of Health Bldg., 121 E. 7th Pl., St. Paul, MN 55101. No expiration. **Appointing Authority:** Commissioner of Health. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 103I.105.* 121 East 7th Place, St. Paul, MN 55101. (651) 215-0812.

Citizen Participation and Open Appointment -[SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

ADVISORY COUNCIL ON WATER SUPPLY SYSTEMS AND WASTEWATER TREATMENT FACILITIES - The council advises the commissioners of the Department of Health and the Pollution Control Agency regarding classification of water supply systems and wastewater treatment facilities, qualifications and competency evaluation of water supply system operators and wastewater treatment facility operators, and additional laws, rules and procedures that may be desirable for regulating the operation of water supply systems and of wastewater treatment facilities. The council consists of 11 members including one member from the Department of Health, Division of Environmental Health, appointed by the commissioner of health; one member from the Pollution Control Agency; appointed by the commissioner of the Pollution Control Agency; three members who must be certified water supply system operators, appointed by the commissioner of health; three members who must be certified wastewater treatment facility operators, appointed by the commissioner of the Pollution Control Agency; one member representing an organization that represents municipalities, appointed by the commissioner of health with the concurrence of the commissioner of the Pollution Control Agency; and two members of the public who are not associated with water supply systems or wastewater treatment facilities. One of the members of the public shall be a representative of academia in a water or wastewater related field. One must be appointed by the commissioner of health and the other by the commissioner of the Pollution Control Agency. One of the water supply system operators and one of the wastewater treatment facility operators must be from outside the metro area, and one wastewater operator must come from the Metropolitan Council Environmental Services. One of the water supply system operators must representative a nonmunicipal community or nontransient noncommunity water supply system. The council meets quarterly in St. Cloud for four hours in St. Cloud (central location). Does not expire. **Appointing Authority:** Commissioners of the Department of Health and the Minnesota Pollution Control Agency. **Compensation:** \$55 per diem. *Minnesota Statutes Section 115.71-115.77.* MN Dept. of Health, 121 East 7th Place, P.O. Box 64975, St. Paul, MN 55164-0975. (651) 215-0700.

Public Health Laboratory Division

(612) 676-5200, **Norman Crouch, director.** Provides technical expertise and high quality, reliable laboratory data to detect, identify,

and characterize threats to the public's health. These threats include those caused by bacterial, viral, fungal, and parasitic agents, as well as those caused by inherited inborn errors of metabolism and exposure to hazardous chemical agents in the environment.

Environmental Laboratory Section

(612) 676-5200, **Louise Liao, manager.** Using state-of-the-art instrumentation and methodology, the chemistry section tests many different kinds of samples to detect and identify a wide variety of hazardous environmental substances in air, soil, water, sewage, sludge, sediment, wildlife tissues, and other materials. Testing includes the monitoring of public water supplies, as well as emergency responses to accidental or intentional release of chemical, radiological, or biological agents into the public environment. Staff in this section serve as part of Minnesota's emergency response team in case of an accident at one of the state's nuclear energy generation plants.

Provides support services for laboratory operations within MDH. Receives, records and reports results for all samples submitted for testing. Also certifies laboratories that do environmental testing for various federal and state environmental programs. **Biennial certification fee** includes base fee of \$500, plus fees ranging from \$100 to \$600 for each category of test for which the laboratory is certified. Fee for contract laboratories is 1½ times the regular certification fee.

Clinical Laboratory Section

(612) 676-5200, **John Besser, manager.** Conducts a wide range of high complexity assays, both molecular and traditional, to detect, identify, and characterize bacterial, viral, fungal, and parasitic agents that cause infectious diseases of significance to the public's health. Provides laboratory support of outbreak investigation and for action in the event of a bioterrorism attack.

Also responsible for carrying out the state's mandated program to test all Minnesota infants for various inborn errors of metabolism that, if detected early, can be successfully treated.

Biosafety Level 3 Laboratory

The Biosafety Level 3 (BSL3) facility was added to the Public Health Laboratory in 2001, enhancing the lab's ability to handle a variety of dangerous infectious disease agents. A BSL 3 facility is designed to protect lab personnel from exposure to airborne infectious agents that can cause serious illness or death. The BSL 3 facility is an important tool for lab personnel who must work, on a routine basis, with highly infectious agents like the bacteria that cause tuberculosis. At the same time, the facility is also expected to provide an important margin of safety in dealing with new or emerging infectious disease threats, like antibiotic resistance or biological weapons.

Health Professionals Service Program

1885 University Avenue W., Suite 229, St. Paul, MN 55104

Phone: (612) 643-3456; Fax: (612) 643-2163

Website: www.hpsp.state.mn.us

Program Manager Monica Feider

Laws of 1994, Chapter 556, Sec. 3, subd 1.

THE HEALTH PROFESSIONALS SERVICES PROGRAM (HPSP) is a confidential, nondisciplinary monitoring program for health professionals. It is designed to enhance public protection and support for regulated health care professionals by removing potential obstacles and facilitating access to treatment. It allows for earlier, timely monitoring of health professionals whose ability to practice with reasonable skill and safety may be impacted.

The program is a joint effort among several health service boards, including the boards of nursing home administrators, chiropractic examiners, dentistry, emergency medical technicians, marriage and family therapy, medical practice, nursing, optometry, pharmacy, physical therapy, podiatric medicine, social work, and veterinary medicine. The program is managed by a program committee consisting of one individual appointed by each of the participating boards. HPSP does not replace professional support, nor is it a treatment provider or primary intervention program.

Program Services

HPSP monitors the treatment and continuing care of regulated health care professionals who may be unable to practice with reasonable skill and safety, if their illness is not appropriately managed. Treatment plan activities and practice limitations for physical, mental, or psychological conditions, including chemical abuse and/or dependency, will be monitored for compliance.

HPSP will develop individualized program participation agreements that monitor progress, with a treatment plan that is consistent with the participant's illness. Such agreements may include, but are not limited to: treatment plans for a continuing care plan; practice limitations, including monitoring that is consistent with the continuing care plan and program requirements; body fluid screening when appropriate; and reporting requirements as needed to document compliance. HPSP may refer participants to treating professionals for evaluation, treatment, and a written plan for continuing care. It will also monitor compliance with participation agreements. Participants are responsible for paying for the costs of evaluation, treatment, and drug screens.

Eligibility Requirements

To be eligible for the program, a regulated health professional must be regulated by a participating board and must have the ability to practice with reasonable skill and safety when appropriate limitations and continuing care requirements are followed. Admission to HPSP is denied to:

- persons terminated from a similar program in another state,
- persons currently under a participating board's disciplinary order or corrective action agreement unless referred by the board,
- persons monitored for HIV/HBV by the Department of Health (*Minnesota Statutes* 214.17-.25) unless referred by the Department of Health or a board,
- persons accused of sexual misconduct,
- persons whose continued practice would create a serious risk of harm to others.

Program Reporting

Regulated health professionals who are governed by the participating boards may report to this program for monitoring if they meet the eligibility requirements. Regulated health professionals who cannot practice with reasonable skill and safety due to illness must report to the program or their board. Reporting to the HPSP fulfills the reporting requirements in the regulated health professionals' practice act. Other regulated health professionals, professional entities, and the public may submit reports in good faith with immunity from civil or criminal liability. Participating boards may direct or refer regulated persons to HPSP. All reports made to the HPSP are confidential.

Citizen Participation and Appointment - [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

Advisory Committee to the Program Committee of the Health Professionals Services Program - The advisory committee shall advise the Program Committee as it exercises its role in providing overall management and direction of the program while ensuring that the program's direction is in accord with its' authority. The advisory committee shall also provide consultation to the participating boards who are legislatively charged with adopting joint rules for program services. The Health Professionals Service Program is a confidential program designed to monitor the treatment and continuing care of regulated health care professionals who may be unable to practice with reasonable skill and safety, if their illness is not appropriately managed. Treatment plan activities and practice limitations for physical, mental, or psychological conditions, including chemical abuse and/or dependency, will be monitored for compliance. The enabling legislation provides a non-disciplinary tool for participating health licensing boards to deal with impaired regulated health professionals who recognize their illness and the need for continuing care and/or practice limitations. The committee will provide input to the Program Committee and consultation to participating boards in the adoption of joint rules. Program brochures and additional information are available upon request. The committee consists of fourteen members. The committee consists of two public members and 12 professional association appointees. One member nominated by each professional association, representing individuals regulated by a participating board, and two public members, as defined by *Minnesota Statutes* 214.02. Gender balance will be maintained in advisory committee membership. Minimum of bi-monthly meetings, during the evening for two hours at the Advisory Committee address. The committee expires on June, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Program Committee to the Health Professionals Service Program. **Compensation:** Not determined. *Minnesota Statutes* 214.32. Health Professionals Services Programs, 1885 University Avenue West, #229, St. Paul, MN 55104. (651) 643-3456.

Health Technology Advisory Committee

121 East 7th Place, Suite 400, St. Paul MN 55101

Mailing Address: P.O. Box 64975, St. Paul, MN 55164-0975

Phone: (612) 282-6374; Fax: (651) 282-5628

Website: www.health.state.mn.us/htac

Email: htac@health.state.mn.us

Chair Blanton Bessinger, M.D.; Director Brenda J. Holden

Minnesota Statutes 62J.15

THE HEALTH TECHNOLOGY ADVISORY COMMITTEE (HTAC) is an independent, non-partisan advisory body, established in 1992, to evaluate new and emerging health care technologies based on existing scientific research and technology assessments.

Using Minnesota-specific data, HTAC then applies a Minnesota perspective to its technology evaluations. HTAC looks at issues such as patient safety, prevalence of the condition, clinical effectiveness, health outcomes and cost. HTAC assessments also identify changes needed in Minnesota's health care infrastructure for the technologies to be successful in urban and rural Minnesota. HTAC reports provide consumers, legislators and health care industry with balanced, objective, and essential information important to all Minnesotans.

The 19 volunteer members who serve on HTAC represent diverse sectors of the health care industry. HTAC conducts open, public forums and actively solicits comments from the public, the health care industry and stakeholder groups. These groups often play an active role in the development of HTAC reports. All final HTAC reports include comments received during the public comment period. HTAC reports can be accessed through the National Library of Medicine in addition to the HTAC web site. All HTAC documents are free and may be requested via E-mail, U.S. mail, or over the phone.

The HTAC committee meets every third Thursday of the month. Information about the meetings including time, location, and agendas are made available in advance of the meeting in accordance with Min-

nesota's Open Meeting Law. Anyone interested in receiving information should contact HTAC at the address, phone number, or web site listed above.

To apply for a position, please contact the Office of the Secretary of State at (612) 297-5845. Any open position will be printed in the *State Register* containing guidelines and methods of application.

Citizen Participation and Open Appointment -

HEALTH TECHNOLOGY ADVISORY COMMITTEE - The committee conducts evaluations of specific technologies to provide information to the Legislative Committee on Health Care Access on safety, improvement in health outcomes, clinical effectiveness and cost effectiveness. The committee consists of nineteen members. The advisory committee must include at least one person representing physicians, at least one person representing hospitals, and at least one person representing the health care technology industry. Meetings are held the third Thursday of each month for three hours at various locations. The committee expires on June 30, 2001. **Appointing Authority:** Legislative Committee on Health Care Access. **Compensation:** None. *Minnesota Statutes 62J.15.* 121 East 7th Place # 450, P.O. Box 64975, St. Paul, MN 55164-0975. (651) 282-6321.



Charles Lindbergh Memorial, southeast of State Capitol.

Higher Education Facilities Authority

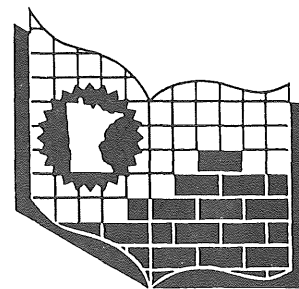
175 5th Street East, Suite 450, St. Paul, MN 55101-2905

Phone: (612) 296-4690; Fax: (612) 297-5751

Website: None

Email: eyungerberg@isd.net

Executive Director Marianne T. Remedios



Minnesota Statutes, sections 136A.25 to 136A.42

THE AUTHORITY ASSISTS INSTITUTIONS OF HIGHER EDUCATION within the state in financing construction projects, renovating existing buildings, or purchasing 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 finances institutions' projects through the sale of tax-exempt revenue bonds. 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 institution must request an application manual and submit the completed application to the authority. 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.

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 board. If the authority board approves the formal application, necessary legal documents are prepared, a financial plan and a schedule for completing the issue is outlined.

Citizen Participation and Open Appointment -

Minnesota Higher Education Facilities Authority - The purpose of the authority shall be to assist institutions of higher education in the construction, financing and refinancing of projects by issuing tax-exempt bonds. The exercise by the authority of the powers conferred by sections 136A.25 to 136A.42 shall be deemed and held to be the performance of an essential public function. For the purpose of sections 136.25 to 136.42, the authority shall have the powers and duties set forth in Subd. 2 to 23. The ten members include eight who are appointed by the Governor with the advice and consent of the Senate, including an expert in construction, one in higher education, and one in municipal financing. At least two members must reside outside the metropolitan area as defined in *Minnesota Statutes* 473.121, Subdivision 2. A designee of the Higher Education Services Office is an ex-officio member and the president or designee of the Minnesota Private College Council is an ex-officio, non-voting member. Meetings are held monthly for two hours at 175-5th St. E., #450, St. Paul, or at a college site. The authority does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem. *Minnesota Statutes* 136A.26. **Required to file Statements of Economic Interest:** members and executive director. 175 East 5th Street, # 450, St. Paul, MN 55101. (651) 296-4690.



State Capitol.

Higher Education Services Office

1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227

Phone: (651) 642-0567; toll free: (800) 657-3866

Fax: (651) 642-0675; TTY Relay: (800) 627-3529

Website: www.mheso.state.mn.us

Email: info@heso.state.mn.us

Director Robert Poch

Minnesota Statutes, 136A; *Minnesota Rules* 4800-4880

THE MINNESOTA HIGHER EDUCATION SERVICES OFFICE works to provide high quality, statewide services to the citizens of Minnesota. As stated in its mission statement, the Services Office, through advocacy and actions, works to:

- **Achieve student financial access** to post-secondary education;
- **Enable students to choose** among post-secondary educational options;
- **Protect and inform** educational consumers;
- **Produce independent, statewide information** on post-secondary education; and
- **Facilitate interaction** among and collaborate with organizations that share responsibility for education in Minnesota.

Overseeing the work of the Office is a citizen **Higher Education Services Council**. The Council is responsible for appointing the Director of the Services Office, advising and reviewing on the performance of the Services Office, and communicating and making recommendations to the Governor and Legislature.

Citizen Participation and Open Appointment -

HIGHER EDUCATION SERVICES COUNCIL - Provides advice and review regarding the performance of the higher education services office in its duties. Makes recommendations to the governor and the legislature. The council consists of eight citizen members, and 1 student member who is enrolled in a MN post-secondary institution at the time of the appointment. Bi-monthly meetings for four hours in the Energy Technology Center & various campuses. Does not expire. **Appointing Authority:** Governor. **Compensation:** Expenses and per diem. *Minnesota Statutes Chapter 136A.011. Required to file Statements of Economic Interest:* executive director. 1450 Energy Park Drive, #350, St. Paul, MN 55108. (651) 642-0567.

Advising the Services Council is the **Higher Education Advisory Council**. It is composed of the president and senior vice president for academic affairs of the University of Minnesota; the Chancellor of the Minnesota State Colleges and Universities; the associate vice chancellors of the state universities, community colleges, and technical colleges; the Commissioner of the Minnesota Department of Children, Families, and Learning; the President of the Private College Council, and a representative from the Minnesota Career College Association.

The **Student Advisory Council**, also authorized by statute, is composed of the chair of the University of Minnesota student senate; the chair of the Minnesota State University Student Association and an officer of the Minnesota State College Student Association, one in a community college course of study and one in a technical college course of study; the president of the Minnesota Association of Private College Students; and a student who is enrolled in a private vocational school.

Communications, Legislation, and Outreach Services Division

(651) 642-0554 Phil Lewenstein, Director of Communications, Legislation, and Outreach Services. This division manages communications to the public, the news media, schools and colleges, the Legislature, and other constituencies. It compiles and writes the reports and publications of the Services Office, including a magazine on financial aid, *Focus on Financial Aid*, which is available for free by contacting the Services Office; and a biennial report submitted to the Governor and Legislature. A newsletter, *Insight*, describes trends in post-secondary education. These and other publications and videotapes are available by contacting the Services Office.

The Services Office also provides information to students and parents about academic and financial planning for educational opportunities beyond high school. Information is provided about academic expectations and requirements, saving, and financial aid. *Get Ready*, a free parent guide, is available by contacting the Services Office. *Future Choices*, designed for middle school children, is provided to all eighth grade students. High school counselors receive a free guidebook with current information about post-secondary education services and programs.

The agency web site provides information to help students and families plan and pay for higher education; helps administrators and researchers find information on agency programs and services and Minnesota higher education; and assists the general public. Features include a financial aid estimator, a listing of prices for Minnesota and neighboring state institutions, online interstate reciprocity application forms; a loan counseling and repayment schedule for the Student Educational Loan Fund (SELF) program, information for students and parents, a customized enrollment generator, and a Minnesota Trivia Campus Game.

The Division manages two early college awareness and intervention programs and an AmeriCorps program. The Get Ready! program is an early awareness, early college intervention program in which agency staff work with children and parents from families previously underrepresented in college and provide them with the tools and experiences that will help motivate and prepare them to complete high school and pursue post-secondary education. Staff provide counseling and information to elementary school age (fourth through sixth grade) children and parents of color, low incomes, or no previous higher education. Staff meet monthly with students one-on-one or in small groups to present a curriculum which covers goal setting, career awareness, college financing, and higher education options. Students and parents also participate in events and activities such as a career expo, higher education night, career field trips, financial aid workshops, and college visits. Students receive academic support, including tutoring. Get Ready! sites are located in the Twin Cities, Duluth, Cloquet, Bemidji, St. Cloud, and Willmar. For more information, contact the Communication Office at (651) 642-0554. The program is funded primarily by a five-year Federal GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) grant, and some state and private funds.

Under the Intervention for College Attendance Program, the agency awards grants to colleges and community organizations to expand and/or enhance programs that provide tutoring, mentoring, summer academic enrichment experiences, and parental involvement activities to low income students and families.

The Services Office also manages an AmeriCorps-Youth Works program which recruits volunteer members to supplement the Get Ready! program's mentoring, tutoring, and parental involvement.

Student Financial Aid Services

(651) 642-0533 ext. 3400 Cheryl Maplethorpe, Director. The division administers the following financial aid programs for students:

State Grant Program

(651) 642-0567. State Grants are awarded to Minnesota residents who will be enrolled for at least three credits as undergraduate students at one of more than 160 eligible schools in Minnesota. Eligible institutions include the state universities, University of Minnesota, community colleges, public technical colleges, schools of nursing and related health professions, private colleges, and private career institutions in Minnesota.

Grant applicants must be a graduate of a secondary school or its equivalent, or be 17 years of age or over by the end of the academic year. Students in default on a loan or more than 30 days behind for child support owed to a public agency are not eligible, unless they are complying with a payment plan. Students must apply each year to renew grants. They can renew for up to six semesters or nine quarters, or their equivalent, but may not continue after obtaining a baccalaureate degree or being enrolled full time for the equivalent of eight semesters or 12 quarters. Students must be making satisfactory progress toward graduation. Students need to be registered for 15 credits to be considered a full-time student for a State Grant. If they register for fewer than 15 credits, the Services Office will prorate the cost of attendance (tuition and fees plus the living and miscellaneous expense allowance) to the actual number of credits.

The program is based on a design that assigns specific responsibility for paying costs of attendance to the student, parents, and government. All applicants are required to contribute at least 46 percent of their cost of attendance from savings, earnings, loans, or other assistance from school or private sources. For dependent (on their parents) students, the remaining 54 percent of the cost is met by a contribution from income and assets determined by the federal need analysis and by the combination of the Federal Pell and State Grant awards.

The maximum amount of combined state and Federal Pell aid in 2000-2001 ranges from about \$4,219 at a public technical college to \$7,536 at a private four-year college. The technical college student with no Pell assistance could receive up to \$4,219 in state aid. Many students, however, receive some Pell aid and thus a State Grant below the maximum.

The average award is about \$1,770. The minimum award is \$100 per year. On average, a student receives a combined State and Federal Pell grant award of about \$2,850.

Applicants must fill out the Free Application for Federal Student Aid (FAFSA). The form is used to determine financial need. Applicants may use the same form to apply for a Federal Pell Grant and other types of aid from institutions. The form is available from high school counselors, post-secondary financial aid offices, and the Services Office. At some schools, students can file electronically and not fill out a paper application. Students may be able to file an electronic application at area schools or libraries or by home computer using the FAFSA express software, or the online FAFSA application which is available to students at no cost. FAFSA on the web can be found at www.fafsa.ed.gov. By submitting one fully completed application, along with other forms required by the school, the applicant will be considered for a State Grant.

Minnesota Veterans Dependents Student Assistance Program

(651) 642-0567. The program provides tuition assistance to dependents of prisoners of war or persons missing in action after August 1, 1958. Most Minnesota post-secondary institutions are eligible for the program. Students must apply for assistance at the financial aid office of the school they attend. There are no fees. The amount of time that elapses between applying for assistance and receiving assistance depends on the individual school.

Safety Officers Survivor Program

Dependent children less than 23 years old and the surviving spouse of a public safety officer killed in the line of duty on or after January 1, 1973 are eligible to receive educational benefits.

To qualify, a dependent or spouse must be enrolled in an undergraduate or certificate program at one of more than 160 public or private post-secondary institutions in Minnesota that participate in the State Grant Program. Persons who have received a baccalaureate degree or been enrolled full time for the equivalent of eight semesters or 12 quarters, whichever occurs first, are no longer eligible.

For students attending public institutions, the award is the actual tuition and fees charged by the institution. For students attending private institutions, the award is the actual tuition and fees charged by the institution or the highest tuition and fees charged by a public institution in Minnesota, whichever is lower.

Awards are renewable for a maximum of six semesters or nine quarters or their equivalent. Applicants should obtain a certificate of eligibility from the Department of Public Safety, 211 Transportation Building, St. Paul, MN 55155, and take it to the financial aid office at the institution they attend or plan to attend.

Minnesota State Work Study Program

(651) 642-0567. The work study program enables students to earn money from school by working an average of 15 hours a week, and earn an average of \$6.69 per hour.

The Services Office allocates state work study funds among post-secondary institutions based on a formula set by the Legislature. All Minnesota public 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.

Needy students enrolled as graduate, undergraduate, or vocational students are eligible. Students may be enrolled half time, but priority is given to students enrolled for 12 or more credits or the equivalent.

Students will be employed either on campus or the school will have arrangements for off campus employment for governmental or nonprofit agencies, handicapped persons or senior citizens. The school will try to place students in work related to his or her course of study.

To apply for the work study program, students should contact the financial aid office at the institution they attend or plan to attend. Forms are obtained from the educational institution. There are no fees for this service. The financial aid director will give the student an estimate of the time it takes for applications to be processed. Most schools offer a work study job as part of the total financial aid package.

Summer Scholarships for Academic Enrichment Program

(651) 642-0567. 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, private colleges, and technical 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 or have a B average in the subject area of the enrichment course and demonstrate need for assistance.

Students must demonstrate financial need based on personal adjusted gross income. The maximum award is \$1,000. Awards are based on direct and related costs of attending the program as determined by the sponsoring post-secondary school. Students are limited to one award per summer from the Services Office.

Eligible enrichment programs offered by Minnesota post-secondary institutions are in academic subjects, including communications, humanities, social studies, social sciences, science, mathematics, fine or performing arts, and foreign languages. Scholarship deadline dates may vary depending on the academic program the student wishes to attend. Students should obtain both an application for the academic program and for the scholarship program from post-secondary institutions sponsoring programs.

Post-Secondary Child Care Grant Program

The program is designed to help reduce the cost of child care for needy Minnesota post-secondary student parents. The Services Office administers the program. It allocates funds to eligible colleges, which then select and make awards to students. Applications are available from financial aid administrators at campuses participating in the program. Some schools elect not to participate. If the financial aid staff do not work with child care, they will direct the student to the office that administers the program. There are no fees.

To be eligible, a student must be a Minnesota resident; have a child 12 years of age or younger (14 years of age or younger if handicapped), who is receiving or will receive care on a regular basis from a licensed or legal, non-licensed caregiver; meet the program's income guidelines; not receive Minnesota Family Investment Program (MFIP) benefits; be enrolled at least half time in an eligible institution; have not earned a baccalaureate degree or been enrolled full time fewer than eight semesters, twelve quarters or the equivalent; be pursuing a non-sectarian program or course of study that applies to an undergraduate degree, diploma, or certificate; be in good academic standing and making satisfactory progress, as determined by the school, toward the degree, diploma, or certificate.

Students who do not meet these criteria or need additional child care assistance should contact a county social service office for child care assistance from other sources.

Students will receive the child care money at the beginning of the term, or as soon as they become eligible for funds, whichever occurs first, but not before the first day of class for that term. Child care awards are divided evenly and disbursed to recipients each quarter or semester, depending on the type of school. The school may make payments more often. The school is likely to pay the student, but may choose to pay the child care provider directly.

A student who receives a child care award and continues to enroll at the school the following year must be given a child care award if he or she remains eligible and funds are available. Students must apply for a continuation of funds by the deadlines set by the school.

Assistance may cover up to 40 hours per eligible child in 2000-2001. The maximum available is \$2,000 for each eligible child per academic year. In some instances, the maximum award may be increased by 10 percent to compensate for higher market costs for infant care. A chart is used by the financial aid administrator to show the amount of a grant to be awarded based on income of applicant and spouse, number in applicant's family and number of eligible children in applicant's family.

Eligible institutions are all public post-secondary schools and private, baccalaureate degree granting colleges and universities located in Minnesota, or nonprofit two-year vocational schools granting associate degrees. Some schools may choose not to participate.

President's Student Service Scholarships

The President's Student Service Scholarship Program recognizes high school students for outstanding community service. High school juniors and seniors in public and private schools, who have performed community service for at least a year can be designated for scholarships of at least \$1,000.

The principal of each school selects two students to represent the school as a President's Student Service Scholar. Scholarships are made on a matching basis.

The scholarship will include \$500 from the state or local business, community, or civic organizations — and \$500 from the Corporation for National Service. If the student attends a Minnesota post-secondary institution, the state will contribute a \$500 matching scholarship to match one of the two \$500 President Student Service Scholarships.

Nominations by the principal are typically due in late spring each year. For more information, contact your high school principal or the Services Office.

Minnesota College Savings Plan

The Minnesota Legislature created the Minnesota College Savings Plan to encourage individuals to save for post-secondary education by (1) providing a qualified state tuition program under Federal tax law; and (2) providing matching grants for contributions to the Plan by low and middle income families. The state of Minnesota will provide a matching grant to eligible Minnesota resident families contributing at least \$200 to the Plan during a particular year. Minnesota families with income of \$50,000 or less who contribute to the Plan may be eligible for a matching grant of up to 15 percent of their contributions during the year, up to a maximum of \$300. Minnesota families with incomes between \$50,000 and \$80,000 may be eligible for a matching grant of up to five percent of their contribution to the Plan during the year, up to a maximum of \$300. Families must apply for the grant by no later than December 31 of each year the minimum contribution is made.

Investment earnings in a Minnesota College Savings Plan account are tax deferred by the Federal government and the state of Minnesota. Anyone is eligible to open an account. Each account can have only one account owner and one account beneficiary. Accounts can be opened with a \$25 investment, and the maximum contribution limit is \$100,000.

Account owners may select among three investment options. Funds may be withdrawn, without penalty, for qualified higher education expenses of the account beneficiary. The tax on investment earnings used for qualified higher education expenses is calculated at the beneficiary's rate. The Services Office is responsible for the Plan, and the Minnesota State Board of Investment is responsible for investment decisions. The Services Office and Board of Investment have contracted with TIAA-CREF, Tuition Financing Inc. to administer the Plan and expect to launch it in Spring 2001. There will be an annual asset-based management fee paid to TIAA-CREF of 0.65 of 1 percent of the Plan's average daily net asset value paid by account owners. This is among the lowest fees for a qualified state tuition program in the United States.

Student Educational Loan Fund (SELF)

(651) 642-0567. The Student Educational Loan Fund (SELF) is a Minnesota program intended to help students who need assistance in paying for education beyond high school. The loan can be used only for educational purposes. Eligible participants include:

- **Students attending an eligible school in Minnesota;** and
- **Minnesota residents enrolled in an eligible school** in another state or a Canadian province that has signed an operating agreement with the Services Office.

As of May 2000, 362 institutions had agreed to participate in the program; this includes 142 Minnesota institutions, with representation from all state public and private systems, and 220 out-of-state schools.

To be eligible, a student must:

- **be enrolled; at least half time** in a certificate, associate, baccalaureate, or graduate degree program;
- **have a credit worthy co-signer;** and
- **not be delinquent or in default on a SELF or other outstanding student loan.**

Prior to applying, students are expected to seek certain other sources of Federal, state, institutional, or private aid for which they might be eligible.

The campus financial aid administrator will determine the maximum amount a student may borrow and recommend a loan amount. The maximum cannot exceed the cost of attendance minus all other financial aid that the borrower is receiving.

- **Undergraduate students** may borrow a maximum of \$4,500 per year for the first two years and \$6,000 per year thereafter with a cumulative SELF maximum of \$25,000.
- **Graduate students** may borrow a maximum of \$9,000 per year not to exceed \$40,000 from SELF, including undergraduate debt.
- **The minimum** loan size is \$500.

Borrowers are required to pay interest quarterly while in school. Upon graduating or leaving school, they are required to pay interest monthly for up to one year; they then will begin paying loan principal as well as interest monthly. Repayment is usually seven to nine years. Borrowers can choose between two repayment plans:

- **standard repayment plan** (one year of interest only and up to nine years of principal and interest payments); or
- **an extended interest plan** (interest only for three years followed by up to seven years of principal and interest payments).

The interest rate charged to the borrower will vary throughout the life of the loan and can change every three months. Since September 1988, the quarterly interest rate has averaged 6.8 percent. In January 2001, it was 8.25 percent.

There is no guarantee fee for borrowers whose loan periods began on or after July 1, 1989. The Services Office, however, reserves the right to charge a guarantee fee on future loans in order to cover claims for nonpayment of interest and principal amounts by borrowers and co-signers.

The SELF program is administered by the Services Office. To find out if the institution you attend or plan to attend participates, contact the financial aid administrator at the school, or the Services Office. More information about the SELF program can be found at www.self-loan.org. The information includes a list of participating institutions, on-line counseling, a loan repayment calculator, and the current SELF interest rate.

Reciprocity

Reciprocity agreements enhance the opportunity for students to attend public post-secondary educational institutions in neighboring states. Non-resident admission and tuition price barriers are reduced for reciprocity students.

Minnesota has statewide agreements with Wisconsin, North Dakota, and South Dakota. It has a limited agreement with one Iowa institution, and an agreement with the Canadian province of Manitoba.

The programs with Wisconsin and the Dakotas cover virtually all students—full time, part-time, undergraduate, graduate, and professional.

Students should apply as soon as they know they will be attending an eligible institution. This will help ensure that they receive the reciprocity tuition price when they register.

The application deadline is the last day of scheduled classes for the term at the institution the student will attend. A student wishing to participate in the reciprocity program for the entire academic year must have the appropriate application postmarked by the last day of scheduled classes for the fall term or first semester at the institution. Applications postmarked after the last day of the term will be processed only for subsequent terms. There is no application fee.

Students who enroll in a North or South Dakota reciprocity institution within 12 months of their graduation from a Minnesota high school and have a permanent home residence in Minnesota may be granted reciprocity benefits without completing the standard application procedure. These students must present an official high school transcript to the enrolling school.

Under the agreements with Wisconsin, North Dakota, and South Dakota, eligible reciprocity students who earned credits in the previous 12-month period at a Wisconsin, North Dakota, or South Dakota institution will not be required to reapply for reciprocity benefits. Reciprocity will be renewed automatically for those students.

Minnesota-Wisconsin Reciprocity

Minnesota residents may attend any two- or four-year University of Wisconsin institution or a Wisconsin technical college and be eligible for tuition reciprocity benefits. Wisconsin residents may attend any eligible Minnesota public post-secondary institution and be eligible for reciprocity benefits.

Tuition reciprocity does not apply to students enrolled in the College of Medicine, Veterinary Medicine, and Dentistry at the University of Minnesota-Twin Cities or Duluth and University of Wisconsin-Madison or Milwaukee.

Minnesota undergraduate students attending a Wisconsin public higher education institution pay tuition at the rate charged by a comparable Minnesota institution. For example, an undergraduate student from Minnesota attending the University of Wisconsin-Madison would pay approximately the tuition rate charged at the University of Minnesota-Twin Cities. An undergraduate student from Minnesota attending the University of Wisconsin-River Falls, or any other University of Wisconsin comprehensive institution, would pay the tuition rate charged at a Minnesota state university. Minnesota residents attending the University of Wisconsin-Stout or Eau Claire pay a slightly higher rate. An undergraduate student from Minnesota attending a University of Wisconsin System College (two-year institution) would pay the tuition rate charged at a Minnesota Community College. Minnesota undergraduate students attending Wisconsin technical colleges pay the Wisconsin Technical College resident tuition rate. Minnesota students seeking reciprocity at a Wisconsin technical college should apply directly for reciprocity benefits to the institution they will attend. Minnesota graduate and law students attending Wisconsin public institutions pay the higher of the two states' graduate or law tuition rates.

Wisconsin undergraduate students attending a Minnesota Community College, a Minnesota State University, or the University of Minnesota campuses at Duluth, Morris, and Crookston pay tuition at a rate charged by a comparable Wisconsin institution. Wisconsin undergraduate students attending a Minnesota Technical College pay tuition at the Minnesota resident tuition rate. Wisconsin students seeking reciprocity at a Minnesota Technical College should apply directly for reciprocity benefits to the institution they will attend. Wisconsin undergraduate students attending the University of Minnesota-Twin Cities will pay tuition based on the rate charged at the University of Wisconsin-Madison plus 25 percent of the difference between the University of Minnesota-Twin Cities and the University of Wisconsin-Madison undergraduate tuition rates. Wisconsin graduate and law students attending Minnesota public institutions pay the higher of the two states' graduate or law tuition rates.

Applications are available from all high schools or eligible post-secondary institutions. They also may be obtained from the Services Office or the Wisconsin Higher Educational Aids Board (PO Box 7885, Madison, Wisconsin 53707). Minnesota students enrolling in a reciprocity state may apply online at www.mheso.state.mn.us.

The Minnesota-Wisconsin reciprocity agreement is reviewed annually. Students should contact the institution they plan to attend to determine the exact tuition rates.

Minnesota-North Dakota Reciprocity

Minnesota residents may attend any North Dakota public college or university and be eligible for tuition reciprocity benefits. North Dakota residents may attend any Minnesota public post-secondary education institution and be eligible for reciprocity benefits.

Minnesota resident students attending North Dakota State University or the University of North Dakota pay tuition at the resident rate charged by Minnesota State Universities.

Minnesota resident students attending other North Dakota public four-year institutions pay tuition at a rate slightly above the North Dakota resident tuition rate.

Minnesota resident students attending North Dakota public two-year institutions pay tuition at a rate comparable to what is charged Minnesota residents attending a Minnesota community or technical college.

North Dakota tuition reciprocity students attending Minnesota public post-secondary educational institutions pay the Minnesota resident tuition rate.

Students enrolled in medicine, veterinary medicine, dentistry, and law are included.

Applications are available at high schools and eligible post-secondary institutions. Applications also are available from the Services Office; North Dakota Board of Higher Education, 10th Floor, State Capitol Building, Bismarck, ND 58505; and North Dakota Board for Vocational Education, 600 E Boulevard Avenue, Bismarck, ND 58505. Minnesota students may apply online at www.mheso.state.mn.us.

The Minnesota-North Dakota agreement is reviewed annually. Students should contact the institution they plan to attend to determine exact tuition rates.

Minnesota-South Dakota Reciprocity

Minnesota residents may attend any South Dakota public college or university and be eligible for tuition reciprocity benefits. South Dakota residents may attend any Minnesota public post-secondary education institution and be eligible for reciprocity benefits.

Minnesota resident students attending South Dakota State University, the University of South Dakota, or other South Dakota public four-year institution pay tuition at an average tuition rate charged by comparable Minnesota institutions.

Minnesota resident students studying in professional programs at the University of South Dakota pay no more than 150 percent of the South Dakota resident tuition rate.

Minnesota resident students attending South Dakota technical institutes in Watertown, Mitchell, Sioux Falls, or Rapid City pay the South Dakota resident tuition rate. Tuition reciprocity eligibility is determined by the South Dakota technical institutes. Minnesota residents seeking to attend a South Dakota technical institute should contact the institution they wish to attend regarding residency and tuition rates.

South Dakota tuition reciprocity students attending the University of Minnesota, State Universities, and Minnesota technical colleges pay the Minnesota resident tuition rate. South Dakota tuition reciprocity students attending Minnesota community colleges pay tuition at a rate slightly above the Minnesota resident rate.

Applications are available at high schools and eligible post-secondary institutions. They also are available from the Services Office or the South Dakota Board of Regents (Reciprocity Program, Box 2201, University Station, Brookings, South Dakota 57007). Minnesota students may apply online at www.mheso.state.mn.us.

The Minnesota-South Dakota tuition reciprocity agreement is reviewed annually. Students should contact the institution they plan to attend to determine exact tuition rates.

Minnesota-Iowa Reciprocity

No statewide reciprocal agreement exists between Minnesota and Iowa, but there is a limited agreement with one Iowa institution. The agreement provides for tuition reciprocity between Minnesota West Community and Technical College and Iowa Lakes Community College which has campuses in Estherville and Emmetsburg. Eligible students pay the resident rate at the institution attended. Students should contact the institution they plan to attend.

Midwest Student Exchange Program

A limited number of Midwest public post-secondary institutions and programs of study are available to Minnesota residents at a price below nonresident tuition. The tuition rate charged to Midwest Student Exchange participants is 150 percent of resident tuition.

Institutions and programs of study in Minnesota, Michigan, Missouri, Kansas, and Nebraska are available through the Midwest Student Exchange Program. Students must indicate that they are seeking admission as an Exchange Program student when applying to an eligible institution. The institution will evaluate the student's request for Midwest Student Exchange Program status and respond directly to the student.

Brochures listing eligible institutions and programs are distributed to high schools and are available from the Services Office. For more information, also see www.mhec.org.

Research and Program Services Division

(651) 642-0581 Nancy Bunnett, Director. The Research and Program Services Division includes services to post-secondary institutions, policymakers, and the general public. Division staff provide analytic support for financial aid policy development, financial aid program administration, and tuition reciprocity negotiations. The following state and federal activities are also housed in this division.

Student Enrollment and Other Higher Education Data

The Student Enrollment Record database contains basic demographic and enrollment information on students enrolled fall term in a Minnesota public or private institution. Data are available for each year since 1983. Both standard and customized reports are produced from this resource. Division staff coordinate responses of Minnesota higher education institutions to surveys conducted by the National Center for Education Statistics, U.S. Department of Education.

Dwight D. Eisenhower Professional Development Program

The Eisenhower program is a federal initiative for using professional development strategies to improve teaching and learning in elementary and secondary schools. The original intent of the Eisenhower Professional Development Program was to support professional development activities in all core academic fields. Because of limited funding, primary emphasis is placed on mathematics and science.

Under the Eisenhower program, the federal government allocates financial assistance by formula to the states to help teachers and other staff gain access to sustained, intensive, and high quality professional development. The Minnesota Department of Children, Families, and Learning administers 84 percent of Minnesota's allocation, and the Services Office receives 16 percent of the funds. On a competitive basis, the Services Office makes these funds available to post-secondary institutions and non-profit organizations that have demonstrated effectiveness in providing professional development focused on discipline-based knowledge and effective subject-specific pedagogical skills.

Post-Secondary Service Learning Program

The state Post-Secondary Service Learning Program supports the development of sustainable campus-community partnerships whereby significant, long-term community problems are addressed through involvement of students, staff, and faculty in community service and community problem-solving activities in collaboration with community leaders. Funds are used to support campus-community partnerships and program training, technical assistance, dissemination and administration.

Private Career School Licensure Program

The Private Career School Licensure Program requires schools under the jurisdiction of *Minnesota Statutes* 141 to obtain a license prior to maintaining, advertising, soliciting for, or conducting any course of instruction in Minnesota. Licenses must be renewed annually. Information regarding private career schools is available to the public. Contact the Services Office (651-642-0584) for information or assistance.

Private Institution Registration Program

All private post-secondary institutions and out-of-state public institutions which are nonprofit, which grant degrees, or which use the term "academy", "college", "institute", or "university" in their name are required to register annually with the Services Office 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 office at (651) 642-0584 for information or assistance.

Minnesota Education Telecommunications Council

The Minnesota Education Telecommunications Council (METC) is a multi-agency advisory board established in law and is composed of 25 members. The METC is charged in statute with establishing priorities, criteria, and policy relating to the funding and use of the Learning Network of Minnesota, which provides access to educational programs and library resources through telecommunications technology. Membership on the METC includes representatives from both houses of the Legislature, K-12 public schools, public libraries, state agencies (Department of Administration, Children, Families, and Learning, and the Services Office), and higher education (University of Minnesota, Minnesota State Colleges and Universities, and the Minnesota Private College Council).

MINITEX Library Information Network

The MINITEX Library Information Network (MINITEX) is a publicly supported network of academic, public, state government, and other special libraries working cooperatively to make library resources accessible to residents around the state. MINITEX promotes resource sharing through four major activities: (1) delivery of interlibrary loan requests, (2) maintenance of a union list of serials held by participating libraries, (3) a common database of holdings through participation in a national program of online shared cataloging, and (4) online access to bibliographic and full-text data bases. In addition, MINITEX provides cooperative purchasing, periodical exchange, and a reference service on a reimbursement basis. The Services Office contracts with the University of Minnesota to manage and deliver MINITEX services.

MnLINK Library Information Network

MnLINK is an online statewide virtual library that allows users to search the catalogs of all participating libraries from a single web interface. Beginning in 2001, a shared library automation system will be installed for the University of Minnesota and Minnesota State Colleges and Universities (MnSCU) libraries, state agency libraries, and interested private college, public, and school libraries. The MnLINK Gateway provides links to the statewide system for libraries that continue to use different automation technology for their local operations. The Services Office contracts with MnSCU to manage MnLINK operations.

Financial Services Division

(651) 642-0516 Timothy Geraghty, Director. This division provides the fiscal management and much of the administrative support services for the agency. Responsibilities include preparation of the annual and biennial budgets; management of the budget; space management; procurement activities, accounting of the financial resources of the Services Office, and fiscal management of the student loan program. This section also is instrumental in developing bond issues, proceeds from which are used to make student loans. Bonds issued by the Services Office can only be repaid from collections of student loans and earnings from the program, such as interest on student loans and interest from the investment of excess monies. The bonds of the Services Office do not represent or constitute a debt or pledge of the faith or moral obligations of the state of Minnesota.

Audit Section

(651) 642-0527 Timothy Medd, Manager. This section audits post-secondary education institutions to assure that they implement the financial aid programs administered by the Services Office in accordance with the program's statutes and rules. This section also reviews the financial statements of private post-secondary institutions that are either licensed or registered by the Services Office, to assure they have adequate financial resources to continue to operate.

Human Resources and Agency Services Division

(651) 642-0530 Mary Lou Dresbach, Division Director. Division responsibilities include: all aspects of agency human resource management, contract and grant processes to ensure compliance as to form and proper execution, fiscal notes, rulemaking, creation of the agency's quality improvement focus, agency receptionist functions, and staff training and development.

Minnesota Historical Society

Administrative Office & Headquarters, Minnesota History Center

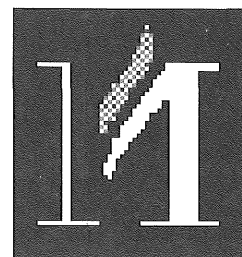
345 Kellogg Blvd. W, St. Paul, MN 55102

Phone: Information Desk: (651) 296-6126

Website: Web Site: www.mnhs.org

Director Nina M. Archabal (651) 296-2747

Deputy Director Ian R. Stewart (651) 297-5513



Minnesota Statutes, Chapter 138

THE MINNESOTA HISTORICAL SOCIETY, 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, grants, 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 executive council and executive committee.

One of the largest historical societies in the United States, the society is a nationally recognized leader in the field of state and local history, directly serving over two million people each year. The resources of the society are available to the public. Museum exhibits, extensive libraries and collections and publications, 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, deputy director, and program and operating divisions.

The society's headquarters at the Minnesota History Center is the home to these divisions. Built in 1992, the 427,000 square foot building houses all of the society's extensive collections, 44,000 square feet of exhibit space, a comprehensive research library, preservation and conservation laboratories, education classroom, a 315-seat auditorium, a restaurant and two museum stores. About 500,000 people annually visit the Minnesota History Center to visit exhibits, access the collections or to attend public and family programs. The society's membership base of almost 17,000 is the largest of any historical society in the country. For more information on programs and services at the History Center, call (651) 296-6126.

Library and Archives Division

(651) 296-2150 Michael Fox, assistant director for library and archives. The society's research collections contain books, pamphlets, newspapers, microfilms, photographs, tapes, magazines, films, maps and other sources about Minnesota life and Minnesota people. The archives and manuscripts collections 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.

Reference Library

(651) 296-2143. The library is open to the public Monday through Saturday 9:00 a.m. to 5:00 p.m. with evening hours until 9:00 p.m. on Tuesdays. Mail, phone and email inquiries are answered. Photocopies and limited research are available for a small fee.

Publications Library

This library consists of more than 550,000 printed books, pamphlets, periodicals, microfilms, and documents. These rich resources include the nation's major collections of official and unofficial Minne-

sota 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 American Indians, publications of state and local historical societies and extensive holdings on local genealogy and biography.

Newspaper Library

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 current copies. In many instances the papers preserved by the society are the only surviving copies. Minnesota newspapers are collected and microfilmed in the hope of preserving a complete record of Minnesota's community newspapers.

Audio-Visual Library

An impressive collection of photographs, slides, prints, lithographs, films, sound and visual 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 250,000 photographs dating from the 1840s to the present as well as 37,000 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 moving image tape collection also documents contemporary history.

Archives and Manuscripts

The archives and manuscripts collection contains 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 cooperative movement, 19th-century family life, conservation and the environment, transportation, and business and industry are especially rich.

The State Archives hold the official non-current 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 48,000 linear feet. Some of the major collections have been microfilmed and are for sale or available on inter-library loan. Guides to microfilm editions and to some of the larger manuscripts collections also are available.

State Archives

(651) 297-4502 **Robert Horton, state archivist.** The State Archives acquires non-current, 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

(651) 296-9989 **James E. Fogerty, head.** The society's collections include art works, books, manuscripts (the papers and records of Minnesotans and Minnesota corporations and organizations), oral history, historical and fine art photographs, video, film, recorded music, and historical and current maps and atlases. Collections are acquired mainly through donation and are handled by a staff of curators: **Art Works** (297-4687); **Books**, Patrick K. Coleman (296-9986); **Sound and Visual**, Bonnie G. Wilson (296-1275); **Manuscripts**, Craig Wright (296-7989); **Maps** (296-4543). Brochures describing the art, photograph, map, oral history, environmental, labor, and business collections are available on request.

Conservation Department

(651) 297-3896 **Sherelyn Ogden, head.** The conservation department includes four labs that work on the society's collections and provide technical advice and assistance to the public.

Publications and Research Department

(651) 297-4463 **Greg Britton, director.** This division is comprised of the Minnesota Historical Society Press and the research program. The MHS Press is the publishing arm of the society, issuing a quarterly journal and books written both by staff members and by authors not affiliated with the organization. The research program also conducts research projects resulting in publications by the MHS Press, encourages scholarly research and writing by persons outside the society, and administers a research grants program. Additional information about the Society's publications and research programs, including sales and ordering information, can be found at www.mnhs.org/mhspress.

Minnesota Historical Society Press

(651) 297-4457 **Ann 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 historical documents, biographies, and books on politics, folklife, ethnic studies, local history, American Indian history, social history, agriculture, 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 society 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 345 Kellogg Boulevard West. To request a free publications catalog or to place a book order, call (651) 297-3243 or 1-800-647-7827 outside the Twin Cities metro area.

Minnesota History Magazine

(651) 297-4462 **Anne R. Kaplan, editor.** *Minnesota History*, the society's quarterly journal, publishes 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 society's collections, book reviews, and news and notes. The editor welcomes submissions of manuscripts relating to Minnesota and the surrounding regions, including Canada. *Minnesota History* is sent to all the society's membership of 17,000 and to schools, libraries, and other institutions by subscription. Copies of many back issues are available.

Research Program

(651) 297-4464 **Deborah L. Miller, research supervisor.** Scholars wishing to conduct research in the society's 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. Information on applying for limited grants to support research is also available.

Historic Sites and Field Programs

Historic Sites Division

(651) 297-1514 **Rachel Tooker, assistant director for historic sites.** Since 1958, the society has been active in acquiring, preserving, developing, and interpreting major historic sites in Minnesota. Twenty-four landmarks are now preserved and operated by the society. These include places of statewide significance 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 shops. Many special lectures, films, festivals, exhibits, and living history programs are presented each year at these historic locations. For a listing and description of Minnesota Historic Sites, see the following pages or call for a guide (1-800-657-3773).

Archaeology Department

(651) 970-2843 **Robert Clouse, head.** While focusing on state-owned historic Euro-American and pre-European-contact Native American heritage sites, the department also conducts cultural resource surveys for state agencies and other units of government. Assistance is provided to individuals, county and local historical organizations, and governmental units in the identification of artifacts and archeological sites.

State Historic Preservation Office

(651) 296-5434 **Britta Bloomberg, head of historic preservation, field services and grants department.** 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 that qualify may participate in the Certified Local Government Program.

Field Services

(651) 296-5434 **field services coordinator.** This program provides technical assistance and advice to county, local, and special interest historical organizations in Minnesota. A 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. Field Services also administers and coordinates the state historic marker program. (For a listing of county and local historical societies, see following pages.)

Grants Office

(651) 296-5434 grants manager. This office administers a program of grants-making for historical 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, planning, and public education projects. The State Capital Project grant program provides funding for publicly owned historic structures and is funded by legislative appropriations from state bonds. Other grants programs may be offered should funds become available.

Grants manuals that 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 reviews and evaluates grant proposals at a series of public meetings each year.

Museum Division

(651) 297-7789 Maureen Otwell, assistant director for museums. The Museum Division is comprised of the museum collections department, the exhibits department, the education department, and the public relations and marketing department. The division uses the society's collections and other resources in a wide variety of formats and media to teach and inform the public about Minnesota, its culture and the people, places and events that have shaped, and continue to shape, its history.

Exhibits Department

(651) 296-4564 Dan Spock, head. The department plans and produces imaginative and informative exhibits and audio-visual programs at the Society's History Center and historic sites throughout the state.

Public Relations and Marketing Department

(651) 297-1827 Laurie Brickley, head. The department strives to inform the public about the programs, exhibits, services and holdings of the society. Department specialists work with the news media, place advertising, publish brochures and develop web-page content in order to reach various audiences and constituents. The department also produces *Member News*, a newsletter for society members.

Museum Collections Department

(651) 296-8071 Marcia Anderson, museum collections curator. The society maintains collections all across the state at historic sites and in St. Paul. These popular collections contain three-dimensional artifacts and archeological material from Minnesota's past and present ranging in type from political buttons to camping gear to Zubaz pants to the William Crooks locomotive. The collections cover all aspects of Minnesota culture from the historical figures of the past to people who operate and work in small business today. They document Minnesotans' hopes, failures, aspirations, memories, and accomplishments.

The collections may be viewed by appointment with the collections staff and by visiting displays at the Minnesota History Center, historic sites, and other organizations. The collections are used by scholars, researchers, authors, publishers, collectors, donors, school groups, and other educational institutions and museums. Outstanding collections are those relating to lumbering, decorative arts, railroads,

Indians, fur trade, costumes, toys, agricultural equipment, and Minnesota arts and crafts. The museum collections can be viewed weekdays by appointment. Call for more information.

Education Department

(651) 296-3252 Carol Schreider, head. The society brings its resources to school children, teachers, and the general public through a variety of educational materials and programs. Each year more than 110,000 students visit the History Center and attend museum education programs and history lessons on such topics as "Dakota Children" and "Generations of an Ojibwa Family."

The education department also oversees the interpretive program in the history center museum galleries including "history players," or costumed characters from Minnesota's past and museum guides, and "Guests in the Gallery" who enhance the visitor's experience by providing additional information demonstrations.

The education department produces the public programs at the History Center including Sunday afternoon programs for families, family festivals, two lecture series as well as co-sponsorships with ethnic and community groups who use the History Center spaces for special events.

The education department cosponsors National History Day with the University of Minnesota. This national competition for sixth-through twelfth-grade students begins with local contests and culminates in a state history fair at the University of Minnesota in April of each year. Finalists at the state contest are eligible to compete at the national competition in Washington, D.C. For participation information call (651) 297-2081. Call (651) 296-9143 or write the Education Department, 345 Kellogg Boulevard West, St. Paul, MN 55102 for more information about all education services and materials. Additional information about school resources can be found on the Society's website at www.mnhs.org/schools.

Finance and Administration Division

(651) 296-2155 Charles Lawrence, assistant director for finance and administration. This division provides financial and administrative support services to the programmatic divisions of the society.

Finance Department

(651) 296-2155 Deborah Mayne, finance manager. The finance department is responsible for budgetary control, accounting and financial reporting for all funds of the society.

Human Resources Department

(651) 296-2155 Pat Gaarder, human resources manager. The human resources department provides personnel services for the society.

Institutional Services Department

(651) 296-2155 Jim Froeber, institutional services manager. This department is responsible for food service as well as buildings and grounds maintenance and security and gift shop activities at the History Center, as well as institution-wide programs for safety of employees and visitors. The history center is also available for private rental with catering by Café Minnesota, the restaurant housed at the Minnesota History Center. For more information, call (651) 296- 9004.

Museum Stores

(651) 296-4694 Meta Devine, merchandise manager. The History Center houses two different stores — one especially for children and families. Minnesota-made gifts, jewelry, books, toys, and other specialties are featured.

Development Office

(651) 296-4694 Mark Haidet, director of development. The development office exists to support the goals of the society by

generating non-state support for both operating and special project expenses and to encourage public participation in the society's programs through an expanded membership program.

Membership in the society is open to all through several membership classifications from individual \$45 and family \$55 to individual senior citizens \$40. Members receive the award-winning quarterly magazine *Minnesota History*; *Member News*, a bimonthly newsletter; a 10 percent discount at the society's museum shops around the state; special invitations to "members only" events; and free admission to regular programs at the society's historic sites throughout the state. For information about memberships, call Rhonda Teich-Hickey, membership coordinator, (651) 297-7805.

Historic Sites: Twin Cities Area

Historic Fort Snelling: Commanding the Mississippi and Minnesota rivers, the fort served for 30 years as the center of government and a haven for travelers. Now restored to its original appearance, the fort offers a "living history" of the year 1827, inviting visitors to experience and participate in its community life. Historic fort and history center (exhibits and films). May, September and October: Saturdays, 10 a.m. to 5 p.m.; Sundays, noon to 5 p.m. Memorial Day through Labor Day: Wednesdays through Saturdays, 10 a.m. to 5 p.m.; Sundays, noon to 5 p.m. Admission charge. Schedules subject to change. Accessible from State Highways 5 and 55. Contact: Fort Snelling, St. Paul, MN 55111; (612) 726-1171 for information.

James J. Hill House: Completed in 1891, the craggy, massive home of "Empire Builder" James J. Hill is a National Historic Landmark. Tours introduce family and servant life, and include portions of the restored house as well as changing art exhibits in Hill's gallery. Open Wednesday through Saturday, 10 a.m. to 3:30 p.m. year round. Admission charge. Schedules subject to change. Contact: 240 Summit Avenue, St. Paul, MN 55102; (651) 297-2555 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, magnificently decorated interior and golden horses or quadriga, on the top of the building. Accessible from I-94, Marion Street exit. Open year round; Monday through Friday 9:00 a.m. to 5:00 p.m., Saturday 10:00 a.m. to 4:00 p.m., Sunday 1-4 p.m. Closed Dec. 24 and Dec. 31. Reservations required two weeks in advance for groups of 10 or more. Admission free. Schedules subject to change. Aurora and Constitution Avenues, St. Paul, MN 55155. Call (651) 296-2881 for reservations and directions.

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. Costumed interpreters demonstrate farming life of the 1860s and 1870s with period animals and crop varieties. On U.S. Highway 10, 2 1/2 miles east of Elk River. Open May 1 through October 31: Mondays through Saturdays, 10 a.m. to 5 p.m.; Sundays, noon to 5 p.m. Open holidays. Off-season (visitor center only): weekends, noon to 4 p.m. Closed holiday weekends in the winter. Admission charge. Schedules subject to change. Contact: 15788 Kelley Farm Road, Elk River, MN 55330; (763) 441-6896 for individual and group tours.

Alexander J. Ramsey House: A 15-room house built in 1872. Alexander Ramsey was Minnesota's territorial governor, also state governor, U.S. senator, and secretary of war. One of the country's best preserved Victorian homes, the house contains its original rich furnishings and artifacts, and includes a reconstructed carriage house. Tour hours: May 2 through New Year's Eve: Tuesdays through Saturdays,

10 a.m. to 3 p.m.; Sundays, 1 to 3 p.m. (Extended hours Nov. 24 through Dec. 31.) Admission charge. Schedules subject to change. Contact: 265 South Exchange Street, St. Paul, MN 55102; (651) 296-0100 for individual and group tours. Reservations Recommended.

St. Anthony Falls Historic District: A self-guided trail explores the lone falls on the Mississippi and industrial ruins of the flour-milling district, once the largest in the world. The falls can be viewed from the restored Stone Arch Bridge and an exhibit at the visitor center across the street helps tell the story. Hours: Memorial Day through Labor Day: Wednesdays through Sundays, 10 a.m. to 5 p.m. Several tour options are offered. Call (612) 627-5433 for individual or group information. The Mill City Museum, a nearby museum and educational center with exhibitions, is scheduled to open in 2002.

North West Company Fur Post: Authentically reconstructed six-room stockaded fur trade winter post. The original post was built by a fur trader and a small crew of voyagers who in 1804-05 canoed up the Snake River to trade with the Ojibwe Indians on behalf of the British North West Company. Off I-35 at Pine City exit, 1.5 miles west on Pine County Highway 7. May 1 through Labor Day: Tuesdays through Saturdays and Monday holidays, 10 a.m. to 5 p.m.; Sundays, noon to 5 p.m. Admission free. Schedules subject to change. Contact: Box 51, Pine City, MN 55063, (320) 629-6356.

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 Greek Revival architecture built in 1855 by Folsom, an enterprising Maine lumberman. Its landscaped grounds include a garden of native Minnesota wild flowers. Located at 272 Government Street, north of U.S. Highway 8, Taylors Falls. Hours: Memorial Day weekend through October 15: daily except Tuesdays, 1 to 4:30 p.m. Contact: Box 333, Taylors Falls, MN 55084, (651) 465-3125.

Historic Sites: Northern Minnesota

Comstock House: Built in 1883 by Solomon G. Comstock, a leading political figure and entrepreneur of the upper Red River Valley for over 60 years. Childhood home of Ada Comstock, a pioneering woman educator, first dean of women at the University of Minnesota, and president of Radcliffe College from 1923 to 1943. Restored with original furnishings. Hours: Late May through September (call for exact dates): Saturdays and Sundays, 1 to 4:15 p.m. Weekdays by appointment for six or more people. Admission charge. Schedules subject to change. 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 river log-drive wiganan and 1934 ranger's cabin. A modern interpretive center tells of human life in the forests of Minnesota from pre-historic times to the present. Daily demonstrations and weekly special programs are presented by living history interpreters. Hours: June 1 through October 15: Mondays through Saturdays, 10 a.m. to 5 p.m.; Sundays, noon to 5 p.m. Off-season: the Interpretive Building is open weekdays. Call ahead for exact hours. Closed winter holidays. Admission charge. Schedules subject to change. Contact: 2609 County Road 76, Grand Rapids, MN 55744; (218) 327-4482 for individual and group tours.

Grand Mound Interpretive Center: The largest burial mound in the Upper Midwest 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 their remarkable adaptation to life in northern Minnesota. Hours: June 15 through Labor Day: 11 a.m. to 5 p.m. Open weekends in September. Admission charge. Schedules subject to change. Contact: Route 7, Box 453, International Falls, MN 56649; (218) 285-3332 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, 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. Hours: May 1 through Labor Day: Mondays through Saturdays, 10 a.m. to 5 p.m.; Sundays, noon to 5 p.m. Labor Day through the third weekend in October: Saturdays, 10 a.m. to 4 p.m.; Sundays, noon to 4 p.m. Admission charge. Schedules subject to change. Contact: Charles A. Lindbergh Interpretive Center, Rt. 3, Box 245, Little Falls, MN 56345; (320) 632-3154 for individual and group tours.

Mille Lacs Indian Museum: A museum featuring a fine collection of Ojibwe artifacts is used to explain the customs and beliefs of these woodland Indians. Featured are life-sized dioramas of traditional seasonal activities. On U.S. Highway 169 on southwest shore of Lake Mille Lacs near Onamia. The museum shop and trading post feature local Ojibwe hand-crafted items. Hours: April 16 through Labor Day: Mondays through Saturdays, 10 a.m. to 6 p.m.; Sundays, noon to 6 p.m. Off-season: Thursdays through Saturdays, 10 a.m. to 5 p.m.; Sundays, noon to 5 p.m. Admission charge. Schedules subject to change. Contact: Star Route, Box 195, Onamia, MN 56359; (320) 532-3632 for individual and group tours.

Split Rock Lighthouse: Born 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 and lighthouse in a film and exhibits. Tours include the lighthouse and a restored keeper's house. Hours: May 15 through October 15: daily, 9 a.m. to 5 p.m. October 16 through May 14 (visitor center only): Friday's through Sundays, noon to 4 p.m. Closed Thanksgiving weekend, the month of December and Easter Sunday. Open at other times for groups with reservations. Admission charge. Schedules subject to change. On U.S. Hwy. 61, 18 miles northeast of Two Harbors. Contact: Split Rock Lighthouse and History Center, 2010 Highway 61 East, Two Harbors, MN 56616; (218) 226-4372 for individual and group tours.

Historic Sites: Southern Minnesota

Birch Coulee Battlefield: On the self-guided trails at Birch Coulee Battlefield, imagine what it was like on the night of Sept. 1, 1862, when U.S. volunteer soldiers and civilians unwittingly set themselves up for attack by Dakota Indians fighting to regain their homelands. Learn more about the U.S.-Dakota War of 1862 at the Lower Sioux Agency and Fort Ridgely. Hours: May through October: dawn until dusk. Located three miles north of Morton at the junction of Renville Co. Hwys. 2 and 18, off of U.S. Hwy. 71. Contact: c/o Lower Sioux Agency, 32469 Co. Hwy. 2, Morton, MN 56270; (507) 697-6321.

Fort Ridgely: 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 U.S.-Dakota Conflict. Off State Highway 4, seven miles south of Fairfax. Hours: May through Labor Day: Tuesdays through Saturdays and Monday Holidays, 10 a.m. to 5 p.m.; Sundays, noon to 5 p.m. Park sticker required. Schedules subject to change. Contact: Fort Ridgely Historic Site, Route 1, Box 65A, Fairfax, MN 55332, (507) 426-7888 or (507) 697-6321 for individual and group tours.

Harkin Store: Operated by the Nicollet 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 trade butter and eggs for flour and sugar, pick up mail at the tiny post office, or obtain a favorite patent medicine. Restored and refurnished, the store offers that experience to visitors again today. On Nicollet County Hwy. 21, eight miles northwest of

New Ulm. Hours: May and September: Saturdays and Sundays, 10 a.m. to 5 p.m. June through August: Tuesdays through Sundays, 10 a.m. to 5 p.m. First two weekends in October: Fridays through Sundays, 10 a.m. to 5 p.m. Open Monday holidays May through September and Independence Day. Admission free. Contact: Box 112, New Ulm, MN 56073; (507) 354-2016.

Historic Forestville: Costumed guides and a living history program acquaint visitors with life as it was lived in the farm village of Forestville in 1890s. The authentically furnished store, post office, residence, and portions of the farm are a part of the costumed guided tour. Hours: Memorial Day weekend through Labor Day: Tuesdays through Fridays, 10 a.m. to 5 p.m. Saturdays, 1 a.m. to 6 p.m.; Sundays, noon to 5 p.m.; Monday holidays, 10 a.m. to 5 p.m. Closed Mondays except holidays. September Through October: Saturdays, 10 a.m. to 5 p.m.; Sundays, noon to 5 p.m. Admission charged. Schedules subject to change. In Forestville State Park near Preston and Spring Valley. Contact: Historic Forestville, Forestville State Park, Preston, MN 55965; (507) 765-2785.

Jeffers Petroglyphs: Set in the 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. Three miles east of U.S. Hwy. 71 on Cottonwood Co. Rd. 10, one mile south on Co. Rd. 2. Hours: May and September: Fri. and Sat., 10-5:00 p.m.; Sun., noon to 5:00 p.m. Memorial Day thru Labor Day: Mon. thru Sat., 10-6:00 p.m.; Sat., 10-8:00 p.m.; Sun., noon to 8:00 p.m. Call ahead for other days and times. Admission charge. Schedules subject to change. Contact: R.R. 1, Box 141, Comfrey, MN 56019; (507) 628-5591 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. At the intersection of Chippewa Co. Hwy. 13 and Co. Rd. 32, off U.S. Hwy. 59, eight miles northwest of Montevideo. Hours: Last Sunday in April through Labor day: daily, 8 a.m. to 8 p.m. Admission free. Contact: P.O. Box 303, Montevideo, MN 56265.

Lower Sioux Agency: The Lower Sioux Agency offers exhibits, gardens, a restored stone warehouse and trails to help tell the stories of the Dakota people before, during and after the era of government agency control. The agency was the site of the first organized attack of the U.S.-Dakota conflict. Three miles of trails show where buildings and settlements stood and descend into the Minnesota River valley to the agency ferry crossing. Period gardens depict both Indian and European-influenced crop-raising styles. Hours: May through Labor Day: Mondays through Saturdays, 10 a.m. to 5 p.m.; Sundays, noon to 5 p.m.; Tuesday after Labor Day through October: daily 1 to 5 p.m.; December through February: Saturdays and Sundays, 1 to 5 p.m.; other times by appointment. Admission charge. Schedules subject to change. Contact: 32469 Co. Hwy. 2, 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 doctor, this small Gothic-style house was built in 1859 by William Worrall 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. Hours: May 15 through Memorial Day: Weekends and holidays, 1 to 4:30 p.m. After Memorial Day through Labor Day: Tuesdays through Saturdays, 10 a.m. to 4:40 p.m.; Sundays and holidays, 1 to 4:30 p.m. After Labor Day through Oct. 15: weekends, 1 to 4:30 p.m. Group tours. Admission charge. Contact: 118 N. Main St., Le Sueur, MN 56058, (507) 665-3250 or (507) 665-6965.

Minnesota County Historical Societies,

Chapters, and Local Organizations (NOTE: call to verify hours)

Aitkin County

Aitkin County Historical Society, 218/927-3348
Mailing: P.O. Box 215, Aitkin, MN 56431; Administrator: Mary Rea
Museum: 20 Pacific Street S.W.; Email: achs@mlcmmn.net
Hours: 10 to 4:30 p.m. Wed., Fri., & Sat. & by Appointment

Anoka County

Anoka County Historical Society, 612/421-0600
1900-3rd Avenue South, Anoka, MN 55303
Co-Directors: Jean Smith & Vickey Wendel
Hours: 12:30 - 4 p.m. Tuesday thru Friday & by Appointment

• Local Historical Organizations:

Coon Rapids Historical Society
11155 Robinson Dr. NW, Coon Rapids, MN 55433
Chairman: Owen Hyland, 763/784-4920
Liaison: Gaylord Aldinger, 763/755-2880

Fridley Historical Society, 763/571-0120
611 Mississippi St. N.E.
Mailing: 5273 NE Horizon Drive, Fridley, MN 55432

St. Francis Historical Society, 763/753-1224
c/o Dennis Bentilla
Mailing: 22731 Rum River Blvd. N.W., St. Francis, MN 55070

• Genealogical Society:

Anoka County Genealogical Society, 763/421-0600
1900-3rd Avenue South, Anoka, MN 55303

Becker County

Becker County Historical Society, 218/847-2938
915 Lake Avenue, Detroit Lakes, MN 56501
Director: Sheryle Rude; Email: bolerud@tekstar.com
Hours: 10 - 5 p.m. Monday thru Saturday; 2 - 5 p.m. Sunday

• County Society Chapter:

Lake Park Area Historical Society, 218/238-5896
RR1 Box 124A, Lake Park, MN 56544-9731; Director: Russell Larson

• Genealogical Society:

Heart-O-Lakes Genealogical Society
c/o Edna Ketter, P.O. Box 622, Detroit Lakes, MN 56502-0622

Beltrami County

Beltrami County Historical Society, 218/751-7824
Mailing: Box 683, County Fairgrounds T.H. #71, Bemidji, MN 56601
Director: Wanda Hoyum; Hours: 9 - 2 p.m. Daily, Monday thru Thursday

• County Society Chapter:

Saum School Museum
Saum, MN 56674, Liaison: Arnold Wolden, 218/647-8673
Hours: Open by appointment, for information call County Society

Benton County

Benton County Historical Society
Mailing: 115 North 2nd Ave., Sauk Rapids, MN 56379
218-1st Street North; 320/251-1103 (Connie); President: Harold Legatt
Hours: 9:30 - 6 p.m. Mon., Tues., & Thurs.; Wed. eve. & wknds by appmt

Big Stone County

Big Stone County Historical Society, 320/839-3359
Route 2, Box 31, Ortonville, MN 56278
Director: Stan Rensberger, Hours: Tues. thru Fri. 11 - 4 p.m.

Blue Earth County

Blue Earth County Historical Society, 507/345-5566
415 Cherry Street, Mankato, MN 56001-3741
Exec. Director: James Lundgren
Hours: Office 9-5 p.m. Mon. thru Fri; Museum: 10-4 p.m. Tuesday
Hubbard House, 507/345-4154
606 South Broad Street, Mankato, MN 56001

Hours: Sat. & Sun., 1-4 p.m.

• County Society Chapter:

Lake Crystal Historical Society, 507/726-2687
132 North Grove, Lake Crystal, MN 56055; Secretary: Mrs. John Norman

• Local Historical Organization:

Madison Lake Area Historical Society
525 Main Street, Madison Lake, MN 56063

• Genealogical Society:

Traverse-Des-Sioux Genealogical Society, 507/387-2290
c/o Janet Larson, 815 Nicollet Avenue, North Mankato, MN 56001

Brown County

Brown County Historical Society
2 North Broadway, New Ulm, MN 56073
507/233-2616, Director: Bob Burgess; Hours: 1-5 p.m., Mon. thru Sat.

• Local Historical Society

Comfrey Area Historical Society
P.O. Box 218, Comfrey, MN 56019

• County Society Chapter:

Sleepy Eye Area Historical Society
100 Oak Street & 1st Ave. N.W., Sleepy Eye, MN 56085
Director: Sally Timm; Hours: 2 - 5 p.m. Tues.-Sat.; May 1 thru Dec. 15

Springfield Area Historical Society, (507) 723-6272
President: J. Brian O'Leary, Box 76, 102 No. Marshall, Springfield, MN

Wanda Gag House Association
Box 432, New Ulm, MN 56073
President: Sheldon Rieke; Contact: Hobart Anderson, (507) 354-5664

Carlton County

Carlton County Historical Society, 218/879-1938
History and Heritage Center, 406 Cloquet Avenue, Cloquet, MN 55720
Director: Marlene Wisuri; Email: cchs@cprinernet.com
Hours: 9 - 4 p.m. Mon. thru Fri.

• Local Historical Organizations:

Esko Historical Society
c/o Ray Mattinen, 5 Elizabeth Avenue, Esko, MN 55733
Hours: 2 - 5 p.m. Sat.; 1 - 6 p.m. Sun., June - August

Moose Lake Historical Society
300 Arrowhead Lane, P.O. Box 235, Moose Lake, MN 55767-0235
Director: Lois Johnson, 218/485-8870; Hours: Open summers 10 - 4 p.m.
Monday thru Friday; 1 - 4 p.m. weekends, or by appointment

• Genealogical Society:

Genealogical Society of Carlton County
P.O. Box 204, Cloquet, MN 55720

Carver County

Carver County Historical Society, 952/442-4234
555 W. 1st Street, Waconia, MN 55387
Director: Leanne Brown; Email: historical@co.carver.mn.us
Hours: Tues. 10-8 p.m.; Wed.-Fri. 10-4:30 p.m.; Sat. 10-4:30 p.m.

• Local Historical Organizations:

Carver-on-the-Minnesota, Inc., 952/448-2860
Broadway and Main (museum), Carver, MN 55315
Hours: Open by appointment

Chaska Historical Society
City Hall, Chaska, MN 55318; Liaison: Tracy Swanson, 952/448-4458

Watertown Area Historical Society
P.O. Box 836, 309 Lewis Avenue South, Watertown, MN 55388
President: Earline King, 952/955-2586

Cass County

Cass County Historical Society, 218/547-3300 Ext. 251
P.O. Box 505, Walker, MN 56484
Director: Renee Geving, 218/547-1257
Hours: 10 - 5 p.m. Monday thru Saturday; Research by appointment.

Chippewa County**Chippewa County Historical Society**

Mail: P.O. Box 303, Montevideo, MN 56265
 Exec. Director: June Lynne 320/269-7636
 Museum: Jct. 7 & 59, Montevideo, MN 56265
 Web Url: www.prairiewaters.com; Email: cchs.june@juno.com
 Hours: 9-5p.m. Mon-Fri; 1-5p.m. Sat & Sun Memorial Day - Labor Day

Olof Swensson Farm

1 - 5 p.m. Sunday during summer & by appointment - call County Society

• Local Historical Organization:

Arv Museum

Box 150, Milan MN 56262; Liaison: William Thompson
 Hours: 10 - 4:30 p.m. daily except Sunday; other hours by appointment

Chisago County**Chisago County Historical Society, 651/257-5310**

P.P. Box 146, 13100 Third Avenue North, Lindstrom, MN 55045-0146
 Executive Coordinator: Sherry Stirling, Email: stirling@tc.umn.edu
 Hours: 9 to 4:00 p.m. Mon. - Wed.; 9-2:00 p.m. Fri.

• County Society Chapters:

Amador Heritage Center, 651/583-2883

Route 2 Box 39, North Branch, MN 55056
 Liaison: Lin Strong Hours: Sunday afternoons, June thru August

Center City Historical Society

Box 134, Center City, MN 55012; Liaison: Robert Porter 651/257-5232

Lindstrom Historical Society

Mailing: 28360 Redwing Ave., Shafer, MN 55074
 Liaison: Dennis Gustafson 651/257-5855
 Hours: Karl Oskar House, Sunday afternoons, June thru August

North Chapter Chisago County Historical Society, 320/358-5855

51245 Fairfield Ave., Rush City, MN 55609; Liaison: Margaret Johnson

• Local Historical Organization

Taylor Falls Historical Society

505 Folsom Street, Taylor Falls, MN 55084
 Bill Scott 651/465-5535; Folsom House 651/465-3125; Hours: 1-4:30 pm daily, Memorial day thru October 15; Caretaker: Ed and Doris Juntilla

Clay County**Clay County Historical Society, 218/299-5520**

Box 501 (mailing); 202 First Avenue North, Moorhead, MN 56560
 Office Manager: Margaret Ristvedt, Email: mpeihll@juno.com
 Museum Hours: 9-5 Mon. - Sat., 9-9; Thur. and 12-5 Sunday.
 Archive & Office: 9-5 Mon. - Fri. & 9-9 Thurs

• County Society Chapters:

Barnesville Heritage Society (No Museum)

P.O. Box 126, Barnesville, MN 56514
 Chairperson: Pearl Quinnild, 218/354-2364

Glyndon Area Historical Society

Glyndon, MN 56547 (Museum not open)

Ulen Historical Museum

Ulen, MN 56585
 Hours: 1 - 5 p.m. Friday & Saturday, May 15 thru September 1 & by appt.

Clearwater County**Clearwater County Historical Society, 218/785-2000**

P.O. Box 241, Bagley, MN 56621; Museum: T.H. #2, Shevlin, MN
 Director: Tamara Anderson-Edevold
 Hours: Tues.-Sat. 10-4 p.m. Closed month of January.

Cook County**Cook County Historical Society**

Lightkeepers House (museum)
 JBox 1293, 4 Broadway, Grand Marais, MN 55604
 Director: Pat Zankman 218/387-9131; Email: cchistsoc@boreal.org
 Hours: 10-5 Mon. thru Sat.; Noon-5 Sunday; May 25 - October 25

Johnson Heritage Post, 218/387-2314

Director: Suellen Kruse; 115 West Wisconsin, Grand Marais, MN 55604

• Local Historical Organization

North Shore Commercial Fishing Museum - Tofte Historical Society

P.O. Box 2312, Tofte, MN 55615-2312; 218/663-7804
 Liaison: Mary Alice Hansen; Web Url: www.boreal.org/nshistory

Schroeder Area Historical Society

9248 W. Highway 61, Schroeder, Mn 55613-0337
 218/663-7264; President: Sandra N. Bennett

Cottonwood County**Cottonwood County Historical Society, 507/831-1134**

812-4th Avenue, Windom, MN 56101
 Director: Linda Fransen; Hours: 8-4 p.m. Mon. thru Fri.

• Local Historical Organization:

Heritage House, Inc.

c/o Henry Kliewer, President; 507/427-3456
 201 South 10th Street, Mountain Lake, MN 56159

Westbrook Heritage House Museum Inc.

Route #1, Box 121, Westbrook, MN 56183
 Liaison: Joan Bakker; 507/274-6373

Crow Wing County**Crow Wing County Historical Society, 218/829-3268**

P.O. Box 722 (mailing); 320 Laurel Str. (museum), Brainerd, MN 56401
 Exec. Dir. Mary Lou Moudry; Email: cwchistsoc@brainerdonline.com
 Hours: 1 - 5 p.m. & by appointment; Monday thru Friday, September thru May; 9 - 5 p.m. Monday thru Friday, & 10-2 Sat., May thru September.

• Local Historical Organizations:

Crosslake Area Historical Society, 218/692-1416

P.O. Box 369, Crosslake, MN 56442; Liaison: Lorraine Gaulke
 Hours: Friday and Saturday 1-4, Memorial Day thru Labor Day

Cuyuna Heritage Preservation Society, 218/545-1166

Box 68, 101-1st Street N.E., Ironton, MN 56445
 President: Clem LaVictire
 Web Url: www.cuyunaheritage.org Email: cchps@emily.net

Cuyuna Range Historical Society, 218/546-6178

Box 128, 101 - 1st St. NE, Crosby, MN 56441
 President: Elsie Mooers; Hours: 10-4 Mon. thru Sat., June 12 thru Sept. 1

Nisswa Caboose Society

2151 County Road 29, Nisswa, MN 56468
 218/568-8789; President: Jerome C. Peltier
 Hours: 1-4 daily, Memorial Day thru Labor Day

• Genealogical Society:

Crow Wing County Genealogical Society

2103 Graydon Ave., Brainerd, MN 56401

Dakota County**Dakota County Historical Society, 651/451-6260**

130-3rd Avenue North, South St. Paul, MN 55075; Director: Mark Reidell
 Hours: 9 - 5 p.m. Tues., Wed., & Fri.; 9 - 8 p.m. Thurs.; 10 - 3 p.m. Sat. •

• Genealogical Society:

Dakota County Genealogical Society

P.O. Box 74, South St. Paul, MN 55075

• County Society Chapters:

Hastings Historical Society

Contact: Bertrand Goderstad, P.O. Box 511, Hastings, Mn. 55033

Mendota-West St. Paul Historical Society

1160 Dodd Road, Mendota Heights, MN 55118 (No Museum)

South St. Paul Historical Society

345-7th Ave. South, South St. Paul, MN 55075 (mailing) (No Museum)

West Side Historical Society

c/o Joe Hoover, President; 625 Stryker Avenue, St. Paul, MN 55107

• Local Historical Organizations:

Dakota City Heritage Village, Inc.

PO Box 73, Dakota County Fairgrounds, Farmington, MN 55024
 Coordinator: Jean E. Beckman, 651/460-8050
 Email: dakotac@frontiernet.net Web Url: www.co.dakota.mn.us/museum

Eagan Historical Society

Eagan City Hall, 3830 Pilot Knob Road, Eagan, MN 55122
 Contact: Liz Witt

Lakeville Area Historical Society

20195 Holyoke Ave., City Hall, Lakeville, MN. 55044
 Contact: Vern Jensen

Rosemount Area Historical Society

3130 145th Street West, Rosemount, MN 55068
 Contact: Maureen Geraghty Bouchard

Dodge County

Dodge County Historical Society, 507/635-5508
P.O. Box 433 (mailing); Mantorville, MN 55955
Hilltop Church & 1883 School Museum
Director: Idella Conwell, 507/635-5508
Hours: Noon to 5 p.m. Tues. thru Sat., Sun. 1 - 5 p.m. May 1 thru Oct. 15

Mantorville Restoration Association
P.O. Box 157, Mantorville, MN 55955
Hours: 11:30 - 5 p.m. Tuesday thru Sunday, May thru October

St. Olaf Heritage Association
c/o Earl Himle, President; 507/477-2317
Hayfield, MN 55940; Hours: Open by appointment

West Concord Historical Society
600 West First Street, P.O. Box 58, West Concord, MN 55985-0058
President: Brian McCool; 507/527-2628
Hours: 2-4 first Sunday, April - Dec.; Office open 9-1 M-F

• Genealogical Society

Dodge County Genealogical Society
P.O. Box 683, Dodge Center, MN 55927

Douglas County

Douglas County Historical Society
1219 South Nokomis, Alexandria, MN 56308
Director: Barbara Grover; 320/762-0382; Fax: 320/762-9062
Email: historic@rea-alp.com Web Url: www.rea-alp.com/~historic
Hours: 8-5 p.m. Monday thru Friday & by appointment

• Local Historical Organizations

The Evansville Historical Foundation
P.O. Box 337, Evansville, MN 56326; Phone: 218/948-2010

Osakis Heritage Center
Todd Cty. Hwy. 46E, P.O. Box 327, Osakis, MN 56360
President: Jerry Leone, 320/859-3777

• Genealogical Society:

Douglas County Genealogical Society
c/o Ginny Swartz; Box 505, Alexandria, MN 56308

Fairbault County

Fairbault County Historical Society
405 E. Sixth Street, Blue Earth, MN 56013; Phone: 507/526-5421
Hours: 2 - 5 p.m. Tuesday thru Saturday, and by appointment

• Local Historical Organizations:

Bricelyn Area Historical Society
309 No. Main Street, Bricelyn, MN 56014; Phone: 507/653-4644
Co-chair: Janet Peterson

Elmore Area Historical Society
L108 So. Henry Street, Elmore, MN 56027
Chairperson: Kathy Gill; 507/943-3855

Minnesota Lake Area Historical Society
Kremer House (mailing) Box 225, Minnesota Lake, MN 56068
507/462-3420; Hours: Mon. 12:30 - 4:30 p.m.; Tues. & Wed. 8 - 4:30 p.m. and by appointment

Winnebago Area Historical Society, 507/893-4660
Public Library, 36 North Main Street, Box 218 (mailing)
18 1st Street N.E. (museum), Winnebago, MN 56098
Director: Marion Muir, 507/893-4660
Hours: 1-5 p.m. Mon., Wed., Thurs., Fri.; 9-12 p.m. Tues.; 1-4 p.m. Sun.

Fillmore County

Fillmore County Historical Society
Route 1, Box 81-D, Fountain, MN 55935; Phone: 507/268-4449
Director: Jerry Henke; Hours: Nov. thru Apr. 9 - 4:30 p.m. Mon. thru Fri.; May thru mid Oct. 9-4:30 p.m. Mon. thru Fri. 10-4 p.m. Sat 12-4 p.m. Sun

• County Society Chapters:

Chatfield Historical Society
President: Nancy McMahan
R.R. 1, Chatfield, MN 55923; Hours: By appointment only

Lanesboro Historical Society
105 Parkway South, P.O. Box 354, Lanesboro, MN 55949
Liaison: Dallas Garnatz, 507/467-3439
Hours: 1 - 6 p.m. Weekends June thru August & by appointment

• Local Historical Organizations:

1877 Peterson Station Museum, 507/875-2247
228 Mill St., P.O. Box 0233 (mailing), Peterson, MN 55962-0233

Liaison: John Erickson, 507/895-2551
Hours: 2 - 4 p.m. Sundays, Memorial Day thru Labor Day

Hesper-Mabel Area Historical Society, 507/493-5018
P.O. Box 56, Mable, MN 55954; Liaison: Jean Ingvalson

Preston Historical Society (No museum)
c/o Richard Nelson; Houston and Preston Streets, Preston, MN 55965

Rushford Area Historical Organization, 507/864-7223
c/o Alton Morken, President, 403 East North Street, Rushford, MN 55971

Spring Valley Community Historical Society Inc., 507/346-2763
909 South Broadway (mailing); 112 South Washington Avenue (museum), Spring Valley, MN 55975; Director: Rosalie Kruegel
Hours: 2 - 4 p.m. Sunday, Memorial Day thru Labor Day (Pioneer Home Museum) 2 - 4 p.m. Tuesday thru Sunday

Wykoff Area Historical Society
Donald Eickhoff; Wykoff, Minnesota 55994; Phone: 507/352-5681

Freeborn County

Freeborn County Historical Society, 507/373-8003
1031 Bridge Avenue (Museum, Library, Pioneer Village)
Albert Lea, MN 56007; Director: Bev Jackson
Hours: 11 - 5 p.m. Tuesday thru Friday; 1 - 5 p.m. Weekends; May thru Sept. Tues. thru Fri., Oct. thru April. (Museum & Library)

• Local Historical Organizations:

Alden Community Historical Society
Box 323 (mailing); Alden, MN 56009 (museum)
Liaison: Dr. Schmidt, 507/874-3462; Hours: 1 - 4 p.m. Wed., Fri. & Sun.

Clarks Grove Area Heritage Society
C/o Kathy Jensen, P.O. Box 188, Clarks Grove, MN 56016

Hollandale Area Historical Society, 507/889-4491
c/o Al & Doris Reynen, Box 184, Hollandale, MN 56045

Myrtle Museum
Myrtle, MN; Contact: Arlene Cherney, 507/448-3620

• Genealogical Society:

Freeborn County Genealogical Society, 507/373-9269
c/o Jean Legried, Secretary, 1033 Bridge Ave., Albert Lea, MN 56007

Goodhue County

Goodhue County Historical Society
1166 Oak Street, Red Wing, MN 55066
Director: Char Henn; 651/388-6024; Fax: 651/388-3577
Web Url: www.goodhistory.org Email: mail@goodhistory.org
Hours: 10 - 5 p.m. Tues.-Saturday, Sun. 1 - 5. Closed Mondays

• County Society Chapter:

Kenyon Area Historical Society, 507/789-5365
Gunderson House, Kenyon, MN 55946; Liaison: Donna Ronning
Hours: Tours 2 - 5 p.m., 3rd weekend of the month, May thru October & by appointment

• Local Historical Organizations:

Cannon Falls Area Historical Society
P.O. Box 111, Cannon Falls, MN 55009; Director: Heide Helgren
507/263-4080 or 507/263-4503; Hours: 1-5 Friday

Friends of the Florence Town Hall
29040 Van Blaricum Avenue, Old Florence, MN 55026
President: Alverna Miller; 651/345-2669

Goodhue Area Historical Society
P.O. Box 141, Goodhue, MN 55027
President: Alvin R. Dicke; Web Url: www.ci.goodhue.mn.us/gahs/

Pine Island Area Historical Society, 507/356-4056
P.O. Box 165, Pine Island, MN 55963
President: Cheryl Finnegan; Email: cfinnegan@aol.com

65-50 Club

152 Est 4th Street, Zumbrota, MN 55992
President: George Fogelson; 507/732-5650

Vasa Lutheran Church Museum
P.O. 6582, 296th Street, Cannon Falls, MN 55009 (mailing)
Vasa, MN 55066 (museum); 507/263-3360
President: Everett Lindquist, Hours: Open by appointment only

Wanamingo Historical Society, 507/824-2722
Wanamingo, MN 55983; President: Maynard Romness;
Liaison: Conley Engstrom; Hours: Open by appointment and afternoons Saturday and Sunday during summer months

Zumbrota Area Historical Society, 507/732-5013
55 East Third Street, Zumbrota, MN 55992; President: Kevin Kish,

Grant County**Grant County Historical Society**

Box 1002, Elbow Lake, MN 56531; Phone: 218/685-4864
 Curator: Patricia Benson; Email: gcmnhis@runestone.net
 Hours: 10 - Noon & 1 - 4 Mon. thru Sat.; & by appointment

Hennepin County**Hennepin History Museum, 612/870-1329**

Hennepin County Historical Society
 2303-3rd Avenue South, Minneapolis, MN 55404
 Web Url: www.mtn.org/lhmmuseum/ Email: lhmmuseum@mtm.org
 Admin. Asst.: Deborah Shepherd; Fax: 612/870-1320
 Hours: 10-2 p.m. Tues., 1-5 p.m. Wed. thru Sat.

• Local Historical Organizations:

Bloomington Historical Society

10200 Penn Ave. South, Mail: 2525 W. Old Shakopee Road
 Bloomington, MN 55431; Phone: 952/948-8881
 Liaison: Vonda Vettrus; Curator: Lollie Ditebrenner, 952/881-6371
 Hours: 1:30-4 p.m. Sunday & by appt.

Brooklyn Center Historical Society

P.O. BOX 29345, Brooklyn Center, MN 55429-0345
 Liaison: Jane Hallberg, 952/533-8467

Champlin Historical Society (No museum)

P.O. Box 355, Champlin, MN 55316; President: Julia Whalen

Dayton Area Historical Society

12260 So. Diamond Lake Road, Dayton City Hall, Dayton, MN 55327
 Contact: Rita Nierenhausen; 763/559-3004

Eden Prairie Historical Society

c/o Eden Prairie City Hall, 8950 Eden Prairie Road,
 Eden Prairie, MN 55344; Liaison: George Bentley, 952/944-2486

Edina Historical Society, 612/920-8952

4711 West 70th Street, Edina, MN 55424; Administrator: Marian Hansen;
 Hours: Thursday 9 - 12 Noon, Saturday 10-12 Noon.

Excelsior-Lake Minnetonka Historical Society, 952/474-8956

P.O. Box 305, Excelsior, MN 55331; Liaison: Betty Peck
 Office Hours: 9 - Noon Wed. & by appointment.
 Museum Hours: Sat. 10 - 2:00 p.m. June thru October

Golden Valley Historical Society

7800 Golden Valley Road, Golden Valley, MN 55427
 Liaison: Judy Mustard, 612/544-4547

Hopkins Historical Society

1010-1st Street South (mailing), 33-14th Street North
 Hopkins Community Center, Hopkins, MN 55343
 Liaison: Dean Empanger, 952/938-8304; Hours: 2 - 5 p.m. Sun.

Maple Grove Historical Preservation Society

P.O. Box 1194, Maple Grove, MN 55311
 President: James Dlane; 763/420-5745

Minnetonka Historical Society

Burwell House, 13209 McGinty Road East, Minnetonka, MN 55343
 952/933-1611 or 952/476-4042; Email: mhs@minnetonka-history.org
 Web Url: www.minnetonka-history.org
 Hours: Burwell House by appointment

New Hope Preservation Committee, 763/537-5871

New Hope City Hall, New Hope, MN 55428; Chairperson: Milt Honsey,

North Hennepin Historical Society

c/o Henry Klersy, 8905 County Road 19, Corcoran, MN 55357

North Mississippi Historical Society, 763/536-0475

5113 50th Ave. No., Minneapolis, MN 55429; Director: Todd J. Hein

Plymouth Historical Society, 763/559-9201

3400 Plymouth Boulevard, Plymouth, MN 55447 (mailing)
 Old Town Hall (museum), 3605 Fernbrook Lane, Plymouth, MN 55447

Richfield Historical Society, 612/869-2049

P.O. Box 23304 (mailing), 6900 Lyndale Avenue South (museum)
 Richfield, MN 55423; Curator: Richard Lindquist; 612/869-4761
 Bartholomew House Hours: 2 - 5 p.m. Sun, May thru Labor Day

Robbinsdale Historical Society

4915 42nd Avenue North, President: Gloria Krzystofiak
 4221 Lake Road, Robbinsdale, MN 55422; Hours: 10-4 p.m. Fridays

St. Louis Park Historical Society

6210 West 37th Street, Jovig Park, Mailing: 3700 Monterey Drive
 St. Louis Park, MN 55426; Contact: Bill Houston; 952/929-9182
 Hours: currently closed for restoration

Wayzata Historical Society

402 East Lake Street, at the Depot, Wayzata, MN 55391

Western Hennepin County Pioneers Association, 952/473-6557

Box 332 (mailing); 1953 West Wayzata Boulevard (museum)

Long Lake, MN 55356; Curator: Rena Stubbs;
 Hours: 9 - 12 Thur. Archives only. Tours: June - August 2-5 p.m. Sat & Sun; Winter-Sundays 2-5 p.m. Independence Town Hall Museum,
 County Road 90 and T.H. #12; Sundays 2 - 4 p.m.

Westonka Historical Society

3740 Enchanted Lane, Mound, MN 55364

Houston County**Houston County Historical Society**

104 History Lane; Caledonia, MN 55921; President: Shirley Johnson
 507/724-3884, 507/896-2291
 Museum located on the Fairgrounds. Hours: 10 - 4, Mon., Tues., Wed.;
 1- 4 Sat. & Sun. (summer only)

• County Society Chapter:

Eitzen Store Museum

Eitzen, MN 55931; Liaison: Beverly & Berdell Meiner; 507/495-3193
 Hours: 1:30 - 4 p.m. Sunday & by appointment

Church of Holy Comforter

Brownsville, MN; Hours: Open by appointment

• Local Historical Organization

LeCrescent Area Historical Society

171 Skunk Hollow Road, LeCrescent, MN 55947
 Treasurer: Ingrid Fowler

Hubbard County**Hubbard County Historical Society, 218/732-5237**

Box 327 (mailing); Old County Courthouse (museum)
 Park Rapids, MN 56470; Curator: Johanna Verbrugghen
 Hours: 11 - 5 p.m. Tues. thru Sun., May thru September

• Local Historical Organization:

Paul Bunyan Historical Society

Rt. 2 Box 131, Akeley, MN 56433

Isanti County**Isanti County Historical Society**

1400 Highway 293, Box 525, Cambridge, MN 55008 (mailing)
 Director: Valerie Arrowsmith; 763/689-4229 (Resource Center)
 Hours: Tues. 9 - 4:30 p.m. West Riverside School Museum Pioneer Cabin,
 2 miles Northwest of Cambridge. School sessions in June.
 Open other times by appointment.

Itasca County**Itasca County Historical Society**

P.O. Box 664 (mailing)
 Itasca Heritage Center, 10 - 5th St. N.W., Grand Rapids, MN 55744
 Director: Lilah Crowe; 218/326-6431; Email: ichs@paulbunyan.net
 Hours: 9:30 - 5:00 Mon. thru Sat.

• Local Historical Organization:

Wawina Area Historical Society, 218/488-6588

c/o Betty Karkiainen, P.O. Box 102, Wawina, MN 55794

• Genealogical Society:

Itasca County Genealogical Society

P.O. Box 261, Bovey, MN 55709; Public Library in Village Hall

Jackson County**Jackson County Historical Society, 507/662-5505**

Box 238 (mailing), 307 North Highway 86 (museum)
 Lakefield, MN 56150; Museum Manager: Judy Nelson
 Hours: 10 - 4 p.m. Monday thru Friday, May thru August; Tuesday and
 Thursday. 10 - 4 p.m. October thru April. Closed weekends.

• Historic Site:

Jackson County Courthouse Museum

Jackson, MN 56143; Phone: 507/847-2763
 Hours: 8:30 - 4:30 p.m. Mon. thru Fri. (Operated by the Courthouse)

• Genealogical Society:

Jackson/Cottonwood Genealogical Group

Box 238 (mailing), Lakefield, MN 56150; Phone: 507/662-5505

Kanabec County**Kanabec History Center**

P.O. Box 113 (mailing); West Forest Ave. (museum), Mora, MN 55051

320/679-1665; Director: Pat Hobot
Hours: 10 - 4:30 p.m. Mon. thru Sat., 12:30 - 4:30 p.m. Sun. & Holidays

Kandiyohi County

Kandiyohi County Historical Society, 320/235-1881¹
610 N.E. Highway 71, Willmar, MN 56201;
Director: Mona Nelson-Balcer; Museum: 9 - 5 p.m. Mon. thru Fri.;
2 - 5 p.m. Sun.; May 31 thru Sept. 1 - 5 p.m. Weekends
Web Url: <http://freepages.genealogy.rootsweb.com/IKCHS/123/>

- Local Historical Organization:

Monongalia Historical Society, 320/354-2990
New London, MN 56273; Hours: 1-5 p.m. Tues. thru Fri.; 10-5 p.m. Sat.

- County Society Chapter:

Atwater History Area Society
108 North 3rd Street, Atwater, MN 56209; Phone: 320/974-8284

- Genealogical Society:

Heritage Searchers of Kandiyohi County
P.O. Box 175, Willmar, MN 56201-0175

Kittson County

Kittson County Historical Society, 218/754-4100
P.O. Box 100, Lake Bronson, MN 56734; Director: Cindy Adams
Email: history@means.net Summer Hours: 9 - 5 p.m. M-F; 1 - 5 p.m. Sat.
& Sun. Winter Hours: 9 - 5 p.m. M-F

Koochiching County

Koochiching County Historical Society, 218/283-4316
214 6th Ave., Smokey Bear Park, International Falls, MN 56649
Director: Edgar Oerichbauer; Hours: 9 - 5 p.m. Mon. thru Fri.; 9 - 5 p.m.
Sat. & Sun., Memorial Day thru mid-Oct. Office Hours: 9 - 5 p.m.
Mon.-Fri., mid-Oct. thru Memorial Day

- Genealogical Society:

Rainy River Valley Genealogical Society
Box 1032, International Falls, MN 56649

Lac Qui Parle County

Lac Qui Parle County Historical Society
P.O. Box 124, South T.H. #75 (museum), Madison, MN 56256
320/598-7678; Curator: Lorraine Connor

Lake County

Lake County Historical Society & Railroad Museum, 218/834-4898
Depot Museum, Lighthouse, 3M-Dwan Museum & the Edna G.; P.O. Box
313, Two Harbors, MN 55616; Administrator: Rachelle King Maloney;
Hours: 9 - 5 p.m. Mon. thru Sat.; 11-3 p.m. Sun., May thru October & by
appointment

- Local Historical Organizations:

Bay Area Historical Society, 218/226-4870
P.O. Box 33, Outer Drive, Silver Bay, MN 55614; Liaison: Ed Macki Jr.
Hours: Tues. thru Sat. 10 - 4 p.m. Memorial Day to Labor Day
Finland Historical Society
Attention: Suzan From, P.O. Box 583, Finland, MN 55603, 218/353-7393

Lake of the Woods County

Lake of the Woods County Historical Society, 218/634-1200
P.O. Box 808, 119 8th Avenue S.E. (museum), Baudette, MN 56623
Curator: Marlys Hirst, 218/634-2075
Hours: 10 - 4 p.m. Tues. thru Sat., May thru September

Le Sueur County

Le Sueur County Historical Society
Box 240, Elysian, MN 56021; Director: Shirley Zimprich
Email: www.lchs.mus.mn.us; Hours: 10 - 4:30 p.m. Mon. thru Sat.,
Memorial Day thru Labor Day; 10 - 4:30 p.m. Wed. thru Fri. winter

- County Society Chapters:

Cleveland Historical Center
303 Broadway, Cleveland, MN 56017
Contact: Art Poll: 507/931-2054 (h), 507-931-1510 (w)
Hours: Fri - Sun, 1:30-4:30 p.m., May, Thru Sept;
Geldner Sawmill: sawing Demonstrations 2nd Sun. every month
City of Le Sueur Historical Society, 507/665-2087
709 North 2nd Street, Le Sueur, MN 56058; Director: Ann Burns
Hours: 1 - 4:30 p.m. Memorial Day thru Labor Day and by appointment

Ottawa Chapter

Ottawa Church Historical Society, 507/665-3250
R.R. 1, Box 102 (mailing), Le Sueur, MN 56058
Hours: 1:30 - 4:30 p.m. Sun. & Holidays, Memorial Day thru Mid-Sept.

- Genealogy Center:

Elysian, MN; Call County Society for hours

- Local Historical Organizations:

Mayo House Interpretive Society

Mayoview History Center & Gift Shop
112 North Main Street, Le Sueur, MN 56058
Executive Director: Dorothy Von Lehe; 507/665-3250
Hours: 10 - 4:30 p.m. Mon. - Sat.; 1 - 4:30 p.m. Sun., Memorial Day thru
Labor Day; 1 - 4:30 p.m. weekends in May, Sept., & Oct.

Lincoln County

Lincoln County Historical Society, 507/275-3537
610 West Elm (museum), Director: Pearl Johnson
406 Brooks Street (mailing), Hendricks, MN 56136
Hours: 2 - 5 p.m. Wed., Fri., Sun.; 7 - 8 p.m. on Wed. and Fri.

- Local Historical Organization:

Lake Benton Historical Society
115 ½ South Center Street, P.O. Box 218, Lake Benton, MN 56149-0218
President: Marlin D. Thompson; 507/368-9318

Lyon County

Lyon County Historical Society, 507/537-6580
114 North Third Street, Marshall, MN 56258
Director: Ellayne Velde-Conyers; Hours: 10 - 4 p.m. Mon. thru Fri.

- County Society Chapter:

St. Mark's Episcopal Church Museum
101 North Street (mailing), Tracy, MN 56175
North 2nd Street (museum), Director: Mary Lou Ludeman

- Local Historical Organization:

Cottonwood Area Historical Society
c/o Gregory Isaackson, P.O. Box 106, Cottonwood, Minnesota 56229
Society for the Preservation of Minnesota's Heritage
Minneota, MN 56264; Chairman: Ralph Larson; 507/872-6307
Wheels Across the Prairie Museum
T.H. #14, Tracy, MN 56175; Curator: Mary Lou Ludeman; 507/629-4374
Hours: 1 - 5 p.m. Memorial Day thru Labor Day and by appointment

- Genealogical Society

Prairieland Genealogical Society
Southwest Historical Center; Southwest State University;
Marshall, MN 56258; 507/537-7373

Mahnomen County

Mahnomen County Historical Society, 218/935-5490
P.O. Box 123, Mahnomen, MN 56557; Contact: Albertha Bendickson;
Museum: Located in Courthouse; Hours: 9 - 4 p.m. Mon., Wed., & Fri.

Marshall County

Marshall County Historical Society
Historical Visitor Center, P.O. Box 103, Warren, MN 56762
218/745-4803; Director: Ethel Thorlacius
Hours: 9 - 5 p.m. Mon. thru Fri., May thru September

- Local Historical Societies:

Argyle Historical Society
Argyle, MN 56713; 218/437-8344; Hours: Sunday afternoons

Old Home Town Museum
P.O. Box 593 - 608 5th Street, Stephen, MN 56757
Director: Albert Smidt; 218/478-2456 or 478-2420

Rosebank Historical Association
c/o Linda Johnson, Rt. 1, Box 258, Newfolden, MN 56738; 218/523-3045

Martin County

Martin County Historical Society, 507/235-5178
304 East Blue Earth Avenue, Fairmont, MN 56031; Curator: Helen Simon
Hours: 1:30 - 4:30 p.m. Tues. thru Sat.; Monday evenings 6:30 - 8:30

- Genealogical Society:

Martin County Genealogical Society
c/o Martin County Library, 110 North Park Street, Fairmont, MN 56031

• Local Historical Societies:

Ceylon Area Historical Society, 507/632-4242
P.O. Box 276, Ceylon, MN 56121; Vice Pres.: Marlen E. Bents

Granada Historical Society, 507/447-2591
P.O. Box 115, Granada, MN 56039; Curator: Chris Hanning

Sherburn Historical Society, 507/764-5831
410 North Prairie, Sherburn, MN 56171; President: Ann Seifert

Trimont Area Historical Society
701 West Main, Trimont, MN 56176; 507/639-4781

Truman Historical Society, 507/776-3311
109 West Ciro, Truman, MN 56088-0353; Contact: Elaine Ritz

Welcome Historical Society
109 Hulseman, Welcome, Minnesota 56181; 507/728-8806

McLeod County

McLeod County Historical Society, 320/587-2109
380 North School Road, Hutchinson, MN 55350; Director: David Johnson
Hours: 10 - 4:30 p.m. Mon. thru Fri., 1 - 4 p.m. Sat. & Sun.

Meeker County

Meeker County Historical Society, 320/693-8911
308 Marshall Avenue North, Litchfield, MN 55355
Director: Dona Brown; Hours: 12 - 4 p.m. Tues. thru Sun.

• Genealogical Society:

Meeker County Genealogical Society
308 Marshall Avenue North, Litchfield, MN 55355

• Local Historical Organizations:

Dassel Area Historical Society
c/o President Carol Holje, Box 340, Darwin, MN 55325

Grove City Area Historical Society, 320/857-2461
P.O. Box 327, Grove City, MN 56243
Director: Dorothy Lindstrom; Email: lindstromd@willmar.com

Forest City Stockade
c/o Bob & Betty Hermann, Forest City, MN; 320/693-6782
66608 MN Hwy 24, Litchfield, MN 55355

Mille Lacs County

Mille Lacs County Historical Society, 612/389-1296
P.O. Box 42 (mailing); Depot Museum, 104 - 10th Avenue,
Princeton, MN 55371; Curator: Brian Mann (612/856-4345)
Hours: 11 - 4 p.m. Wed. - Sat.

• Local Historical Organizations:

Mille Lacs Lake Historical Society
P.O. Box 42 (mailing); Director: Jean Snyder; 320/676-3945 or
320/676-3263; Mille Lacs Lake Museum 4th & Main, Isle, MN 56342

Milaca Area Historical Society, 320/983-3677
145 Central Avenue South, Milaca, MN 56353
Email: Milaca@eclrlib.mn.us President: Karen Schlenker; 320/983-3586
Hours: call for information

Spencer Brook Historical Society
R.R. #3, Princeton, MN 55371

Morrison County

Morrison County Historical Society, 320/632-4007
P.O. Box 239 (mailing); South Lindbergh Drive (museum)
Little Falls, MN 56345; Director/Liaison: Jan Warner
Hours: 10 - 5 p.m. Tues. thru Sat.; Also May thru Oct., 1 - 5 p.m. Sun.

• Local Historical Organizations:

Royalton Historical Society, 320/584-5641
P.O. Box 196, Royalton, MN 56373; Hours: Open by appointment

Upsala Area Historical Society
Box 35, Upsala, MN 56384; President: Dan Hovland; 320/573-4208
Borgstrom House Museum: open by appt.

Mower County

Mower County Historical Society, 507/437-6082
Box 804 (mailing); 12th Street & 6th St. S.W. (museum)
Austin, MN 55912; Hours: 10 - 4 p.m. Mon. - Sat.
Director: Shirley De Young; Email: mchs@smig.net

• Genealogical Society:

Mower County Genealogical Society, 507/437-6082
P.O. Box 145, Austin, MN 55912; Library at Historical Center

Murray County

Murray County Historical Society, 507/836-6533

P.O. Box 61, 2480 29th St., Slayton, MN 56172; Director: Caryl Busman;
Email: society@frontiernet.net; Hours: M-F 1-5 p.m., Memorial Day thru
Labor Day; 2-5 p.m. Sat/Sun, Labor Day to Mem. Day

• Local Historical Organizations:

End-O-Line Railroad Park Historical Society, 507/763-3409
End-O-Line Park, Currie, MN 56123; Liaison: Mrs. Ray Ruppert
Hours: 9 - 5 p.m. daily, Memorial Day thru Labor Day;
tours weekends & evenings by appointment

Fulda Heritage Society, 507/425-2583

Box 303, Fulda, MN 56131; President: Howard Anderson,

Nicollet County

Nicollet County Historical Society, 507/934-2160
Treaty Site History Center; 1851 North Minnesota Ave.,
St. Peter, MN 56082; Interim Director: Rita Casper
Email: nicolletco@aol.com; Web Url: www.nchs.st-peter.mn.us
Hours: Mon. thru Sat. 10 - 4 p.m.; Sun. 1 - 4 p.m.

Eugene St. Julien Cox House

500 N. Washington & Skaro, St. Peter, MN 56082-1289
P.O. Box 153 (mailing); Hours: 1 - 4 p.m. Wed - Sun. June thru Aug.;
1 - 4 p.m. Sat. & Sun. May and September

• Genealogical Society:

Traverse des Sioux Genealogical Society
1851 No. Minnesota Avenue, St. Peter, MN 56082

Nobles County

Nobles County Historical Society, 507/376-4431
Suite #2, 407 12th Street (reference room), Worthington, MN 56187
Museum Collections Mngr: Roxann L. Polzine; Hours: 1:30-5 p.m.
Mon. thru Fri.; Office Hours: 1:30-4:30 p.m. Mon. thru Fri.; 10-2 p.m. Sat.
Web Url: www.frontiernet.net/~demuth/page15.html

Pioneer Village

Stower Drive (West of Fairgrounds), Worthington
Hours: 8 - 5 p.m. Daily May thru September

• County Society Chapter:

Prairie Power Reunion (c/o Nobles County Historical Society)
P.O. Box 213, Worthington, MN 56187; President: Otis Riens

• Genealogical Society:

Nobles County Genealogical Society
407 12th Street, Suite 2, Worthington, MN 56187; President: Donald Hinz

Norman County

Norman County Historical Society, 218/784-4754
409 East 1st Avenue (mailing), Ada, MN 56510; Curator: Ruby Miller
Pioneer Museum - Thorpe Avenue; Memorial Museum - East & 1st Street
Prairie Village - Highway 200; President: DeFloren Rude, 218/356-8767
Hours: 9 - 5 p.m. Monday thru Friday & by appointment during summer;
Prairie Village open same hours

• County Society Chapters

Shelly Area Historical Society
215 E. McKinley, P.O. Box 123, Shelly, MN 56581
Contact: Nancy Nelson

Olmsted County

Olmsted County Historical Society, 507/282-9447
1195 West Circle Drive S.W., Rochester, MN 55902
Director: John Hunziker; Email: ochs@olmstedhistory.com
Web Url: www.olmstedhistory.com
Hours: 9 - 5 p.m. Tues. - Sat.; Mayowood: call 507/287-8691 for tours

Byron Historical Society, 507/282-7464

933 Byron Ave. No., Byron, MN 55920; President: Margaret Forland

Stewartville Area Historical Society, 507/533-8035

c/o Myrna Wesselman, P.O. Box 362, 305 North Main, Stewartville, MN

• Genealogical Society:

Olmsted County Genealogical Society
c/o President, Box 6411, Rochester, MN 55903

Otter Tail County

Otter Tail County Historical Society
1110 West Lincoln, Fergus Falls, MN 56537
218/736-6038; Fax: 218/739-3075; Director: Chris Schuelke

Hours: 8:30 - 5 p.m. Mon. thru Fri.; 1 - 4 p.m. Sat. & Sun.

- County Society Chapter:

East Otter Tail Historical Society, 218/346-6262
349 2nd Avenue SE, Perham, MN 56573; Exec. Director: Lina Belar

- Local Historical Organization:

New York Mills Finnish-American Society,
Box 316, New York Mills, MN 56567
Chairperson: 218/385-2075 or 218/385-2085

- Genealogical Society:

Otter Tail County Genealogical Society
1110 Lincoln Avenue West, Fergus Falls, MN 56537
Chairperson: Emory Wallace; 218/736-6038

Pennington County

Pennington County Historical Society
Box 127 (mailing), Peder Engelstad Pioneer Village, Oakland Park Road
Thief River Falls, MN 56701; 218/681-5767; Director: Caryl J. Bugge
Hours: 12-6 p.m. Mon, Thurs, Fri, Sat. & Sun, May 15 thru Sept. 3.

- Local Historical Organization:

Goodridge Area Historical Society
Goodridge City Hall, P.O. Box 171, Goodridge, MN 56725
Director: Norma Hanson; 218/378-4380

Pine County

Pine County Historical Society
P.O. Box 225, c/o Bertha Jorgensen, Sandstone, MN 55072
Museum is located in Askov; 320/245-2574
Liaison: Edna Petersen; 320/838-3665; Hours: Museum 1 - 4 p.m. Tues.
thru Sun.; School 10 - 3 p.m. Tues. thru Sun.; May thru September

- County Society Chapters:

Sandstone Rural School, 320/245-2797
Preservation Committee, c/o Don Slama, Sandstone, MN 55072

- Local Historical Organizations

Hinckley Fire Museum, 320/384-7338
106 Old Highway 61, Hinckley, MN 55037; Director: Jean Coffey
Hours: 10 - 5 p.m. Daily, May thru October

Sandstone History and Art Center
4th and Main, Box 398, Sandstone, MN 55072
Coordinator: Muriel Langseth; 320/245-2271; Hours: Mem. Day thru
Oct., Thurs. 9:30-1 p.m., Friday 12-4:00 p.m., & Sat. 10-2:00 p.m.

Pipestone County

Pipestone County Historical Society
113 South Hiawatha, Pipestone, MN 56164; Director: Chris Hummel
507/825-2563; Hours: 10 - 5 p.m. daily; Email: pipctymu@rconnect.com

- Genealogical Society:

Pipestone County Genealogical Society
113 South Hiawatha, Pipestone, MN 56164

- County Society Chapter:

Jasper Historical Society, 507/348-9841
217 2nd St. S.E., Jasper, MN 56144; Liaison: Keith Eitrem

- Local Historical Organization:

Historic Pipestone, Inc., 507/825-5045
704 4th St. S.E., Pipestone, MN 56164; Chairperson: Jack Keers

Polk County

Polk County Historical Society, 218/281-1038
Box 214 (mailing), U.S. #2 (museum), Crookston, MN 56716
Manager: open; Hours: 12 - 5 p.m. Tues. thru Sun.; June 1 - September 30

- County Society Chapter:

East Polk Heritage Center, 218/435-6136
Fosston, MN 56542; Hours: 1 - 4 p.m. daily except Tuesday

Pope County

Pope County Historical Society, 320/634-3293
809 S. Lakeshore Drive, Glenwood, MN 56334; Curator: Merlin Peterson
Email: pcmuseum@runestone.net; Hours: 10 - 5 p.m. Tues. thru Sat;
1 - 4 p.m. Sun.; Mem. Day thru Labor Day

- County Society Chapters:

Starbuck Depot Society

Box 613, Starbuck, MN 56381; Contact: Lola Rundgren

Ramsey County

Ramsey County Historical Society, 612/222-0701
75 West 5th Street, Room 323, St. Paul, MN 55102
Director: Priscilla Farnham; Web Url: www.rchs.com
Hours: 9 - 5 p.m. Mon. thru Fri.;

Gibbs Farm Museum

2097 West Larpeur Avenue, St. Paul, MN, 55113; Hours: 10-4 p.m.
Tues. thru Fri.; 12-4 p.m. Sun., May 1-Oct. 31; Sat. 12-4, June thru Aug.

- Local Historical Organizations:

Little Canada Historical Society
515 East Little Canada Road, City Hall, Little Canada, MN 55117
Liaison: Jean Donovan; 612/484-4785

Maplewood Area Historical Society
c/o Steve Carlson, 1890 Barclay Street, Maplewood, MN 55109

New Brighton Area Historical Society
850 Emerald Court, New Brighton, MN 55112, President: Jan Newham

North St. Paul Historical Society, 612/779-6402
2666 E. 7th Ave., North St. Paul, MN 55109; Curator: Betty Lyon

Roseville Historical Society
1446 Burke Avenue West, Roseville, MN 55113-5804
President: Lorraine Schauer

Shoreview Historical Society
c/o Doris Claes, 4957 Hanson Road, Shoreview, Minnesota 55126
President: Jaci Krebowski

White Bear Lake Area Historical Society
c/o Joan Michaud, 3653 Cranbrook Drive, White Bear Lake, MN 55110

Fillebrown House (museum)
612/429-0479; Hours: 1 - 4 p.m. Sun.; June thru September

- Genealogical Society:

White Bear Lake Genealogical Society
P.O. Box 10555, White Bear Lake, MN 55110

Red Lake County

Red Lake County Historical Society
Red Lake Falls, MN 56750; Lake Pleasant School House, Rt. 1, Box 298
Red Lake Falls, MN 56750; Liaison: Ann Healy; 218/253-2833
Hours: Open first Sunday of the month, June thru Labor Day

Redwood County

Redwood County Historical Society
507 Morten Drive, Mail: R.R. #2 Box 12, Redwood Falls, MN 56283
507/637-3329; Curator: Irene Palmer Hours: 1 - 5 p.m. Wed. thru Sun.;
May 1 thru September 30

- County Society Chapters:

Belview Depot School Museum
Belview, MN 56214; President: Joanne Aamoth; 507/938-4367
Hours: Open on Old Sod Day, 2nd Saturday in September

Lamberton Area Historical Society, 507/752-7063
Community Building, 110 2nd Ave. W., Lamberton, MN 56152

Laura Ingalls Wilder Museum & Tourist Center
c/o Shirley Knakmuhs, Curator (mailing), Walnut Grove, MN 56180;
(museum) 330 8th Street, 507/859-2358; 507/859-2155; Hours: June thru
Sept., 10 - 7 p.m.; April, May and Oct., 10 - 5 p.m.

Lucan Historical Society Depot Museum
Lucan, MN 56255, President: Irma Norcutt, Call 507/747-2598;
or call 507/747-2535 for tours

Vesta Legion Pioneer Museum
c/o Joyce Kramer, Box 5, Vesta, MN 56292; 507/762-3423
Hours: 1 - 4 p.m. Sundays; June thru September & by appointment

- Local Historical Organization:

Wabasso County Center Historical Society
564 South Street, Wabasso, MN 56293; Hours: 10 - 5 p.m. Monday thru
Friday; 1 - 6 p.m. Sundays, June thru September

Renville County

Renville County Historical Society
441 North Park Drive, P.O. Box 266, Morton, MN 56270
507/697-6147; Director: Lori Pickell-Stangel; Email: rchs@rconnect.com
Hours: 11 - 4 Tues - Sat, & 1 - 4 Sunday, June - Sept.

- Local Historical Organizations:

Historic Renville Preservation Comm.
Box 681, 202 N. Main, Renville, Mn 56284

Fairfax Depot Restoration
Fairfax, Mn. 55332, c/o Stella Case, Rt #2 Box 57, Fairfax, MN 55332

Sacred Heart Area Historical Society, 320-765-2274
R.R. 2 (mailing), Sacred Heart, MN 56285-9802; President: Sonja Thune

- Genealogical Society:

Renville Genealogical Society, 320/329-8193
Box 331, Renville, MN 56284; City Library; Hours: 12-5:30 pm Mon-Fre

Rice County

Rice County Historical Society
1814 N.W. 2nd Avenue (museum), Faribault, MN 55021
507/332-2121; Director: Chris Schoenbauer; Hours: 9 - 4:00 p.m. Tues.
thru Fri.; 1 - 4:00 p.m. Sat. & Sun., June thru Aug

- Genealogical Society:

Rice County Genealogical Society
408 Division Street, Northfield, MN 55057

- County Society Chapter:

Morristown Historical Society
P.O. Box 113, Morristown, MN 55052

Northfield Historical Society
408 Division Street, Northfield, MN 55057; 507/645-9268; Director: open
Hours: 10 - 6 p.m. Monday thru Friday; 10 - 4 p.m. Saturdays; 1 - 4 p.m.
Sundays; 9 - 9 p.m. Thursdays

3R Landmark, Inc.
(Old Schoolhouse Museum), c/o Val Skluzacek, 7460 Independence Ave.,
Lonsdale, MN 55046; 507/744-2287; Summer Hours: Sundays 2 - 5 p.m.

- Local Historical Organizations:

Trondhjem Community Preservation Society
P.O. Box 259, Lonsdale, Minnesota 55046; President: Joyce Pflaum

Rock County

Rock County Historical Society, 507/283-9476
504 East Barck Ave., Hinkley House, Luverne, MN 56156
Contact: Lee Alexander; Hours: 2 - 5 p.m. Tues., Thurs, Sun.

Roseau County

Roseau County Historical Society
Roseau County Museum and Interpretive Center, 110 2nd Avenue N.E.
Roseau, MN 56751; Web Url: www.angelfire.com/mn/rchistsocmuseum
Email: Roseau@means.net
Director: Ardyce Stein; 218/463-1918; Hours: 9 - 4 p.m. Tues. thru Sat.

- Local Historical Organizations:

Pelan Pioneer Park
Greenbush, MN 56726; President: Milt Sather; 218/782-2417

Roseau Pioneer Farm & Village, 218/463-2187
c/o President Earl Gehrke, 603 2nd St. N.E., Roseau, MN 56751

Warroad Historical Society, 218/386-2500
Warroad Heritage Center, 202 Main Ave. N.E., Box 688
Warroad, MN 56763; President: Ruth Stukel; Hours: 1 - 5 p.m. daily

St. Louis County

St. Louis County Historical Society
506 West Michigan Street, Duluth, MN 55802; Director: JoAnne Coombe
218/722-8011; Office Hours: 9 - 5 p.m. Mon. thru Fri.; Museum Hours:
10 - 5 p.m. Mon. thru Sat. & 1 - 5 p.m. Sun.

- County Society Chapters:

Ely-Winton Historical Society
1900 Camp Street, Ely, MN 55731

Hibbing Historical Society
400 E 23rd Street & 5th Ave. E., Hibbing, MN 55746-1923
218/263-8522; Director: Michelle Prigge
Hours: 10:30 - 4:30 p.m. Mon. thru Fri.; May 17 - Oct. 17

Minnesota Museum of Mining
P.O. Box 271, Chisholm, MN 55719; President: Rudy Theodore
218/254-5543; Hours: 9 - 6 p.m., Open daily May thru Sept.; Winter
Hours: 9 - 3 p.m. weekdays and 9 - 5 p.m. weekends

Tower Soudan Historical Society
Train Coach, P.O. Box 413 Tower, MN 55790; Phone: 218/753-3039
Liaison: Walter Coddington; Hours: 11 - 4 p.m. Daily, summer

Virginia Area Historical Society, 218/744-1136
P.O. Box 736, Virginia, MN 55792; Hours: 11-3 Tuesday thru Friday

Vermilion Interpretive Center
Vermilion Campus, 1900 East Camp Street, Ely, Mn 55731
218/365-3226; Director: Heather Lionberger
Hours: 10-4 Mon. thru Sat., 1-4 Sun.; 1-4 Wed-Sat., Oct. - May

- Individual Organization:

Canosia Historical Society, 218/729-8963
c/o Audrey Eaton, Director, 5762 North Pike Lake, Duluth, MN 55811

Iron Range Historical Society
City Hall, 2nd Floor, Box 786, Gilbert, MN 55741; 218/749-3150
Hours: Research Library & Office 9 - 3 p.m., Mon. thru Fri.

- Genealogical Societies:

Range Genealogical Society
Box 388, Chisholm, MN 55719; 218/258-3378

Twin Ports Genealogical Society
Box 6895, Duluth, MN 55806

Scott County

Scott County Historical Society, 952/445-0378
Stans Historical Center, 235 South Fuller Street, Shakopee, MN 55379
Director: John Gutteter; Fax: 952/445-4154; Museum: open daily
Email: history@co.scott.mn.us Web Url: www.co.scott.mn.us/historic

- Local Historical Organizations:

Belle Plaine Historical Society, 952/873-6465
P.O. Box 73 (mailing), South Cedar Avenue (museum),
Belle Plaine, MN 56011; Summer Hours: 1 - 4 p.m. Sundays
Director: Francis Brandl; Liaison: Ed Townsend;

Minnesota Valley Restoration Project
(Murphy's Landing), 2187 Highway 101, Box 275 (mailing)
Shakopee, MN 55379; Director: Shirley Olson
Hours: 11 - 4 Mon.-Fri.; 12 - 5 weekends, June - Labor Day

New Prague Historical Society, 952/758-2201
c/o Dennis Dvorak, R.R. #4, Box 615, New Prague, MN 56071

Sherburne County

Sherburne County Historical Society, 612/261-4433
13122 First Street, Becker, MN 55308
Director: Kurt Kragness; Hours: 8 - 5 p.m. Mon. thru Fri.

Sibley County

Sibley County Historical Society
P.O. Box 407, 700 Main Street, Henderson, MN 56044
Contact: Arlene von Lehe, 507/248-3350
Hours: 2 - 5 p.m. Sundays; last Sun. In May to last Sun. in October

- Local Historical Organization:

Winthrop Historical Society, 507/647-2295
c/o Sam Shult, President, Rural Route 2, Winthrop, MN 55396

Stearns County

Stearns History Museum / Stearns County Historical Society
235 33rd Avenue South, St. Cloud, MN 56301-3752
Exec. Director: David Ebnet; 320/253-8424; Fax: 320/253-2172
Hours: 10-4 Mon. thru Sat.; 12-4 Sundays; Closed Holidays
Business Hours: 8:30-5:00 Mon. thru Fri.

- County Society Chapters

Paynesville Historical Society
251 Ambe Drive, Paynesville, MN 56362; Curator: Bertha Zniensk; Hours: 9-12 & 1-3 Wed. thru Sat.; 1-4 Sundays.

Sinclair Lewis Interp. Center
P.O. Box 222, Sauk Centre, MN 56378 (mailing); 320/352-5201
Intersection I-94 & Hwy. #71 (museum); Liaison: Pat Lewis
Hours: 8:30 - 5 p.m. daily, Memorial Day thru Labor Day

- Local Historical Societies

Albany Historical Society
Box 25, Albany, MN 56307; Director: Viola Flynn, 320/845-2982

Melrose Area Historical Society, 320/256-3622
c/o Florence Meyer, Melrose, MN 56352

Sauk Centre Area Historical Society
P.O. Box 211, 1725 Sinclair Lewis Ave., Sauk Centre, MN 56378
Contact: Joyce Lying; 320/352-5201; No Museum

- Genealogical Society

St. Cloud Area Genealogist, Inc.
Box 123
St. Cloud, MN 56302
320/252-6673
Contact: Anna Marie Larson

Steele County

Steele County Historical Society, 507/451-1420
1448 Austin Road, Steele County Fairgrounds, Owatonna, MN 55060
Director: Rebecca Phillips; Hours: 1-5 daily, May 1 thru Sept. 30

Stevens County

Stevens County Historical Society
116 West 6th Street, Morris, MN 56267
320/589-1719; Hours: 9-5 p.m. Mon. thru Fri.; 1-4 p.m. Sat.
Director: Rande Hokanson; Email: history@infolink.morris.mn.us/

- Genealogical Society

Stevens County Genealogical Society
Morris Public Library, Morris, MN 56267

Swift County

Swift County Historical Society
Route 2, Box 4D2, Benson, MN 56215
Exec. Director: Marlys M. Gallagher; 320/843-4467
Hours: 10-4:30 Tues. thru Fri.; 1-3 Sat. Closed Sun. & Mon.

Todd County

Todd County Historical Museum
333 Central Avenue, Long Prairie, MN 56347
320/732-4426; Director: Wilma Finseth; Hours: 10-4 p.m. Mon. thru Fri.

- Local Historical Organizations

Bertha Historical Society
Bertha, MN 56437; Liaison: Glenn Johnson, 218/924-2185
Hours: 7:30-9:30 p.m. Thurs. (summer) 2nd Sunday, 1:30 - 4:30 p.m.

Christie Home Historical Society
110 2nd Avenue North, Long Prairie, MN 56347
Hours: 1:30-4:30 p.m. Wed. thru Sun., Memorial Day thru Labor Day

Eagle Bend Historical Society
127 Main Street East; Secretary: Gladycy W. Henrickson; 218/738-2031
117 3rd Ave. N.E., Eagle Bend, MN 56446-9580
Hours: 9-1 p.m. Mon. & Fri.; 2-6 p.m. Tues. & Thurs.; 9-12 noon Sat.

Hewitt Historical Society
c/o Robert Aldrich, Rt. 1, Box 90A, Hewitt, MN 56453
218/924-2303; Hours: Sunday 1-5:00, summers only.

Staples Historical Society
T.H. #10 & 6th Street, Staples, MN 56479; Liaison: Dick Hegre
218/894-2027; Hours 9-4 p.m. weekends

Traverse County

Browns Valley Historical Society
(County Historical Society), P.O. Box M, Browns Valley, MN 56219
President: Mrs. Shirley Ecker; Hours: Sam Brown Museum
1-6 p.m. Fri., Sat. & Sun. May 31 thru Sept. 3

- County Society Chapter

Traverse County Historical Society
507 12th Street North, R.R. 1, Box 42, Wheaton, MN 56296-9717
Liaison: D. Petterson, 320/563-4619
Hours: 9-5 p.m. tues. thru Sat., 1-6 p.m. Sun. mid-May thru Aug.

Wabasha County

Wabasha County Historical Society, 507/282-4027
Mailing: Attn: Eugene Passe, 3242 60th Ave. S.W. Rochester, MN 55902
Read's Landing, MN 55968 (museum); Hours: Read's Landing Museum
11-4 p.m. Daily May 16 thru Oct. 1, & by appt. for County Society Chapt.

Greenfield Area Chapter of Wabasha
County Historical Society; Plainview, MN 55964
Liaison: Kathleen Flesche; 651/345-4289

Lake City Historical Society, 651/345-5836
City Hall, Lake City, MN 55041; President: Geogene Arndt

- Local Historical Organizations:

Millville Historical Association, 507/534-2781

905 2nd Ave. N.W., Plainview, MN 55964; Liaison: Mrs. Clyde Hoover

Wadena County

Wadena County Historical Society
603 North Jefferson, Wadena, MN 56482
Museum Coordinator: Joyce Bock; 218/631-9079

- Local Historical Organizations:

England Prairie Pioneer Club
Box 127, Verndale, MN 56481; No Museum

Menahga Area Historical Society, 218/564-5215
Box 299, Menahga, MN 56464; Liaison: Raphael Hepokoskil

Sebeka Finnish Historical Society
Sebeka, MN 56477; Liaison: Betty and John Lake; Hours: Summer, daily

Verndale Historical Society, 218/445-5745
North 3rd Street & Main, Verndale, MN 56481
Liaison: Wilbur Desrocker; Hours: Open by appointment

Waseca County

Waseca County Historical Society
P.O. Box 314 (mailing); 315 2nd Avenue N.E. (museum)
Waseca, MN 56093; Web Url: www.historical.waseca.mn.us
Email: wchs@platec.net
Director: Margret Sinn; 507/835-7700; Hours: 1-5 p.m., Tues. thru Sun.,
May thru Oct. 1-5 p.m. Tues. thru Fri., Oct. thru May

- Genealogical Society

Waseca Area Genealogical Society, 507/835-7700
c/o Donna Fostveit, President; P.O. Box 264, Waseca, MN 56093

Washington County

Washington County Historical Society, 651/439-5956
602 North Main Street (Museum); Site Manager: Arlene Fults
P.O. Box 167 (mailing); Stillwater, MN 55082; Hours: 12-5 p.m. Tues.,
Fri., Sun. & by appointment. Email: btp2001@aol.com
Web Url: <http://members.aol.com/washingtoncohist>

- County Society Chapters

Hay Lake School Museum & Johannes Erickson Log House Museum
Scandia, Mn 55073; Curator: open; 651/433-5972
Hours: 1:30-4:30 p.m. weekends May thru Oct. & by appointment

- Local Historical Organizations

Afton Historical Society, 651/436-3500
Box 178, Afton, MN 55001; President: Rebecca Gombkoto

Denmark Heritage Society, 651/436-6558
c/o Bill Krueger; 9737 Neal Ave. So., Hastings, MN 55033-9461

Forest Lake Historical Society
c/o Elsie Vogel, 144 4th Ave. N.E., Forest Lake, MN 55025

History Network of Washington Co.
651/430-6233; c/o Washington Co. Historic Courthouse,
101 West Pine Street, Stillwater, MN 55082

Marine Historical Society
Stone House Museum, Hours: 2-5 p.m., Sat. & Sun., July 4 thru Labor Day
5th & Oak Streets, Marine On St. Croix, MN 55047

Marine Preservation Commiission
P.O. Box 225, Marine, MN; President: Melinda Hoke

Oakdale/Lake Elmo Historical Society
c/o Tom Armstrong; 8281 No. 15th Street, Lake Elmo, MN 55042

St. Croix Valley Farm Life Museum
2315 Lake Elmo Avenue, Lake Elmo, MN 55042

South Washington Heritage Society
c/o Historic Preservation Division; Contact: Lu Starr; 651/459-6878
City Hall, 7516 80th Street So., Cottage Grove, MN 55016

Woodbury Heritage Society
Woodbury Municipal Building; Contact: Lorraine Rath; 651/578-3417
8301 Valley Creek Road (mailing), Woodbury, MN 55125

Watsonwan County

Watsonwan County Historical Society
423 Dill Avenue S.W., Box 126 (mailing), Madelia, MN 56062
507/642-3247; Director: Mrs. Alton Anderson
Hours: 9-4 p.m. Mon. thru Thur., June thru Sept.; 1-4 p.m. Sat.

- Local Historical Organization:

St. James Depot Museum

Ac/o Marion Edgar, 1021 Armstrong Blvd. So., St. James, MN 56081
507/375-5485; Hours: Last weekend in June & by appt.

Wilkin County

Wilkin County Historical Society, 218/643-1303

704 Nebraska Avenue, Breckenridge, MN 56520

Hours: 1:30 - 4 p.m., Sun., Wed., Thur., & by appointment

Winona County

Winona County Historical Society, 507/454-2723

160 Johnson Street, Winona, MN 55987; Email: wchs@luminet.net

Exec. Director: Mark Peterson; Fax: 507/454-0006; Hours: 9 - 5 p.m.

Mon. thru Fri., 1-5 p.m. weekends; Bunnell House, summers.

- Genealogical Society:

Winona County Genealogical Roundtable

P.O. Box 363, Winona, MN 55987

Wright County

Wright County Historical Society, 763/682-7323

2001 Highway 25 North, Buffalo, MN 55313; Fax: 763/682-8945

Curator/Coordinator: Maureen Galvin; Archivist/Office Mgr.: Betty

Dirks; Email: wchsmg@visi.com Hours: 8-4:30 p.m. Mon. thru Fri.,

Oct. thru May; 8-4:30 p.m. Tues. thru Sat., June thru Sept.

- Local Historical Organizations

Cokato-Finish American Society

10783 Co. Road 3 S.W., Cokato, MN 55321

320/286-2833; President: Margaret Pokornowski

Cokato Historical Society, 320/286-2427

Cokato Museum & Library Building, 175 4th Street West

Box 686, Cokato, MN 55321-0686; Web Url: www.okato.mn.us/cmhs/

Email: cokatomuseum@cmgate.com Director: Mike Worcester

Hours: 9-4:30 p.m. Tues. thru Fri., 10-4 p.m. Sat., and noon-4 p.m. Sun.

Delano/Franklin Twsp. Historical Society, 763/972-2655

491 14th Street, Delano, MN 55328; President: Jon Steinmetz

Hubert H. Humphrey Museum

P.O. Box 508, Waverly, MN 55390

Director: Irene Bender; 612/658-4505; Fax: 763/271-5718

Minnesota Pioneer Park, 320/274-8489

725 Pioneer Prk Trail, Annandale, Mn 55302; Co-Directors: Carol Weir

& Jeff Kurtz; Hours: 10-5 p.m. Tues. thru Fri.; 1-5 p.m. Sat. & Sun.

Monticello Historical Committee

511 Territorial Road, Box 581 (mailing)

Highway #25 & Broadway (museum), Monticello, MN 55362

Liaison: Marion Jameson; 763/295-2950; Hours: Call for information

Rockford Area Historical Society, 763/477-5383

Ames-Florida-Stork House, Box 186, Rockford, MN 55373

Museum Coordinator: Loni Johnson; Hours: Call for information.

Yellow Medicine County

Yellow Medicine County Historical Society, 320/564-4479

P.O. Box 145 (mailing), Granite Falls, MN 56241-9467

Junction T.H. 67 & 23, Co-Directors: Liesl Doll and Paul Lindquist

Email: ymchs@kilowatt.net Hours: Tues.-Sun., 1-4 p.m.

- County Society Chapters

Yellow Medicine County Agriculture & Transportation Society

Minnesota's Machinery Museum, Hanley Falls, MN 56245

507/768-3522; Director: Mavis Gustafson; Email: mnmac@juno.com

Web Url: www.prairielakes.com Hours: 1-5 p.m., closed Tuesdays

Museum Encompassing Canby Community Area (MECCA)

c/o Lois Atkins, 401 Lac Qui Parle North, Canby, MN 56220

507/2223-5877

Hours: Lund-Hoel House open daily. During summer & by appointment.

Minnesota State Horticultural Society (MSHS)

1755 Prior Ave. N., Falcon Heights, MN 55113

Phone: (651) 643-3601

Fax: (651) 643-3638; toll-free: 800-676-MSHS

Website: www.northerngardener.org

Email: info@northerngardener.org

Executive Director Terri Goodfellow-Heyer

MINNESOTA STATE
HORTICULTURAL
SOCIETY

Minnesota Statutes, Chapter 43A.27; *Laws of Minnesota 1976*, Chapter III, Section 3, Subd 1(a)

MINNESOTA STATE HORTICULTURAL SOCIETY (MSHS) IS A member-supported nonprofit organization, partially funded by the State of Minnesota.

Mission and history

It is the mission of MSHS to *encourage and improve the science and practice of northern horticulture through developing the public's enjoyment, appreciation and understanding of plants.*

Through a variety of educational programs, classes and conferences, and by publishing an award-winning magazine, *Northern Gardener*, MSHS helps its members and the general public to be better gardeners in USDA plant hardy Zones 3, 4 and 5. MSHS' plant donation network, *Minnesota Green*, is in its eleventh year serving the greening efforts of volunteer gardeners throughout the state. Minnesota Green promotes grassroots efforts to revitalize communities by coordinating the donation and distribution of nurseries and greenhouse's flowers and trees to be planted in public spaces statewide.

MSHS was formed in 1866, as an association of fruit growers who took on the challenge of growing apples and other fruits in a northern climate. Two years later, the association became the Minnesota State Horticultural Society to recognize the importance of all phases of horticulture development in rural and urban Minnesota. In 1873, the Minnesota Legislature approved an act providing for the publication and distribution of 2000 copies of all the transactions of the society. 1894 marked the birth of one of the longest continually published horticultural magazines in the country: *Northern Gardener*, formerly known as *Minnesota Horticulturist*.

One year later, in 1895, MSHS accepted **garden clubs** and **professional horticultural societies** as affiliated members, and they became an important source of members. During this time MSHS worked to render service to gardeners who were strictly amateur, while retaining the support and interest of professional and commercial groups. In 1943, MSHS placed great emphasis on victory gardens to help the war effort.

As interest and activity in competitive flower shows increased, MSHS worked out a procedure for qualifying and certifying its own **Show Judges**.

As the membership expanded, MSHS outgrew its offices in Alderman Hall at the University of Minnesota and moved to its present location, **The Center for Northern Gardening**, just north of Larpenteur Ave. and the University of Minnesota's Agriculture campus.

A staff of twelve employees is located at the Center for Northern Gardening. A Board of Directors comprised of an executive committee, at-large members and other representatives governs MSHS. The business is operated as a not-for-profit 501(c)(3). A Chief Executive Officer oversees the business operations and serves as liaison to the staff, board and members.

Membership

Membership in MSHS is open to anyone interested in gardening and horticulture. Basic membership is \$40 for a one-year membership. Benefits include nine issues per year of *Northern Gardener*, discounts on classes, programs and conferences, use of an extensive reference and lending library, free calls to the University of Minnesota's Yard & Garden Clinic Line and a 10% discount on all purchases in the Center for Northern Gardening bookstore. Members of garden clubs receive a discounted group rate. MSHS also has **Commercial Memberships** for nurseries and greenhouses. Benefits of our Commercial Membership program include advertising, complimentary copies of our publication and for those who choose the option of offering a discount to MSHS members, a stream of eager northern gardeners. A **Corporate Membership Program** is also available with special discounts and benefits of a group rate.

Educational Programs, Classes, Conferences

Educational programs and classes, covering a wide range of topics for all levels of gardening interests, are held at the Center for Northern Gardening. **Conferences** and programs are scheduled annually. A minimum of four educational outreach programs is held yearly in greater Minnesota. MSHS also works with The Minnesota Landscape Arboretum, The Minnesota State Fair and several of the metropolitan home, garden and patio shows to schedule educational programs in conjunction with their events.



State Capitol through John Ireland bridge head.

MSHS **instructs and certifies** judges for horticultural shows and provides guidelines and information on horticultural exhibiting. By supporting a network of districts throughout the state, MSHS offers speakers, support for statewide horticultural events, and representation of MSHS staff at regional events.

Awards

Individuals and groups who have volunteered for 15 or more years in the interest of MSHS are eligible for the **MSHS Life Award**. These people have furthered MSHS' goals through board volunteerism, regional promotion, consultation, development of parks and garden spaces, speaking at regional events and garden clubs, or other participation with communities or the general public. A MSHS Bronze Award recognizes achievement that spans a significant period of time and makes a major impact on northern horticulture.

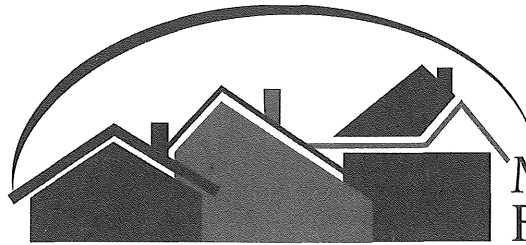
The Minnesota Green Award – for excellence in community gardening – is awarded to an organization, group or individual that has organized and implemented the most innovative and successful community greening project actively involving volunteers. Other awards include The Minnesota Recreation and Parks Association Award for excellence in contributing to community livability, The St. Paul Garden Club Award, for outstanding achievement in community vegetable gardening, The Joseph Priley Award, for excellence in community beautification, The K.E.E.Y. Award (Kids, Education, the Environment & You) for outstanding contributions to further youth environmental education and The MSHS President's Award, for outstanding contribution to Minnesota Green, and The Governor's Certificate of Commendation to acknowledge significant contributions in community greening efforts.

Northern Gardener Bookstore

The **Northern Gardener Bookstore** stocks a large assortment of books related to gardening in northern climates, (zones 3,4 & 5, gardening tools, T-shirts and gift items. The extensive **reference library** is open to the public. MSHS members may check out books and videos from the **lending library**.

MSHS is located in 1755 Prior Avenue North, just north of Larpenteur Avenue and the University of Minnesota's Agriculture School, in Falcon Heights. There is ample free parking and the building is handicap accessible. Hours are 8-4:30 M-W-F, open Tuesday and Thursday from 8 - 8, and every third Saturday from 9 a.m. – 1 p.m.

Minnesota Housing Finance Agency



Minnesota Housing
Finance Agency

400 Sibley St., Suite 300,
St. Paul, MN 55101

Commissioner Katherine G. Hadley

Phone: (651) 296-7608; 1-800-657-3769; TTY: (651) 297-2361

Website: www.mhfa.state.mn.us

Email: mhfa@state.mn.us

Minnesota Statutes, Chapter 462A; Minnesota Rules 4900-4999

Background

The Minnesota Housing Finance Agency is committed to meeting Minnesotans' needs for decent, safe, affordable homes and stronger communities. The Agency is comprised of two major program divisions – Single Family and Multifamily – and two support divisions, Finance and Accounting, and Administration.

To achieve its mission, MHFA offers five primary services that fall into these categories:

- **Development and Redevelopment:** new development of homes and apartments, community and neighborhood revitalization of multifamily and single family housing;
- **Supportive Housing:** construction and rehabilitation of housing with services, rent assistance, and operating support for housing for very low-income households with one or more special needs;
- **Homeownership Loan Programs:** loans to help low-income households buy their first home or fix up their existing home;
- **Preservation of Federally-assisted Housing:** loans to help prevent existing federally-assisted rental housing from converting to market rate housing and loans for rehabilitation of federally-assisted housing.
- **Resident and Organizational Support:** loans and grants for homebuyer education and training; foreclosure prevention and assistance; operating support for community development corporations; homeless prevention and assistance coordination and planning; training; tenant services coordination.

Agency Services at Work:

Since its creation in 1971, the Agency has been addressing Minnesota's basic housing needs and helping build stronger communities. MHFA has provided over \$5.5 billion in housing loans and subsidies as of 1999. Over 300,000 Minnesota households have received program assistance to make their housing more affordable, improve the condition or quality, or make the housing more accessible or energy efficient.

Accessing the Agency

The Minnesota Housing Finance Agency is located in downtown St. Paul in the Park Square Court Building, located at the intersection of Sixth and Sibley Streets. There is meter parking around the perimeter of the building. In addition, MHFA has 16 parking spots for visitors of the Agency. These spots, located on a surface lot on the corner of Wall and Sixth Streets, are clearly marked "MHFA" and are to be used by MHFA visitors only.

These parking spots are available on a first come, first served basis. Visitors must provide their vehicle's license plate number and make/model upon check-in at the Agency front desk. The Minnesota Housing Finance Agency administers various housing programs within its Minnesota Homes Division and its Multifamily Division. If Agency customers know which division they are trying to reach, they can access that division by calling the information phone number of that division.

Minnesota Homes Division

(651) 296-8215; toll-free: (800) 710-8871; TTY: (651) 297-2361; Fax: (651) 296-8292.

The MHFA **Minnesota Homes Division** offers programs for first-time homebuyers and homeowners interested in home improvement loans. The MHFA **Homes Division** provides first-time homebuyer mortgages at below-market interest rates for low to moderate income Minnesotans' through the Minnesota Mortgage Program (MMP). To increase the possibility of homeownership for all income levels, the Homes Division offers deferred down payment and closing cost loans along with rehabilitation and equity buy down loans. The Homes Division also offers below market interest home improvement loans under the Minnesota Fix-Up Fund. This allows Minnesotans to make improvements to their homes at less than market rate with affordable monthly payments.

Homes Division Loan Programs

In addition to the flagship mortgage and home improvement programs, the Homes Division includes the following offerings:

The Minnesota Cities Participation Program (MCPP) offers statewide funding available only within the boundaries of participating cities or counties.

Community Activity Set Aside Program (CASA) provides funding in geographic areas for specific community targeting for populations or types of housing as defined by potential CASA lenders in their application.

The Homeownership Assistance Fund (HAF) allows up to \$3,000 in downpayment and closing costs. Up to \$60 per month is offered for monthly payment assistance with graduated repayment starting at \$20 per month. HAF is only available for use with MMP, MCPP and CASA programs.

Additional programs include: The Urban Indian Housing Program, Community Fix-Up Fund, Entry Cost Homeownership Opportunity, the Community Revitalization Fund (CRV) which includes the Economic Development and Housing Challenge Program (EDHC) along with the Innovative and Inclusionary Housing Program (IIH). Some programs are 'pipeline' programs which means they are available to apply for any time during the year. Others go through the RFP

or Request For Proposal process that occurs twice a year for the Homes Division with requests due in February and July (see Request for Proposals section, below). Contact the Homes Division or sign on to our website (www.mhfa.state.mn.us) to find out more about the application procedure for each specific program.

When making funding decisions, the Homes Division utilizes the following selection priorities that are explained in greater detail in the Request for Proposal announcements. Three priorities are important factors for funding from MHFA. The first priority for program participation is for proposals that are part of a broad scale, community or neighborhood wide cooperatively developed plan that uses existing infrastructure such as roads, streets, utilities, etc. where jobs, transportation, retail services, schools, and social services are readily accessible. The second gives priority to proposals that will leverage state resources with local, philanthropic, and private investments. Lastly, priority is given to administrators who will serve individuals and/or households of color, single female heads of households with minor children, and disabled individuals.

If you have questions about these criteria, please contact the MHFA Homes Division at the phone numbers above.

Multifamily Division

(651) 297-3294; or (Section 8 information line): (651) 296-7618; toll-free: 800-657-3647 and Fax: (651) 296-9545.

The **Multifamily Division** provides first mortgage, interest bearing, amortizing loans and deferred, non-amortizing loans to finance the building of new affordable rental housing or the acquisition and rehabilitation of existing rental housing developments containing five or more units. The Multifamily Division also administers rental housing subsidy programs.

Multifamily Loan Programs

Applications for first mortgage, interest bearing, amortizing loans are generally available on an ongoing basis. Applications for deferred, non-amortizing loans and housing tax credits are generally available through a competitive Request for Proposal process two times per year, with announcements typically made in December and May and with applications due in February and July.

The Minnesota Housing Finance Agency provides financing for affordable housing developments that would not otherwise be financed by the private sector on similar terms and conditions. In conjunction with other housing funders, MHFA typically issues two requests for proposals (RFPs) each year (see Request for Proposals section, below).

When making funding decisions, the housing finance agency utilizes the following selection priorities which are spelled out in greater detail in the Request for Proposal announcements. Generally speaking, priority is given for housing proposals that are part of a broad scale, community or neighborhood wide cooperatively developed plan that uses existing infrastructure such as roads, streets, utilities, etc. where jobs, transportation, retail services, schools, and social services are readily accessible.

Priority is also given to development proposals that will leverage state resources with local, philanthropic, and private investments.

Additionally, priority is given to developments which will serve individuals and/or households of color, single female heads of households with minor children, and disabled individuals.

Loan programs are also available for the preservation of federally assisted rental housing and supportive housing. Preservation loans are available through both the Request for Proposals process as well as on an open pipeline.

Rental Rehabilitation

The housing finance agency provides junior lien rental rehabilitation loans and grants to preserve and improve the quality of affordable rental housing throughout the state.

Housing Tax Credits

This program provides a federal income tax credit to investors who invest in the construction or substantial rehabilitation of rental housing held for occupancy by qualified households with adjusted incomes equal to or less than 60% of the adjusted median income for the area in which the housing is located. As noted above, housing tax credits are awarded twice per year through the competitive Request for Proposal process.

Multifamily Rental Subsidy Programs

The Multifamily Division administers rent subsidy programs funded by the state and federal governments. The federal rent subsidy program administered by the housing finance agency is the Section 8 project based program where the rent subsidy stays with a specific housing development and eligible families pay 30% of their income for rent and the federal government pays the balance of the rent in the form of housing assistance payments.

Two state funded rent subsidy programs also administered by the housing finance agency provide both tenant based housing assistance as well as project based rental assistance. In the case of the tenant based rental assistance, the rent subsidy is portable and goes with the tenant in the event they choose to move. One of the state funded rent subsidy programs is targeted to families with children and the other one is targeted to heads of household with chronic and persistent mental illness.

Capacity Building

Capacity building loans and grants are available to assist non-profit sponsors in the provision of affordable housing.

Homeless Prevention

The Multifamily Division also provides funding for the Family Homeless Prevention and Assistance Program. These funds are made available to counties, groups of counties, Indian tribal organizations, or community-based nonprofit organizations for the purpose of providing flexible grants to provide early intervention to prevent families from becoming homeless.

Finance and Accounting

(651) 296-9813, **Mike LeVasseur, Director**. This division obtains the necessary financing at the lowest possible interest cost to carry out programs of the Agency. The division also is responsible for receiving, investing and disbursing funds, providing financial information about MHFA and its operations and preparing Agency budgets, cash flow projections, and financial statements to ensure the continued financial strength of the Agency.

Legal Services

(651) 296-2293, **Jim Dinerstein, Chief Counsel**. This division provides legal services to various divisions of the Agency in order to implement programs. The Legal Services Division also assists the agency's board of directors.

Research and Policy Analysis

(651) 296-9952, **Monte Aaker, Director**. The Research and Policy Analysis Division assists MHFA staff in development policies and programs, formulating systems for allocating MHFA resources, and monitoring and evaluating MHFA performance in meeting identifiable housing throughout the state. The division conducts research on various housing issues and prepares a number of required and informational reports. To gain a better understanding of the Agency, individuals and customers are encouraged to view our website at www.mhfa.state.mn.us. MHFA makes every effort to keep the information on its web site current and user-friendly. Web site visitors who have questions, are encouraged to write to Agency staff at mhfa@state.mn.us.

Publications, Videotapes

The Minnesota Housing Finance Agency produces several brochures ranging from an explanation of the Agency to information on some of the single family and multifamily programs. The following is a list of brochures available:

- MHFA (general information piece)
- Welcome to MHFA! (employee recruitment)
- You CAN Own Your Own Home! (Minnesota Mortgage Program)
- You CAN Improve Your Home! (The Great Minnesota Fix-up Fund/Home Energy Loans)
- You CAN Unlock the Secrets to Homeownership! (Minnesota Home Stretch/Homebuyer Training Program)
- RAFS (Rental Assistance for Family Stabilization)
- Bridges (a rent subsidy program that links housing with social services)
- Rental Property Taxes Too High? (4d property tax classification)
- New Tools for Housing Development and Redevelopment
- Lead supervisor training (for lead removal work)

A number of the brochures produced within MHFA are available in portable document format (PDF) on the Agency website. If you prefer to receive a brochure in the mail, please contact the Agency at the phone numbers listed at the top of this entry and ask for a brochure by name.

The Minnesota Housing Finance Agency also has produced three videotapes. "Residents' and Managers' Rights and Responsibilities" is a 14-minute videotape which helps both residents and managers of rental properties understand the rental process. This videotape is available in English, Spanish, Russian, Hmong and Vietnamese. The videotape is available free of charge (one per resident). Please specify a language preference when making a request.

The Agency also has produced a videotape in cooperation with Hennepin County which focuses on the challenges of homelessness. The 30-minute video, entitled "Shoebox on the River," is available at no charge to organizations (one copy, only).

"Shoebox on the River" is an eviction prevention video designed to teach people how not lose their housing. The video's message about not losing one's housing is increasingly important in today's tight rental housing market. "Shoebox on the River" has been an effective educational tool for a number of audiences, including high school students and single parents.

A videotape which provides an overview of homeownership from education to closing on a house also is available at no charge from MHFA. This 20-minute videotape, entitled "Discovering Homeownership" can be ordered by calling the Agency. An Hispanic version is also available.

These MHFA videos can be obtained by calling the main Agency phone number listed above.

Request for Proposals

The Minnesota Housing Finance Agency, in conjunction with other housing funders, typically issues two requests for proposals each year. Funds are available to assist in the development, construction, acquisition, or rehabilitation of affordable homeownership, home improvement, or rental housing activities for low- and moderate-income residents of Minnesota.

Applicants are invited to submit proposals for the Single Family RFP, the Multifamily RFP and the Housing Tax Credit Program. Separate Single Family and Multifamily applications are required.

MHFA funds generally are available statewide; some RFP partners' funds are available only in the metro area or only in Greater Minnesota.

Eligible applicants generally include Minnesota cities, Minnesota units of government, Community Development Housing Organizations, community-based organizations, Housing and Redevelopment Authorities, Community Action Agencies, limited profit and nonprofit entities, and private individuals and tribal organizations. In regard to

multifamily and tax credit proposals, eligibility extends to corporations and partnerships. For some single family Agency resources, Economic Development Authorities, for profits and approved lenders can apply.

MHFA normally provides RFP information and technical assistance at Regional Economic Vitality and Housing Initiatives meetings in December to January. Anyone interested in training opportunities should refer to the MHFA website - www.mhfa.state.mn.us - for updated information regarding such sessions.

The request for proposals is subject to all applicable federal, state and municipal laws, rules and regulations. MHFA's policy is to further fair housing opportunity in all Agency programs and to administer its housing programs affirmatively so that all Minnesotans of similar income levels have equal access to Agency programs regardless of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to receipt of public assistance, disability, or family status.

To request a Single Family, Multifamily or Housing Tax Credit Request for Proposal Application packet, or to be placed on a mailing list to receive all future packets, please contact the Agency at the address above.

The original application form with all attachments, and three additional copies of the complete application form and all attachments, must be submitted by the designated deadlines. Funding recommendations generally are made to the MHFA Board of Directors two months after the application deadline.

Board of Directors

MHFA is governed by a Board of Directors which consists of seven members - five members of the public appointed by the Governor, along with the state auditor and the commissioner of the Department of Trade and Economic Development. The Board meets monthly to consider the business of the Agency, including long-range planning and reviewing, and adopting the Agency's biennial Affordable Housing Plan.

Awards Programs

The Agency sponsors several annual awards programs. Since 1995, MHFA has hosted a Partners in Affordable Housing Awards Program which recognizes individuals and organizations which have distinguished themselves in helping to provide affordable housing.

There are six award categories:

- **Excellence in Affordable Housing Initiatives Award;**
- **Ownership/Management of Affordable Housing Award;**
- **Steve Chadwick/Fran Skinner Leadership and Service Award;**
- **Excellence in Development;**
- **Mary Stuber Award for Outstanding Public Service, and,**
- the
- **Housing Design Award.**

A call for entries goes out each year, generally in the late summer, and the Agency holds an awards luncheon in the late fall of each year.

Within the Agency's Minnesota Homes Division, awards are distributed annually to lenders who have worked diligently to provide first-time homebuyer loans and home improvement loans to underserved populations. Four metro area and four Greater Minnesota lenders are eligible each year to receive an Outstanding Outreach in Affordable Housing Award.

Reports and Studies

The Minnesota Housing Finance Agency produces a number of documents and reports for planning and resource allocation purposes. They include:

- **The Minnesota Consolidated Housing and Community Development Plan.** This report is in response to the requirements of the Department of Housing and Urban Development (HUD) and is a condition of funding for several federal grant programs.
- **The Annual MHFA Legislative Report.** This includes reports which are mandated by state statute and others which simply

provide background information on housing programs and/or issues.

- **The Annual Program Assessment Report.** This report provides background information on the Agency, its sources of funding, program activity conducted within the program year, and data on households assisted by region and income.
- **The MHFA Annual Financial Report**
- **The Analysis of Impediments to Fair Housing.** This document, which is annually updated and submitted to the U.S. Department of Housing and Urban Development, lists identified impediments to fair housing and the progress toward completing the action steps designed to address the impediments.
- **The MHFA Program Performance Measurement Report.**
- **Recovery from Disaster Handbook.** The State of Minnesota Recovery Task Force has developed a practical handbook for communities to use as a tool for development of a long-term recovery plan. The handbook can be used to assist with the planning after an event has occurred, but preferably it should be used prior to a disaster. The handbook contains guidance and

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

HOUSING FINANCE AGENCY - The Agency provides housing for low and moderate income persons. The seven members include: the Commissioner of the Department of Trade and Economic Development, the State Auditor, and five public members appointed by the Governor. There can be no more than two members from the seven county metropolitan area and not more than one member from any state development region. Meets on the fourth Thursday each month at 1:00 p.m. for about 6 hours at the Agency office. The Agency does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem. *Minnesota Statutes 462A.04. Required to file Statements of Economic Interest:* members and executive and deputy directors. 400 Sibley St., # 300, St. Paul, MN 55101. (651) 296-7608.

Department of Human Rights

Army Corp of Engineers Centre, Suite 700, 190 E. 5th Street, St. Paul, MN 55101

Phone: (651) 296-5663; Fax: (651) 296-9064; TTY: (651) 296-1283; or toll-free: (800) 657-3704

Website: www.humanrights.state.mn.us or www.therightsplace.org

Commissioner Janeen Rosas

Deputy Commissioner Marsha Battles-Jenks

Director of Policy and Legal Affairs Linda Hanson

Minnesota Statutes, Chapter 363; *Minnesota Rules* 5000.0050-5000.3600

Background

THE DEPARTMENT OF HUMAN RIGHTS WAS ESTABLISHED in 1967 to enforce and administer the Minnesota Human Rights Act, a law that protects people in the state from discrimination. 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 department status to administer its equal opportunity law.

The commissioner and deputy and commissioner must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Agency Services at Work:

While resolution of charges of illegal discrimination is the primary function of the department, public education aimed at eliminating and preventing discrimination and promotion of employment opportunities for women, minorities, and persons with disabilities are crucial parts of the department's work. The department also provides a speakers bureau, and liaison services to Asian and Spanish language communities.

To obtain information about the provisions of the Human Rights Act and the services of the department or to request speakers, brochures, or other printed materials, contact the department by telephone or mail.

Bilingual and sign language interpreters are available upon request. The office has a telecommunications teletypewriter at (651) 296-1283. Business hours are 8:00 a.m. to 4:30 p.m. Monday through Friday.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

The commissioner may create local and statewide advisory committees as needed to effectuate the purposes of the department. Committees have advised the commissioner on department initiatives, how to increase the effectiveness of human rights enforcement activities, mitigation of discrimination, and improving the human rights environment in Minnesota. **Appointing Authority:** Commissioner of Human Rights. **Compensation:** Parking expenses.

Anti-Discrimination Provision 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, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age. They may not discriminate in any aspect of employment, including hiring, training, promotion, pay and benefits, conditions of employment, termination, or layoffs. Most charges of discrimination received by the department are in the area of employment on the basis of age, sex, race or disability. Employers of 15 or more are required to provide reasonable accommodation for qualified employees and applicants who have disabilities.

• **Persons selling or leasing real property or housing**

may not steer people or refuse to sell, rent or lease property because of one's race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or in most cases, familial status. Banks or other financial institutions may not refuse housing loans or other financial assistance on these bases. Persons selling or leasing real property or housing also may not refuse to reasonably accommodate disabled persons by allowing reasonable modifications of rules and policies and some structural modifications at the renter's expense and must allow a renter's service animal.

• **Discrimination in public accommodations** is prohibited on the basis of race, color, creed, religion, disability, national origin, marital status, sexual orientation 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. Public accommodations may not refuse to reasonably accommodate disabled persons. Reasonable accommodation can include providing physical and program access, use of trained service animals and removal of structural barriers.

• **State agencies and local government 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, sexual orientation or status with regard to public assistance or refuse to reasonably accommodate disabled persons. Reasonable accommodation can include providing physical and program access, use of trained service animals and removal of structural barriers.

• **Educational institutions** may not discriminate in use of, or benefits from, their programs or services because of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, 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. An educational institution may not refuse to reasonably accommodate disabled persons. Reasonable accommodation can include providing physical and program access, use of trained service animals and removal of structural barriers.

• **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 who are disabled or are of a different race, color, creed, religion, sexual orientation, or national origin are unlawful.

• **It is an unfair practice to discriminate** in the extension of credit to a person because of race, color, creed, religion, disability, national origin, sex, sexual orientation, marital status or public assistance status.

• **Discrimination is prohibited** in doing business or contracting with someone on the basis of a person's race, color, sex, sexual orientation, or disability.

Certificate of Compliance Provision of the Minnesota Human Rights Act

A firm or business that has employed more than 40 full-time employees on a single working day during the past 12 months must have a certificate of compliance to bid on or be awarded a state contract of \$100,000 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.

Intake Unit

(651) 296-5663. A person who believes s/he has been discriminated against may file a charge of discrimination by contacting the Intake Unit. A charge must be filed within one year 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.

When appropriate, and when the parties are willing, the department may refer a charge or potential charge to a dispute resolution center for voluntary mediation.

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 Americans with Disabilities Act (ADA), or the Age Discrimination in Employment Act (ADEA), the charge is jointly filed with the federal Equal Employment Opportunity Commission (EEOC). The state receives funds to process charges covered by the federal laws. EEOC also cross-files charges covered by Minnesota law with the department under a work sharing agreement, processes these charges and reports its results to the department.

Enforcement Division/Case Processing Units

(651) 296-5663; FAX (651) 296-9064. The Enforcement Division's major responsibility is case processing, or the investigation and resolution of charges of illegal discrimination. In addition to the Intake Unit, the Enforcement Division is comprised of three case processing units headed by enforcement supervisors who report to the deputy commissioner. Each unit includes a human rights enforcement officer at the intermediate level and several enforcement officers at the entry level.

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. This may involve interviews, requests for documents or on-site visits to gather evidence. The enforcement officer may also assist the parties in negotiating a pre-determination settlement.

Following the investigation, if there is probable cause to believe that discrimination occurred, another attempt is made to resolve 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 may issue a formal complaint and notice to appear at a hearing. The Office of the Attorney General represents the department at this hearing.

The law provides that if probable cause is not found by the commissioner, or the case is dismissed, a charging party may appeal the determination. The statute and rules detail procedural requirements for filing appeals. A respondent may also appeal a finding of probable cause according to the rules of the department. Following the review of an appealed case, the commissioner either reaffirms, vacates, or reverses the determination.

The attorney general assigns attorneys to represent the department when the department takes a charge of discrimination to trial. Either party to a complaint may appeal an adverse ruling to the state court of appeals.

Enforcement Division/Compliance Services

(651) 296-5663; FAX: (651) 296-9042. The Compliance Services Section administers the Certificates of Compliance provisions of the Human Rights Act by issuing certificates to contractors whose affirmative action plans are approved by the commissioner. It conducts desk audits, on-site reviews and analysis of required reports in order to

determine a contractor's compliance status. Certificates of Compliance may be suspended or revoked if the contractor fails to make a good faith effort in implementing the affirmative action plan.

On-Line Services

Web Site: www.therightspplace.org
or
www.humanrights.state.mn.us

The department's new web site (www.therightspplace.org) provides access to information on human rights issues and resources. Individuals can e-mail the department to access information on laws and issues, and make inquiries on-line. The site also features a human rights events calendar, the quarterly newsletter, and provides links to other human rights organizations' web sites.

Department Publications

Single copies of the following publications are available at no charge from the department: "Practices Prohibited by the Minnesota Human Rights Act," a general information brochure covering the issues of unlawful discrimination; a quarterly newsletter, "The Rights

Stuff", outlining legal and human rights issues; a brochure on how to comply with equal employment opportunity laws; and a manual listing resources available to employers for recruiting a diverse workforce. Copies of Minnesota Human Rights Rules and the Minnesota Human Rights Act may be purchased from Minnesota's Bookstore, Print Communications Division, Department of Administration, 117 University Avenue, St. Paul, MN 55155, (651) 297-3000 or toll free 1-800-657-3757. Contact Minnesota's Bookstore for current price information website: www.minnesotasbookstore.com

Fiscal and Support Services

The Administrative and Support Services units are responsible for financial management, accounting, business services, printing and duplicating, telephones, mail and receptionist services.

The Support Services Unit is responsible for liaison with the U.S. Equal Employment Opportunity Commission and local human rights departments, word processing, M.I.S., case tracking data entry, automated charge processing correspondence, central filing, release of case file information, and miscellaneous offices services.

Department of Human Services (DHS)

444 Lafayette Road, St. Paul, MN 55155

Web site: www.dhs.state.mn.us

E-mail: commissioner.dhs@state.mn.us

TTY: (800) 627-3529

Commissioner Michael O'Keefe

(651) 296-2701; Fax: (651) 296-5868

Deputy Commissioner Linda Anderson

(651) 296-6993; Fax: (651) 296-5868

Minnesota Statutes, Chapters 245-261; Minnesota Rules 9500-9799

Public contact for DHS services:

General information including visitor parking information and directions: (651) 297-3933; TTY: (651) 296-5705

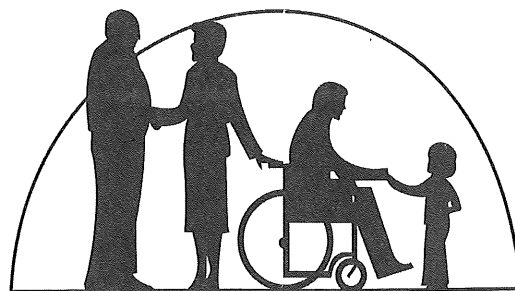
Key department help and information lines

(other help lines are located elsewhere in the listing):

- **Child Support Enforcement Helpdesk** – Outstate callers: (800) 657-3954, Twin Cities metro-area callers: (651) 296-2542
- **Licensing** – (651) 296-3971 General Division
- **Medical Assistance** – Outstate callers: (800) 657-3659; Twin Cities metro-area callers: (651) 296-8517
- **MinnesotaCare Helpline** – Outstate callers: (800) 657-3672, Twin Cities metro-area callers: (651) 297-3862
- **Senior LinkAge Line** – (800) 333-2433

Most of Minnesota's human service programs are administered locally, at the county level. County human services agencies' phone numbers are listed at the end of the DHS entry. A list of county government Web sites is maintained on the Internet at: www.state.mn.us.

DHS provides some direct services through its state operated services – which is the collective term for regional treatment centers, state-run group homes and state nursing homes – and regional service centers for people who are deaf and hard of hearing. DHS also processes child support payments; licenses child care centers, adolescent group homes and residential, outpatient and day training treatment programs for people with chemical dependency, mental illness or developmental disabilities; and operates MinnesotaCare, a state-subsidized



health care program. More information about these services follows in this entry. Some health care program applications are available in English and seven other languages on the DHS Web site.

DHS is committed to providing excellent customer service to individuals and organizations who have contact with the agency. Comments and suggestions about the programs DHS oversees or ways in which the department may improve any aspect of the work we do may be addressed to the commissioner at the above address.

Electronic mail:

Questions or comments regarding specific programs or existing human services cases should be directed to county or regional human services offices, or to the department through phone or mail. Information transmitted by electronic mail (e-mail) is not secure and can be intercepted and read by other Internet users. DHS recommends that the public do not use e-mail to send private or confidential data about themselves or others unless it has been encoded or encrypted. In addition, DHS will not use e-mail to transmit responses that contain private or confidential data on an individual unless it can ensure the security and integrity of the information or it has the individual's consent to transmit such unsecured data. Please also note that any e-mail submitted to DHS may be forwarded internally in order to direct it to the appropriate recipient.

Multilingual human services referral lines:

DHS has a toll-free 1-800 multilingual telephone service for non-English-speaking residents who need to connect with human services at the state and county levels. The telephone lines operate in

seven languages. Callers can talk to a native speaker and/or hear instructions in their respective languages. Callers are asked to provide contact information so the state or county service representatives can return their calls and provide additional information and/or refer them to the proper agencies for further assistance. Calls are normally returned within a 24-hour period, except for weekends and holidays.

<u>Language</u>	<u>Metro</u>	<u>Outstate</u>
Arabic	(763) 569-1802	(800) 358-0377
Cambodian (Khmer)	(612) 728-7314	(888) 468-3787
Hmong	(612) 728-7315	(888) 486-8377
Lao	(612) 728-7316	(888) 487-8251
Russian	(651) 695-4011	(888) 562-5877
Somali	(612) 728-7318	(888) 547-8829
Spanish	(612) 341-7200	(888) 428-3438
Vietnamese	(612) 728-7317	(888) 554-8759

Department of Human Services Library

(651) 297-8708, **Kate Nelson, librarian.** The Department of Human Services Library is a member of the Capital Area Library Consortium (CALCO). This consortium comprises 23 libraries and information centers serving the executive, legislative and judicial branches of Minnesota state government and the citizens of Minnesota. The library's catalog can be accessed by linking via the Internet to WebPals at <http://www.pals.msus.edu/webpals/>.

Mission

The Minnesota Department of Human Services, working with many others, helps people meet their basic needs so they can live in dignity and achieve their highest potential.

Background and History

Known as the "welfare agency" since its beginning in the mid-1800s when the first state hospital opened in St. Peter, Minnesota, the department's focus always has been on helping people make transitions and overcome obstacles in their lives. Known as the state Board of Correction and Charities in 1883, it evolved into the state Board of Control in 1901, the Minnesota Department of Social Security in 1939, the Department of Public Welfare in 1953, and finally to the Department of Human Services in 1983.

In 1868, the department began working with Minnesota's county employees to create what is now the state's county-based social services system. Today, employees in the department's central office in St. Paul work closely with employees from Minnesota's 87 counties who provide most of the direct services to Minnesotans.

Today, the Minnesota Department of Human Services touches the lives of more than one in four Minnesotans with a wide variety of services. DHS provides health care, economic assistance, social services and other services for people who do not have the resources to meet their basic needs. The department works to help those on government assistance become self-sufficient as quickly as possible. The department also makes sure that a strong but limited safety net is in place for the most vulnerable Minnesotans. As the state's largest agency, DHS:

- **Works with counties** and other partners on welfare reform and critical aging and children's issues
- **Oversees the state's three publicly funded** health care programs
- **Licenses child care and day care** facilities, manages budgets and distributes grants
- **Provides state operated services** through residential treatment centers and community-based facilities
- **Measures performance** and outcomes of programs
- **Applies technology** to make the department's work more effective and efficient
- **Develops its internal workforce** to assure quality work and
- **Conducts projects** to respond to special needs or issues.

DHS is the state's largest agency. It has an annual budget of more than \$6.8 billion (fiscal year 2002 base budget). Health programs and health-related services account for nearly three-quarters of the department's budget. As of fiscal year 2000, DHS has about 6,700 employees, with about 1,700 in eight central office locations in the Twin Cities metropolitan area and about 5,000 outstate serving Minnesotans with disabilities.

Performance indicators

Minnesotans enjoy a high quality of life, thanks in part to the department, its 87 county partners and many nonprofit agencies and community organizations. Some indicators of the department's performance include:

- **Health coverage.** Nearly 95 percent of Minnesotans have health insurance, according to a 1999 University of Minnesota study. That high percentage is due in part to MinnesotaCare, a publicly funded health care program. Minnesota has the fourth-best record in the nation in providing health insurance for its children, according to the American Academy of Pediatrics. Nearly 93 percent of Minnesota children were projected to have health care coverage in 1999.
- **Welfare reform.** About 50 percent of those who were on MFIP in July 1998 were off the program in January 2000; 20 percent were still receiving MFIP and working.
- **Child support.** In fiscal year 2000, state and county offices collected \$492 million in child support payments. Minnesota was ranked first in the nation in the amount of child support collections per case for 1999.
- **Adoption.** Minnesota increased adoptions of children under state guardianship by 47.7 percent from 427 children in federal fiscal year 1998 to 631 children in federal FY 1999. That increase earned Minnesota \$244,746 in bonus funds for the second consecutive year from the federal government as part of the federal Adoption 2002 Initiative. As of October 2000, 840 children under state guardianship were in need of permanent, adoptive homes immediately.
- **State Operated Services.** In 2000 the last people with developmental disabilities living in Minnesota's regional treatment centers left those facilities for new homes, jobs, training, recreational and social opportunities in the community. Advocates for people with developmental disabilities and employees of counties, the Department of Human Services and other state agencies all had a role in this accomplishment. Minnesota is the most populous state in the union to have reached this goal.

Summary of Services

Services that DHS operates, oversees or pays for include:

- **Health care.** DHS provides health care coverage for more than half a million people through: Medical Assistance (MA or Medicaid) for 363,000 people, MinnesotaCare for 113,000 people, General Assistance Medical Care for 23,000 people (fiscal year 2000 enrollment figures) and the Prescription Drug Program, which enrolled 5,200 people as of October 2000.
- **Child support.** Child support services were provided to about 267,000 children in fiscal year 1999.
- **Food stamps.** About 92,000 households or 199,000 individuals used food stamps in an average month in fiscal year 2000.
- **Minnesota Family Investment Program (MFIP).** About 42,000 families use the state's welfare program for families in an average month in fiscal year 2000.
- **General Assistance.** An average of 7,800 recipients a month in fiscal year 2000 used the state-funded General Assistance program, which provides cash benefits to unemployable adults without children.

- **Nursing home care.** In the year 2000, about 40,158 people on any given day received care in 434 nursing facilities statewide. About 65 percent of those people receive Medical Assistance.
- **Services to seniors.** The department provides a variety of community-based services to help more than 100,000 seniors stay in their own homes.
- **Deaf services.** Eight regional offices in Bemidji, Duluth, Fergus Falls, St. Cloud, St. Paul, St. Peter, Rochester and Virginia, assist people who are deaf, deafblind or hard of hearing.
- **Services to people with developmental disabilities.** More than 22,000 people with developmental disabilities receive services every year through programs and services licensed by the department. About 521 people with developmental disabilities received services, including on-the-job coaching, at 106 community sites operated by the department's State Operated Community Services in fiscal year 2000.
- **Adult mental health services.** The state's regional treatment centers provide treatment to an average daily population in fiscal year 2000 of about 600 adults and 50 adolescents with mental health issues. Adult Mental Health Initiatives, serving 3,300 adults in fiscal year 2000, are part of the support system helping to keep people with serious mental illness in the community.
- **Foster care.** Every year 18,900 children are placed in out-of-home care, such as foster care, emergency shelters, group homes or residential treatment facilities. DHS oversees the county-run foster care system.
- **Child protection.** In 1998, more than 10,500 children were abused and neglected in Minnesota. DHS supports services to help parents before children are harmed and to keep children safe. Eighteen crisis nurseries throughout the state are one of these services the department supports.
- **Children's mental health services.** Children's Mental Health Collaboratives ensure children with severe emotional disturbances and their families receive coordinated, comprehensive care.

Organization and Management

The department is organized primarily around four business functions: Economic and Community Support Strategies, Health Care, State Operated Services and Continuing Care. The department also manages agencywide functions, Children's Services, Finance and Management Operations and Information and Technology Strategies, which cut across all areas of the department.

The commissioner, deputy and assistant commissioners must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Agencywide functions

Key functions in the department support the work of all of the department's efforts in a variety of ways. They are: the Commissioner's Office; the Communications Office; the Office of Equal Opportunity, Affirmative Action and Civil Rights; Human Resources and External Relations; and Information and Technology Strategies.

Equal Opportunity, Affirmative Action and Civil Rights

(651) 296-7562; TTY (651) 296-8758. Mary Jean Turinia Anderson, director.

Katherine Finlayson, Americans with Disabilities Act (ADA) coordinator: (651) 215-1374. Fax: (651) 297-7981. This office develops and administers plans and programs to ensure equal access to human services, equal opportunity employment and to provide for a diverse workforce. These programs extend to the department, county welfare and human services agencies, and local and county public health and emergency offices covered under the provisions of the Merit System.

External Relations

Several special offices direct and coordinate the relationships the department has with various external organizations, including the media, counties, federal government, the Legislature and sovereign tribal governments.

Communications Office

(651) 296-4416, Terry Gunderson, director. Fax: (651) 297-4040. The Communications Office leads department communications efforts. Communications also responds to inquiries from the news media and prepares information that helps the general public understand department services and human services policies. All news releases, news tips and fact sheets can be found on the department Web site at: www.dhs.state.mn.us.

County Relations

(651) 282-6489, Darcy Miner, director of county relations. The county relations representative takes a lead role in the department's relationships with Minnesota's 87 counties, which provide most of the services the department administers.

Legislative Relations

(651) 296-5685 Steve Barta, legislative liaison. The legislative relations coordinator manages the department's legislative process, works with the development of human services proposals, and follows the sequence of human services related legislation through work with agency staff, the Department of Finance, Minnesota Planning, the Governor's Office, the Legislature and the Revisor of Statutes.

Tribal Relations

(651) 296-4606, Vern LaPlante, tribal relations representative. The tribal relations representative is responsible for providing coordination of ongoing consultation with tribal governments and, where appropriate, state and federal agencies, relating to the implementation of DHS services on Indian reservations and urban Indian communities.

Human Resources

(651) 296-1185, Martha Watson, director; TTY: (651) 297-1210. Fax: (651) 282-5340. This division provides human resources management services for the department and administers the Minnesota Merit System, which provides human resource management services for approximately 3,600 human services employees in 75 county human services/social services agencies. For DHS, the Human Resources Division staff provide services to managers and employees in the areas of staffing, health, safety, compensation, job classification, labor relations, management consulting, benefits administration, training, organizational development, workers compensation and employee assistance.

The Minnesota Merit System staff provides recruitment, selection, compensation and classification services to county managers and provides advice and consultation to county managers and supervisors on a variety of issues, including organization structure, disciplinary matters and interpretation of applicable laws, rules and policies for county human and social services agencies.

Information and Technology Strategies

(651) 215-1363, John Lally, chief information officer. Fax: (651) 297-4698. The chief information officer is responsible for setting the direction for information management in support of department services and management functions. This includes developing short- and long-range plans for the strategic use of information technology, establishing standards and providing technical services. In addition to the office of the CIO, the divisions in the Information and Technology Strategies (ITS) program manage a considerable base of applications and technology to provide the department's information infrastructure and core information tools. ITS supports the agency's mission by

providing a workplace information environment that is secure, stable, powerful and technologically sound; by ensuring that new systems are coordinated across the department and with other agencies; and by providing a high level of customer support.

Finance and Administration Division

(651) 297-5421, Tom Rowland, director. This division provides support across ITS, and includes communications and vendor relations, and ITS finance and budget, technical contracts, service level agreements, legislation, office support services, business continuation (including disaster recovery), quality assurance programs, and technical training.

Operations Division

(651) 296-0570, Johanna Berg, director. This division provides customer service to support and maintain the DHS network, computer workstations, software and telecommunications structure. This division includes the technical services support group (including network services, the ITS Help Desk, and network and application architects), the DHS data warehouse/Executive Information System (EIS), project management, customer services, and electronic commerce (e-commerce) operations.

Information Policy and Security Division

(651) 297-3919, Linda Randolph, director. This division oversees the departments information security policies and practices, manages access and intruder detection services, and develops digital data practices and record retention policies as they relate to human services technology.

Web Services Division

(651) 215-9441, Tom Albrecht, director. This division manages the administration, design and development of the department's Web services area, which include the department public Web site, our administrative intranet, e-mail and groupware services. Development of business and technology strategies for electronic linkages with our business partners and vendors is also coordinated between this division and Operations.

Licensing Division

Information: (651) 296-3971, (800) 627-3529 TTY, Jerry Kerber, director. Fax: (651) 297-1490. The department, in cooperation with counties, licenses approximately 28,000 service providers and monitors and investigates their compliance with Minnesota laws and rules. DHS has full responsibility for licensing child care (day care) centers, adolescent group homes and residential, outpatient and day training treatment programs for people with chemical dependency, mental illness or developmental disabilities. Counties (see listing of county social service offices at the end of DHS' entry) have the primary responsibility for monitoring family child care (day care), child foster care and adult foster care programs. The Minnesota Department of Health licenses hospitals, nursing homes, outpatient surgical centers, home health care, board and lodging with special services and some assisted living facilities.

The Licensing Division performs three primary regulatory functions:

- **Licensing programs that serve children and vulnerable adults** under the Human Services Licensing Act (*Minnesota Statutes*, chapter 245A);
- **Conducting background studies on individuals who have direct contact with children or vulnerable adults** in licensed programs in accordance with *Minnesota Statutes*, chapter 245A; and
- **Investigating allegations of maltreatment** under the Maltreatment of Minors Act (*Minnesota Statutes*, section

626.556) and Vulnerable Adults Act (*Minnesota Statutes*, sections 626.557 and 626.5572).

Licensing actions taken to ensure compliance with licensing standards include issuing correction orders and fines and taking negative licensing actions, such as placing a program's license on conditional status, suspending a license or revoking a license. Although the regulations governing the different types of programs vary, the duties of the licensors are similar. The licensors conduct license inspections for new and existing programs, monitor compliance with license requirements, process variances to licensing rules, conduct complaint investigations, provide technical assistance, issue correction orders, and recommend fines and conditional licenses or other licensing actions if appropriate. Currently, routine site visits are required to be made at least once every two years.

License Fees

The Licensing Division maintains a license and certification fee schedule (*Minnesota Rules*, part 9545.2000 to 9545.2040). The amount of the initial license fee is prorated based on the number of months remaining in the calendar year. An applicant for a first time license in a DHS directly licensed program is issued a license through the end of a calendar year. The licensing period for all programs directly licensed by DHS is on a calendar-year basis, with a new license issued every year. In August or September of each year, license holders are sent reapplication forms for the subsequent calendar year. License holders are sent license fee invoices in November for the following calendar year with payments due by Dec. 31. A license will not be reissued unless the license fee is paid.

License fees are generally determined as follows:

- No license fee is charged for a family child care (day care) license, family foster care license or adult foster care license. (See *Minnesota Statute* § 245A.10).
- The license fee for a child care (day care) center license is based on a base rate of \$27.50 plus \$3 times the program's licensed capacity.
- The license fee for a residential program is based on a base rate of \$55 plus \$8 times the program's licensed capacity.
- The license fee for most nonresidential programs are based on a base rate of \$55 plus \$8 times the program's licensed capacity.
- The license fee for a waived services program is based on a base rate of \$55 plus \$8 times the number of persons served in the county (licenses are issued by county).
- The license fee for a Semi-independent Living Services program is based on a base rate of \$55 plus \$8 times the number of individuals served in the previous year.
- The license fee for an outpatient chemical dependency program is based on a base rate of \$55 plus 80 cents times the number of individuals served in the previous year.
- The license fee for a child placing agency is based on a base rate of \$55 plus 80 cents times the number of adoption decrees in the previous year and 80 cents times the number of foster care homes supervised.
- The certification fee for a mental health program or clinic certified under Rule 29 is \$875 for the first year and \$437.50 each subsequent year.

Licensing Rules

In some cases, *Minnesota Statutes* may have superseded or modified licensing rules. Licensing rules should be read in conjunction with *Minnesota Statutes*, chapter 245A. More information about *Minnesota Statutes* is available from the Office of the Minnesota Revisor of Statutes. Rules and statutes are available on the Internet at www.revisor.leg.state.mn.us or contact the revisor's office at: (651) 296-2868, 700 State Office Building, 100 Constitution Ave., St. Paul, MN 55155. The Minnesota Department of Trade and Economic Development has

summarized many of the licensing requirements on its Web site (www.dted.mn.us) listing various licenses and permits issued by state agencies. Contact the DHS Licensing Division for specific information about licensing requirements.

• **Rule 1:** Licensure of family foster care and group family foster care. (*Minnesota Rules*, parts 9545.0010 to 9545.0260)

• **Rule 2:** Licensure of family child care (day care) facilities - family and group family child care. This rule governs licensure of providers of child care (day care) in a setting other than a child care center, usually the provider's residence, for less than 24 hours per day. (*Minnesota Rules*, parts 9502.0300 to 9502.0445)

• **Rule 3:** Licensure of child care centers. Sets standards for licensing child care centers including programs that provide day care, night care, drop-in and sick care for less than 24 hours a day in a setting that is not a residence. (*Minnesota Rules*, parts 9503.0005 to 9503.0170)

• **Rule 4:** Licensure of private agencies that provide foster care and adoption services. (*Minnesota Rules*, parts 9545.0755 to 9545.0845)

• **Rule 5:** Licensure of residential treatment programs for children with severe emotional disturbance. (*Minnesota Rules*, parts 9545.0905 to 9545.1125)

• **Rule 6:** Licensure of maternity shelters. Establishes minimum licensing standards for homes or institutions providing residential care to three or more pregnant women. (*Minnesota Rules*, parts 9545.1200 to 9545.1320)

• **Rule 8:** Licensure of group homes. Establishes licensing standards for group homes that provide staffed foster care on a 24-hour basis for no more than 10 children. (*Minnesota Rules*, parts 9545.1400 to 9545.1480)

• **Rule 11:** Applicant background studies. Establishes procedures for background studies for persons employed in or seeking employment providing direct contact services in programs licensed by the Minnesota Department of Health and DHS. (*Minnesota Rules*, part 9543.3000 to 9543.3090) (Note: The bulk of these requirements are now found in *Minnesota Statutes* section 245A.04, subdivisions 3, 3a, 3b, 3c, and 3d.)

• **Rule 13:** Family day care, adult foster care and child foster care; licensing functions of county and private agencies. Establishes licensing requirements for county and private agencies performing family day care, adult foster care and child foster care licensing activities and functions delegated by the commissioner under Minn. Stat. §245A.16. (*Minnesota Rules*, parts 9543.0010 to 9543.0150)

• **Rule 17:** Residential and nonresidential licensure (generic licensing rule). Establishes generic licensing requirements for all programs licensed by DHS. (*Minnesota Rules*, parts 9543.1000 to 9543.1060)

• **Semi-independent Living Services:** Sets licensing standards for semi-independent living services for persons with mental retardation. SILS include training, counseling, instruction, supervision and assistance in accordance with the client's individual program plan. (See consolidated standards under *Minnesota Statutes*, chapter 245B. Formerly addressed in repealed *Minnesota Rules*, parts 9525.0500 to 9525.0660).

• **Rule 29:** Standards for mental health centers and clinics for insurance reimbursement. Establishes treatment, staffing and quality assurance standards for mental health centers and clinics seeking

approval for insurance reimbursement. (*Minnesota Rules*, parts 9520.0750 to 9520.0870)

• **Residential programs and services for persons with mental retardation and related conditions:** Sets standards for residential programs for persons with mental retardation that are required to be licensed under *Minnesota Statutes* chapter 245A. (See consolidated standards under *Minnesota Statutes*, chapter 245B. Formerly addressed in repealed *Minnesota Rules*, parts 9525.0215 to 9525.0355).

• **Rule 35:** Licensure of chemical dependency rehabilitation programs. Establishes standards for and governs licensure of chemical dependency rehabilitation programs, including primary residential treatment, extended care and halfway houses. (*Minnesota Rules*, parts 9530.4100 to 9530.4450)

• **Rule 36:** Licensing of residential facilities for adults with mental illness. Establishes standards for mental health programs providing residential treatment and rehabilitation services to adults with mental illness on a 24-hour per day basis. (*Minnesota Rules*, parts 9520.0500 to 9520.0690)

• **Licensure of training and habilitation services for adults with mental retardation or related conditions:** Sets standards for licensing training and habilitation services for adults with mental retardation or related conditions. (*Minnesota Rules*, parts 9525.1500 to 9525.1690. Most of these rule parts have been repealed. See Consolidated Standards under *Minnesota Statutes*, chapter 245B.)

• **Rule 40:** Use of aversive and deprivation procedures in facilities serving persons with mental retardation or related conditions. Sets standards prohibiting use of certain aversive and deprivation procedures, designate other procedures as permitted but controlled, specify the consents, reviews and standards required for using controlled procedures. (*Minnesota Rules*, parts 9525.2700 to 9525.2810)

• **Licensure of residential-based habilitation services:** Establishes standards for providers of residential-based habilitation services. (See consolidated standards under *Minnesota Statutes*, chapter 245B. Formerly addressed in repealed *Minnesota Rules*, parts 9525.2000 to 9525.2140).

• **Rule 43:** Licensure of outpatient alcohol and drug treatment programs. Sets standards for approving or licensing outpatient treatment programs for people with alcohol and/or other drug problems. These treatment programs serve, at one time, five or more persons experiencing problems related to alcohol or other drugs and provide primary or post-primary treatment care. (*Minnesota Rules*, parts 9530.5000 to 9530.6500)

• **Rule 80:** Licensure of residential facilities and services for the physically handicapped. Establishes standards for licensing community-based residential facilities and services for physically handicapped individuals. (*Minnesota Rules*, parts 9570.2000 to 9570.3600)

• **Rule 203/51:** Administration of adult foster care services and licensure of adult foster homes. Establishes standards for licensing, administering and providing social services to functionally impaired adults in adult foster care homes so they receive an assessment of need for foster care and are offered community, health and social services that may be needed or requested. (*Minnesota Rules*, parts 9555.5105 to 9555.6265)

• **Rule 223:** Licensure of adult day care programs. Establishes standards for the licensure of adult day care centers that regularly

provide care for functionally impaired adults. (*Minnesota Rules*, parts 9555.9600 to 9555.9730)

- **Independent living assistance for youth:** Each program has license requirements unique to the individual program. Some require building, fire code and zoning approval before a license is issued. (See *Minnesota Statute* § 245A.22.)

Background Studies Unit

The Licensing Division's background studies unit conducts background studies on people working in programs licensed by DHS and the Minnesota Department of Health (MDH) and unlicensed Personal Care Provider Organizations (PCPOs). The MDH background studies are done under contract with the MDH Facility and Provider Compliance and Health Occupations Programs (HOP) Divisions. The background study consists of a review of criminal history records and substantiated maltreatment records. Persons are disqualified for specific crimes or they were responsible for serious or recurring maltreatment of a vulnerable adult or a child. The unit processes persons' appeals of their disqualifications. The unit provides technical assistance to facilities in implementing the background study process and to subjects of background studies.

When conducting a background study, the following information is reviewed:

- **Criminal conviction records** maintained by the Bureau of Criminal Apprehension. Generally, these records include gross misdemeanors, felonies and a limited number of "targeted" misdemeanors.
- **DHS' records of substantiated maltreatment of vulnerable adults and children** (for the past seven years). These records include: all substantiated perpetrators from DHS investigations; all substantiated perpetrators from investigations that resulted in negative licensing actions against family day care providers, child foster care providers and adult foster care providers; all substantiated perpetrators in the same facilities who were disqualified by the county and who asked for reconsideration of their disqualification; and all substantiated perpetrators of maltreatment of vulnerable adults reported to DHS from 87 counties and MDH.
- **When DHS has reasonable cause to believe the information is pertinent to the disqualification of an individual**, the study may be expanded to include records from district courts, other states and the FBI.

Investigations Unit

The Licensing Division's investigations unit conducts investigations of allegations of maltreatment of vulnerable adults and minors in DHS-licensed programs, issues reports of findings and responds to appeals of final dispositions of maltreatment. The unit coordinates its work with other state agencies such as the Office of Health Facility Complaints, the Attorney General's Medicaid Fraud Division; with county social service agencies; and law enforcement.

- **Maltreatment of Vulnerable Adults** - (See *Minnesota Statutes*, sections 626.557, 626.5572, and 245A.65). Most of the license holder requirements previously found in *Minnesota Rules*, parts 9555.8000 to 9555.8500 (Rule 10) are now found in *Minnesota Statutes*, section 245A.65.
- **Maltreatment of Minors** - (See *Minnesota Statutes*, section 626.556).

The Licensing Division has primary responsibility to investigate alleged maltreatment of minors related to the care provided by or in certain DHS-licensed facilities. The Licensing Division may request

assistance from the local social service agency. DHS-licensed facilities affected are: child care centers (Rule 3); residential treatment programs for children with severe emotional disturbance (Rule 5); group homes (Rule 8); safe houses, transitional housing, and independent living assistance for youth (*Minnesota Statutes*, sections 245A.22 and 256E.115); residential and outpatient chemical health treatment services for children (Rule 35 and Rule 43); and residential services for children with developmental disabilities (*Minnesota Statutes*, chapter 245B). County agencies have primary responsibility to investigate alleged maltreatment in child foster care (Rule 1) and family child care (day care) settings (Rule 2).

Children's Services

(651) 296-2487, Erin Sullivan Sutton, assistant commissioner. Fax: (651) 297-1949. Children's Services works in partnership with communities to achieve positive outcomes for children in vulnerable situations. Children's Services' charge is to ensure that children will be protected from harm and live in permanent homes. Children's Services staff work with families, counties, employers, communities and other partners - including the departments of Health, Corrections, and Children, Families and Learning - on child protection, family support and preservation services, Indian child welfare services, mental health care, foster care, youth and adolescent programs and adoption services.

Children of Color Initiative

(651) 297-2468, Patricia Torres Ray, coordinator. Fax: (651) 297-1949. In all of the department's programs and services, staff is committed to helping all families and children succeed. The Children of Color Initiative helps the department respond to the disproportionately high number of children of color in the social services system. The initiative permeates all of the department's work as it strives to ensure that the design and implementation of social services promotes positive outcomes for children of color, both in their families and their communities.

Children's Mental Health Division

(651) 297-5242, Glenace Edwall, director. Fax: (651) 296-7731. In partnership with local mental health providers and others in the system of care, the Children's Mental Health Division develops, supports and maintains a comprehensive array of community-based services with an emphasis on integrated systems of care to meet the needs of children and adolescents with severe emotional and behavioral disturbances. In addition to expertise in children's mental health, staff members specialize in family support, cultural competency, juvenile justice and co-occurring disorders.

Children's Research, Planning and Evaluation Division

(651) 215-5759, Claudia Fercello, research director. Fax: (651) 297-1949. The Children's Research, Planning and Evaluation Division helps to ensure that all Minnesota children have safe and permanent homes through informed decision-making based on sound data, as well as thorough research and evaluation. The division gathers, analyzes, summarizes and reports data to guide state and local policies, practices and programs.

Family and Children's Services Division

(651) 296-3800, Dorothy Renstrom, director. Fax: (651) 297-1949. The Family and Children's Services Division develops policy, provides a statewide competency-based training system in partnership with counties, and works with counties to prevent child abuse and neglect and to intervene when child maltreatment occurs. The division oversees early intervention services, adolescent services, emergency and transitional housing for homeless youth, family preservation services (including crisis nurseries and services to minor parents),

child protection services, out-of-home placement (including foster care), adoption and Indian child welfare. It also maintains adoption archives granted in Minnesota since the late 1800s.

Social Services Information System

(651) 772-3750, Gwen Wildermuth, director. Fax: (651) 772-3794. The Social Services Information System develops and implements an automated child welfare case management system for adoption, foster care, children's mental health and out-of-home placement. This automated system helps frontline staff manage their cases, helps counties manage their programs and helps the state make better-informed policy decisions.

Continuing Care

(651) 297-3209, Maria Gomez, assistant commissioner. Fax: (651) 296-2052. This area works to ensure quality care and services for seniors and other adults who need help living as independently as possible.

Aging and Adult Services Division

(651) 296-2544, James Varpness, director. Senior LinkAge Line: (800) 333-2433. Fax: (651) 297-7855. This division develops community services and resources for older persons and adults with special needs and administers the preadmission screening, alternative care and elderly waiver programs that help seniors remain in their communities. Programs for seniors and their families include adult foster care, adult day care, chore assistance, adult protection, caregiver support and in-home services. This division also provides staff support to the Minnesota Board on Aging (MBA), which serves as a gateway to services for seniors. The MBA, working with a network of Area Agencies on Aging, administers the federal Older Americans Act and state dollars to fund a variety of services, including the Senior LinkAge Line®, health insurance counseling for seniors, the Ombudsman for Older Minnesotans office and more. More information about the MBA is available on its Web site: www.mnaging.org.

Continuing Care for the Elderly Division

(651) 296-2738, Bob Held, director. Fax: (651) 296-9797. The Continuing Care for the Elderly (CCE) Division oversees long-term care services for the elderly, including nursing facility and home and community-based services funded through DHS. This oversight includes eligibility, benefits, rate setting, preadmission screening, care system development, public health interventions, and administration of federal grants (waivers). CCE conducts the Rule 50 nursing facility rate setting and the contractual nursing home alternative payment system demonstration project.

Office of the Ombudsman for Older Minnesotans

(651) 296-0382 or (800) 657-3591; Fax: (651) 297-5654, Sharon Zoesch, state ombudsman/director. The ombudsman works with consumers, concerned citizens, nursing homes, hospitals, home care agencies, and public agencies to enhance the quality of care and quality of life of older individuals receiving health care services or supportive services at home, in the hospital, nursing home or other community setting such as assisted living, homes plus, board and lodging and adult day care. The ombudsman also: mediates disputes between consumers and service providers and public agencies; advocates for consumers when their rights have been violated or they are not receiving the proper care or assistance; provides information and educational programs to consumers, families, volunteers, staff and concerned citizens about consumer's rights, laws and regulations of health care or home care services, services to consumers and current issues; advocates for reforms in the health care and the social services system to better meet consumer needs; promotes self-advocacy by informing

and assisting consumers and their families on methods to resolve concerns.

Continuing Care for Minnesotans with Disabilities Division

(651) 582-1805. Fax: (651) 582-1808, Shirley Patterson, director.

- **Chemical dependency:** (651) 582-1832; **Help line:** (651) 296-3991; **Fax:** (651) 582-1865.
- **Community supports:** (651) 582-1998; **Help line:** (651) 297-4112; **Fax:** (651) 582-1962.
- **HIV/AIDS:** (651) 582-1980; **Fax:** (651) 582-1989.
- **Mental health:** (651) 582-1990; **Help line:** (651) 296-4497; **Fax:** (651) 582-1831.

Continuing Care for Persons with Disabilities defines statewide policy and manages services for people with disabilities, including mental illness, chemical dependency, developmental and physical disabilities, traumatic brain injuries and HIV/AIDS.

Housing Support Services

(651) 282-5205, Janel Bush, housing policy coordinator. This office is responsible for the group residential housing program and the development and implementation of a comprehensive housing policy, focusing on affordable, safe and stable housing for the people the department serves in its programs.

Minnesota Senior Health Options

(651) 296-3386, Pamela Parker, director. Fax: (651) 297-3230. Minnesota Senior Health Options (MSHO) is the first program of its kind in the nation to provide coordinated managed care, including acute and long-term care services for seniors eligible for both Medicare and Medical Assistance.

Project 2030

(651) 296-2062, LaRhae Knatterud, planning director. Project 2030, which is housed within DHS, analyzes the impacts of the aging of Minnesota's population and creates momentum within all sectors to prepare for the demographic shifts that will culminate in 2030 when the first baby boomers begin turning 85.

Economic and Community Support Strategies

(651) 296-6955, Jeanette Taylor Jones, assistant commissioner. Fax: (651) 297-5840. Economic and Community Support Strategies (ECSS) assists low-income families with children to move out of poverty through work and provides supports for working families, including child support. Its programs maintain a basic safety net for Minnesotans unable to provide for themselves, including single adults, and provide services to assist the deaf and hard of hearing. The Minnesota Family Investment Program is the foundation for assisting families to move from welfare to work as the way to be financially independent.

Adult Supports Division

(651) 296-1383, Bonnie Becker, director. Telephone Assistance Program: (651) 296-2765, metro; (800) 657-3838, outstate. Fax: (651) 215-1818. This division supervises administration of the state's cash assistance, food programs, and employment services to single adults and couples without children. It administers social services, cash assistance and employment services to refugee families, and the telephone assistance program for certain disabled or elderly people. The division also manages the department's Limited English Proficiency plan to provide access to human services for people who are non-English speaking.

Child Support Enforcement Division

(651) 215-1714, Laura Kadwell, director. Help line: (651) 296-2542, metro; (800) 657-3954, outstate. Fax: (651) 297-4450. This division is responsible for administering the statewide child support enforcement program that includes locating absent parents, establishing paternity, and establishing, modifying and enforcing orders for child and medical support. It operates PRISM, a statewide computer system, and statewide programs, including a child support payment center.

Deaf and Hard of Hearing Services Division

(651) 296-3980 (Voice), Bruce Hodek, director, or (651) 297-1506 (TTY); Fax: (651) 297-7155. This division helps Minnesotans who are deaf or hard of hearing live as independently as possible in their local communities. It provides services, including correctional, educational, occupational, health, mental health and financial and social services, to consumers and human services agencies. The central office staff plans, develops and carries out policy and implementation strategies that affect deaf and hard of hearing people, and oversees the regional offices. DHHS oversees the interpreter referral contract. (To schedule an interpreter, call the interpreter referral number listed under your region.)

Equipment Distribution Program

(800) 657-3663 (Voice) or (800) 657-3513 (TTY). The Equipment Distribution Program (EDP) provides specialized telephone equipment at no cost to qualified people who are deaf, hard of hearing, speech impaired or mobility impaired to help them use the telephone system.

Regional Offices

These offices provide a single entry point for services and referrals, and work with agencies to ensure accessibility for individuals who are deaf or hard of hearing. The offices provide information and referrals, technical assistance, training, consultation and outreach to agencies and individuals, and videotape, book and specialized adaptive equipment library loans on a short-term basis. DHHS oversees the interpreter referral contract. (To schedule an interpreter, call the interpreter referral number listed under your region.) The Regional Offices also house Equipment Distribution Program staff.

DHHS Northeast

• Virginia Regional Office

Virginia Workforce Center
820 North Ninth St., Virginia, MN 55792-2346
(218) 742-9153 Voice, (218) 742-9152 TTY,
(800) 657-3915 Voice/TTY, (218) 749-9688 Fax.

• Duluth Regional Office

Government Services Center
320 West Second St., Suite 710, Duluth, MN 55802-1402
(218) 723-4962 Voice, (888) 234-1322 Voice/TTY,
(218) 723-4961 TTY, (218) 723-4963 Fax.

DHHS Northwest

• Bemidji Regional Office

616 America Ave. NW, Suite 320, Bemidji, MN 56601-3871
(218) 759-8283 Voice/TTY, (888) 663-8329 Voice/TTY,
(218) 759-8279 Fax.

• Fergus Falls Regional Office

4B-1/2 East Drive, Suite 2, Fergus Falls, MN 56537-4100
(218) 739-7589 Voice, (218) 739-7591 TTY,
(800) 456-7589 Voice/TTY, (218) 739-7309 Fax.

DHHS E/W Central

• St. Cloud Regional Office

3333 West Division St., Suite 209, St. Cloud, MN 56301-3783
(320) 255-3502 Voice, (320) 255-3590 TTY,
(800) 456-3690 Voice/TTY, (320) 654-5157 Fax.

DHHS Southeast

• Rochester Regional Office

4104 18th Ave. NW, Rochester MN 55901-0474
(507) 285-7295 Voice, (507) 285-7172 TTY,
(800) 311-1148 Voice/TTY, (507) 280-5531 Fax.

DHHS Southwest

• St. Peter Regional Office

Phelps Hall, Second Floor, St. Peter Regional Treatment Center
100 Freeman Drive, St. Peter, MN 56082-1599
(507) 931-7580 Voice, (507) 931-7579 TTY, (507) 931-7573 Fax.

DHHS Metro

• Metro Regional Office

Mailing address:

Minnesota Department of Human Services,
444 Lafayette Road, St. Paul, MN 55155-3814

Site address:

130 East Seventh St., St. Paul, MN 55101
(651) 297-1316 Voice, (651) 297-1313 TTY, (651) 215-6388 Fax.

Families with Children Division

(651) 296-4476. Fax: (651) 297-5840, Chuck Johnson, director. This division supervises administration of the Minnesota Family Investment Program (MFIP), the state's welfare reform effort that helps families work their way out of poverty. This division provides assistance to county staff through training, manuals, information and policy support.

MAXIS Division

(651) 296-3374, Kate Wulf, director. Fax: (651) 297-4066. The MAXIS Division oversees and maintains the statewide system that determines eligibility for cash, Medical Assistance and food stamps. This division also is responsible for the issuance of cash and food stamps benefits.

Program Assessment and Integrity Division

(651) 296-4410, Ramona Scarpace, director. Fax: (651) 282-6120. Welfare fraud: (651) 296-4147, metro; (800) 627-9977, outstate. This division is responsible for program data and analysis, quality assurance and outcome evaluation for the Minnesota Family Investment Program, food stamps and related programs. It supervises fraud prevention and control efforts.

Finance and Management Operations

(651) 296-6635, Dennis W. Erickson, assistant commissioner. Fax: (651) 296-5868. Finance and Management Operations provides the legal and regulatory, financial, management services and health care operations activities necessary for the department to run its programs. This includes managing: fiscal resources through data analysis, budgeting, forecasting, accounting, receipting and reimbursement; legal and regulatory operations including appeals, regulations and licensing; management services, such as building management and telecommunications; and health care program operations including the

efficient payment of health care providers and the collection and dissemination of health care quality program data.

Appeals & Regulations Division

(651) 296-5764, **Rae Bly, director.** Fax: (651) 297-3173. Appeals and Regulations conducts hearings when applicants or recipients appeal a delay in their application or a denial, reduction, suspension or termination of financial assistance or social services. This area also manages department contracts and data practices requests, and advises the commissioner on family system licensing appeals. This area also provides support for all the department's divisions in the development of administrative rules that govern department programs. It also edits and maintains department manuals and bulletins.

Budget Analysis

(651) 296-5885, **Wes Kooistra, budget analysis director and chief financial officer.** Fax: (651) 297-7331. Budget Analysis manages and directs the department's biennial, capital, and supplemental budgets into an agencywide framework that reflects department standards and ensures that the department's priorities are supported. This office is also responsible for coordinating the department's biennial performance reports process and conducting analyses related to the department's budget in support of the department's initiatives.

Financial Management

(651) 296-7690, **Jon Darling, director.** Fax: (651) 297-7331. Financial Management provides fiscal services and controls financial transactions of the department. Core functions include preparing financial portions of department budgets, paying department obligations, processing department receipts and preparing employees' payroll.

Health Care Operations

(651) 297-1555, **Larry Woods, director.** Fax: (651) 282-6744. This area is responsible for the medical claims processing for the department's health care programs: Medical Assistance, MinnesotaCare, General Assistance Medical Care. It coordinates benefit payments with third-party payers, handles special financial recovery activities and works with health care providers to assure prompt payment for services they vendor. Health Care Operations uses the Medicaid Management Information System (MMIS) to do its work.

Health Care Systems Development

(651) 772-6000, **Jack Thueson, director.** Fax: (651) 772-6100. This area is responsible for technical aspects of the Medicaid Management Information System (MMIS), the computer system used to administer health care services that are provided to participants in the publicly funded medical programs. MMIS accurately pays the medical bills and managed care capitation payments for more than 560,000 enrollees in MinnesotaCare, General Assistance Medical Care and Medical Assistance. MMIS processes 23 million medical claims a year paying out more than \$3 billion to 30,000 health care providers.

Health Care Systems Policy

(651) 297-5625, **Linda Davis-Johnson, director.** This area oversees development of policy related to the Medicaid Management Information System.

Internal Audits

(651) 282-9996, **David Ehrhardt, director.** Fax: (651) 282-5547. This area is an independent appraisal function to examine and evaluate the department's activities as a service to management, the audit committee and the Human Services commissioner. It is a managerial control that functions by measuring and evaluating the effectiveness of accounting, financial and operating policies, procedures and controls on a department basis.

Licensing

(651) 296-3971, **Jerry Kerber, director.** Fax: (651) 297-1490. The department licenses residential and nonresidential programs for children and vulnerable adults to ensure that they meet the requirements of rules and the law. These programs include child care centers, family child care (via the counties), foster care, adoption agencies, and services for people with developmental disabilities, chemical dependency and mental illness. The department also completes investigations of maltreatment of clients and criminal background studies of staff in these programs.

Management Services

(651) 296-2180, **Linda Nelson, director.** Fax: (651) 296-2737. This area is responsible for a broad range of administrative support services including purchasing, printing, recycling, facilities management, mail processing, forms management, forms supply, document processing, records management, fixed asset inventory, and video and voice communications.

Provider Appeals

(651) 296-9916, **Diane Krueger, director.** **Provider enrollment:** (651) 282-5330 or (800) 657-3991. Fax: (651) 282-6859. This area handles appeals from long-term care providers regarding the payment rates established by the department. This area also reviews appeals from hospitals and physicians of Medical Assistance and General Assistance Medical Care denials of payment for in-patient hospital services.

Reports and Forecasts

(651) 296-2178, **George Hoffman, director.** Fax: (651) 282-6120. Reports and Forecasts is responsible for meeting federal reporting requirements for cash assistance, medical programs and food stamps; providing forecasts of program caseloads and expenditures, which are used in budget development; providing fiscal notes to accompany proposed legislation; and responding to requests for statistical information.

Health Care

(651) 297-4122, **Mary B. Kennedy, assistant commissioner.** Fax: (651) 215-9453. Health care administers the state's health care assistance programs, including program eligibility and purchasing policies and negotiations between state health care programs and health plans.

Health Care Eligibility and Access

(651) 296-0870, **Kathleen Henry, director.** Help line: (651) 296-8517. MinnesotaCare help line: (651) 297-3862. Fax: (651) 282-9922. Health Care Eligibility and Access administers eligibility policy, training and education for the MinnesotaCare, Medical Assistance, Prescription Drug and General Assistance Medical Care programs.

Performance Measurement and Quality Improvement

(651) 297-8937, **Vicki Kuerth, director.** Fax: (651) 215-5754. Performance Measurement and Quality Improvement researches and develops performance measures to evaluate the department's health care programs. Activities include developing and maintaining health care data and information systems, conducting clinical focus studies, evaluating population health, administering satisfaction surveys, and establishing quality assurance and improvement standards for health care purchasing on behalf of public clients.

Purchasing and Service Delivery

(651) 296-3386, James A. Chase, director. Fax: (651) 297-3230. Purchasing and Service Delivery negotiates and contracts for the purchasing of, and payments for, health care services for Minnesota's health care assistance programs.

State Medicaid Director

(651) 297-4122, Mary B. Kennedy, state Medicaid director. The Medicaid director administers policy for the federal Medicaid program in Minnesota (called Medical Assistance), including serving as liaison to the federal Health Care Financing Administration.

Ombudsman for State Managed Health Care Programs

(651) 296-1256, Ginny Prasek, supervisor, or (800) 657-3729. Fax: (651) 297-3230. The ombudsman assists people enrolled in a health plan for their Medical Assistance, General Assistance Medical Care and MinnesotaCare health benefits in resolving service-related problems, to ensure that medically appropriate services are provided. The ombudsman provides information and assistance with the managed health care complaint and appeal process available through the health plan and the state.

State Operated Services

(651) 582-1801, Elaine Timmer, assistant commissioner. Fax: (651) 582-1890. State Operated Services consists of an array of campus and community-based programs serving people with mental illness, developmental disabilities, chemical dependency and traumatic brain injury. It includes regional treatment centers (RTCs) in Anoka, Brainerd, Fergus Falls, St. Peter and Willmar; Ah-Gwah-Ching, the state nursing home in Walker; and Eastern Minnesota Community Services and Moose Lake Regional State Operated Services, as well as three treatment programs for people who pose a risk to society. State Operated Services also administers the Health Source clinic, which provides dental services in Cambridge and the Southern Cities Clinic, which provides dental and psychiatric services in Faribault.

DHS Medical Director

(651) 582-1881, Dr. Alan Q. Radke, medical director. The DHS medical director provides medical consultation to the commissioner and other staff, related to clinical services provided and purchased by DHS, including development of policies and procedures in continuing care. The medical director works cooperatively with RTC CEOs in recruiting and retaining medical staff for State Operated Services (SOS), monitors and evaluates quality of treatment in state RTCs, and has direct clinical supervision of SOS facility medical directors.

State Operated Services Support

(651) 582-1892, Fran Bly, director. Help line: (651) 296-3472. Fax: (651) 582-1890. The State Operated Services Support Division serves the assistant commissioner for Continuing Care and the chief executive officers and staff of the State Operated Services. The division includes specialists in financial, clinical and operations functions, including human resources management, capital planning and physical plant management, real estate management, client legal issues, information technology, policy development and legislation.

Statewide Forensic Services

Dr. Michael Farnsworth, statewide forensic services director
Minnesota Security Hospital, (507) 931-7872; Fax: (507) 931-7720
100 Freeman Drive, St. Peter, MN 56082-1599

• Minnesota Security Hospital

100 Freeman Drive, St. Peter, MN 56082-1599
(507) 931-7733; Fax: (507) 931-7693.

• Minnesota Sex Offender Program

1111 Highway 73, Moose Lake, MN 55767-9449
(218) 485-5300; Fax: (218) 485-5316.

Northern State Operated Services Network

Brainerd Regional Human Services Center

1777 Highway 18 East, Brainerd, MN 56401-7300
Douglas V. Seiler, regional administrator, (218) 828-2205;
Fax: (218) 828-2207.

Dr. Robert Jones, regional medical director, (218) 828-2727.

• Ah-Gwah-Ching Center

7232 Ah-Gwah-Ching Road NW, Ah-Gwah-Ching, MN 56430-0125
(218) 547-8300; Fax: (218) 547-8450.

Ah-Gwah-Ching serves elderly people with behavioral conditions too severe to be treated in community nursing homes and also provides consultation and education to the community or related issues.

• Brainerd Regional Human Services Center

1777 Highway 18 East, Brainerd, MN 56401-7300
(218) 828-2201; Fax: (218) 828-2207.

Brainerd Regional Human Services Center serves people who are mentally ill, chemically dependent, elderly or have traumatic brain injuries. It also operates community-based programs for people with developmental disabilities.

• Fergus Falls Regional Treatment Center

1400 North Union Ave., Fergus Falls, MN 56537-1200
(218) 739-7200; Fax: (218) 739-7243.

Fergus Falls Regional Treatment Center serves people who are chemically dependent, and/or mentally ill. It also operates community-based programs for people with developmental disabilities.

• Moose Lake Regional State Operated Services

1111 Highway 73, Moose Lake, MN 55767-9449
(218) 485-5300; Fax: (218) 485-5316.

Moose Lake Regional State Operated Services serves people who are sexually dangerous, mentally ill or chemically dependent. It also operates community-based programs for people with developmental disabilities.

Metro Area State Operated Services Network

Anoka-Metro Regional Treatment Center

3301 Seventh Ave. North, Anoka, MN 55303-4516
Rod L. Kornrumpf, regional administrator, (763) 712-4010;
Fax: (763) 712-4013.

Dr. Craig Martin, regional medical director, (763) 712-4020

• Anoka-Metro Regional Treatment Center

3301 Seventh Ave. North, Anoka, MN 55303-4516
(763) 712-4000; Fax: (763) 712-4013.

Anoka-Metro Regional Treatment Center serves people who are mentally ill or chemically dependent.

• Eastern Minnesota State Operated Community Services

444 Lafayette Road, St. Paul, MN 55155-3818
(651) 582-1858; Fax: (651) 582-1863.

EMSOCS provides residential and vocational support services for people with developmental and other disabilities.

• Minnesota Extended Treatment Options (METO)

1235 Highway 293, Cambridge, MN 55008-9003
(763) 689-7200; Fax: (763) 689-7203.

METO serves people who are developmentally disabled and present a risk to public safety.

Southern State Operated Services Network

St. Peter Regional Treatment Center

100 Freeman Drive, St. Peter, MN 56082-1599

James R. Behrends, regional administrator, (507) 931-7109;

Fax: (507) 931-7220.

Dr. Alan Q. Radke, acting regional medical director, (651) 582-1881

• St. Peter Regional Treatment Center

100 Freeman Drive, St. Peter, MN 56082-1599

(507) 931-7100; Fax: (507) 931-7711.

St. Peter Regional Treatment Center serves people who are mentally ill and/or chemically dependent. The campus includes the Minnesota Security Hospital, a maximum-security psychiatric hospital for people who are mentally ill and dangerous.

• Willmar Regional Treatment Center

P.O. Box 1128, Willmar, MN 56201-9599

(320) 231-5100. Fax: (320) 231-5329.

Willmar Regional Treatment Center serves people who are mentally ill, chemically dependent. It also operates community-based programs for people with developmental disabilities.

Boards, Commissions and Task Forces

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

Citizen participation and appointment:

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its Web site: www.sos.state.mn.us. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: open.appointments@state.mn.us.

ALCOHOL AND OTHER DRUG ABUSE ADVISORY COUNCIL

- The council advises the commissioners concerning problems of alcohol and other drug dependency and abuse. The council consists of ten members including five members appointed by the Commissioner of Human Services with terms ending in even-numbered years and five members appointed by the Commissioner of Health with terms ending in odd-numbered years. This includes five with interest in alcohol dependency and abuse, and five interested in abuse of drugs other than alcohol. One member must be over 60 years of age. Monthly meetings. The council expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioner of Health and Commissioner of Human Services. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 254A.04*. Chemical Dependency Program Division, 2284 Highcrest Road, Roseville, MN. (651) 582-1832.

AMERICAN INDIAN ADVISORY COUNCIL ON CHEMICAL DEPENDENCY

- The council establishes policies and procedures for American Indian chemical dependency programs. The council consists of 17 members including one member from each of the eleven reservations; two members from Minneapolis; two members from St. Paul; one member from Duluth; and one member from International Falls. Quarterly meetings, statewide, each reservation take turns hosting the meetings. The council expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioner of Human Services. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 254A.035*. 444 Lafayette Road, St. Paul, MN 55155-3823. (651) 582-1842.

AMERICAN INDIAN CHILD WELFARE ADVISORY COUNCIL

- The council assists the commissioner in formulating policies and procedures relating to American Indian child welfare services and makes recommendations regarding approval of grants provided under M.S. 257.3572, subds. 1 & 2. The council consists of seventeen members including representatives from each of the eleven Minnesota Reservations authorized by Tribal Resolution, plus one representative from the Duluth Urban Indian Community, three from the Minneapolis Urban Indian Community, and two from the St. Paul Urban Indian Community. Six to eight meetings per year at various locations. The council expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioner of Human Services. **Compensation:** Limited Expenses. *Minnesota Statutes 257.3579*. Dept. of Human Services, 444 Lafayette Road, St. Paul, MN 55155-3822. (651) 297-2710.

MERIT SYSTEM COUNCIL - The council hears personnel appeals, sets policy for administration of examinations, reviews classification and compensation plans and proposed rule changes. The council consists of three members. No member may have held political office, been a member of a political organization, an employee of a state agency, or an employee or member of an appointing authority for one year preceding appointment. The council meets approximately 3 or 4 times a year. Appeal hearings (dismissal or veteran's) may last a full day. Meetings are held in St. Paul at the Human Services Building. The council does not expire. **Appointing Authority:** Governor. **Compensation:** \$50 per diem (maximum of \$600 in 1 calendar year). *Minnesota Statutes 256.012, 12.22 Subd. 3 and 144.071 and Minnesota Rules 4670, 7520, and 9575*. Human Services Bldg., 2nd Floor, 444 Lafayette Road, St. Paul, MN 55155. (651) 282-2649.

MINNESOTA BOARD ON AGING - The board develops, coordinates, evaluates, and administers federal and state funds for programs for the aging; makes grants to 14 area agencies on aging and non-profit agencies; serves as advocate for older persons. The board consists of twenty-five members including at least one member from each congressional district. Monthly meetings on the third Friday of each month, committee meetings are the preceding day at 444 Lafayette Rd., St. Paul. Does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers.

MINNESOTA COMMISSION SERVING DEAF AND HARD OF HEARING PEOPLE

- The commission serves as the principal agency of the state to advocate on behalf of deaf, deaf-blind, and hard-of-hearing Minnesotans by working to ensure those persons have equal access to the services, programs, and opportunities available to others. The fifteen members include seven members who are appointed at-large, plus one member from each advisory committee under section 256C.24, subdivision 3. At least fifty percent of the members must be deaf, deaf blind, or hard of hearing. Terms are for three years. Members may not serve more than two consecutive terms. Members who are full time state employees or full time employees of political subdivisions of the state will not receive the per diem. There are four to five full commission meetings each year with numerous sub-committee meetings. Meetings are usually held in St. Paul at 130 E. 7th St., with occasional meetings in other cities around the state. The commission expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Governor. **Compensation:** \$55 per diem. *Minnesota Statutes 256C.28.* Dept. of Human Services, 444 Lafayette Road, St. Paul, MN 55155-3814. (651) 297-7305.

PUBLIC PROGRAMS RISK ADJUSTMENT WORK GROUP

- The work group advises the commissioners of health and human services in the design of the public programs risk adjustment system. The eighteen member work group consists of eight members appointed by the governor including three representatives of organizations representing the interests of families, children, childless adults, and elderly persons served by the various publicly paid health programs; two representatives of persons with mental health, developmental or physical disabilities, chemical dependency, or chronic illness; and three public members, at least one of whom must represent a community health board. Also one member appointed by the Minnesota Medical Association; two members appointed by the Minnesota Hospital Association; five members appointed by the Minnesota Council of HMO's; and two representatives of counties appointed by the Association of Minnesota Counties. Bi-monthly meetings for three hours at the Metro Square Bldg., 121 E. 7th Place, St. Paul. The work group expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Multiple appointing authorities see enabling legislation. **Compensation:** None. *Minnesota Statutes, Section 62Q.03, Subd. 5A.* Dept. of Health, Metro Square Bldg., St. Paul, MN 55101. (651) 282-5643.

STATE ADVISORY COUNCIL ON MENTAL HEALTH

- The council advises the Governor, the legislature, and state agency heads about policy, programs, and services affecting people with mental illness. The thirty members include the assistant commissioner of mental health for the Department of Human Services, a representative of the Department of Human Services, responsible for the medical assistance program, one member from each of the four core mental health professional disciplines (psychiatry, psychology, social work, nursing); one representative from each of the following advocacy groups: Mental Health Association of MN, MN Alliance for the Mentally Ill, MN Mental Health Law Projects; providers of mental health services, consumers of mental health services, family members of persons with mental illnesses, legislators, social service agency directors, county commissioners, and other members reflecting a broad range of community interest as the United States Secretary of Health and Human Services may prescribe by regulation or as may be selected by the Governor. Meetings are held monthly usually at the Department of Human Services in St. Paul. The council does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem, reimbursed for expenses. *Minnesota Statutes 245.697.* 444 Lafayette Road, St. Paul, MN 55155-3828. (651) 582-1824.

SUBCOMMITTEE ON CHILDREN'S MENTAL HEALTH

- The subcommittee must make recommendations to the advisory council on policies, law regulations, and services relating to children's mental health. The thirty-four members include the commissioners or designees of Departments of Commerce, Corrections, Families, Children and Learning, Health, Human Services, Finance, and State Planning; representatives of children's mental health advocacy groups; three providers of children's mental health services (preadolescent, adolescent, and hospital-based); parents of children who have emotional disturbances; a present or former consumer of adolescent mental health services; educators currently working with emotionally disturbed children; people knowledgeable about the needs of emotionally disturbed children of minority races and cultures; people experienced in working with emotionally disturbed children who have committed status offenses; members of the advisory council; social service representatives; county commissioners; one representative of the local corrections system; and one representative from the MN District Judges Association Juvenile Committee. Meetings are held once a month on the first Thursday usually at the Department of Human Services' Roseville location, 2284 Highcrest Road. There is no set expiration date for this subcommittee. **Appointing Authority:** State Advisory Council on Mental Health. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 245.697, Subd. 2A.* 444 Lafayette Road, St. Paul, MN 55155-3828. (651) 297-4163 or (651) 582-1824.

STATE OPERATED SERVICES GOVERNING BOARD

- In June 2000, the commissioner of Human Services appointed a new board named to help shape strategy for state operated services for people with disabilities. The 15-member board advises the department on strategic directions for the part of the department that includes regional treatment centers and provides direct services to people with mental illness, developmental disabilities, chemical dependency and traumatic brain injury. Along with other duties, the governing board will receive and act on recommendations made by community planning committees to be established by each regional treatment center and other entities within the system. Composition of these committees will parallel that of the governing board. Applicants for the governing board also will be considered for appointment to the community planning committees. In appointing board members, consideration is given to representation by clients and their families, geographic balance, cultural diversity, community leadership and expertise and interest in health care, finance, law and law enforcement. Applications for the State Operated Services Governing Board can be downloaded electronically from the DHS Web site at www.dhs.state.mn.us or from the address listed above. **Appointing Authority:** Commissioner of Human Services. **Compensation:** Expenses only. Minnesota Department of Human Services, 444 Lafayette Road, St. Paul, MN 55155-3826; (651) 582-1882

County Human Services Agencies

Aitkin County Health & Human Services

204 - 1st St NW, Aitkin, MN 56431-1291

General Information: (218) 927-2141; Fax: (218) 927-7210

Web site: www.co.aitkin.mn.us/

Anoka County Human Services

Anoka County Government Center, 2100 Third Ave, Anoka, MN 55303-2264; General Information (763) 422-7000

Fax: (763) 422-6987; TTY: (763) 323-6166

Web site: www.co.anoka.mn.us/

Becker County Human Services

County Annex, 712 Minnesota Ave., P.O. Box 1637, Detroit Lakes, MN 56501-1637; General Information: (218) 847-5628

Fax: (218) 847-6738; Web site: www.co.becker.mn.us/

Beltrami County Human Service

616 America Ave NW, P.O. Box 100, Bemidji, MN 56601-3802

General Information: (218) 759-8300; Fax: (218) 759-4150

Benton County Human Services

531 Dewey Street, P.O. Box 740, Foley, MN 56329-0740

General Information: (320) 968-5087; Fax: (320) 968-5330

TTY: (320) 968-8842; Web site: www.rootsweb.com/~mn/benton/

Big Stone County Family Services

340 NW Second St, P.O. Box 338, Ortonville, MN 56278-0338

General Information: (320) 839-2555

Fax: (320) 839-3966; TTY: (320) 839-6161

Blue Earth County Human Services

Government Center, 410 South 5th Street, P.O. Box 3526, Mankato, MN 56002-3526; General Information: (507) 389-8319

Fax: (507) 389-8379; Web site: www.co.blue-earth.mn.us

Brown County Family Services

1117 Center St., P.O. Box 788, New Ulm, MN 56073-0788

General Information: (507) 354-8246; Fax: (507) 359-6542

TTY: (507) 359-6505; Web site: www.co.brown.mn.us/

Carlton County Public Health & Human Services

1215 Avenue C, Cloquet, MN 55720-1610; Fax: (218) 878-2500

General Information: (218) 879-4583; TTY: (218) 878-2540

Carver County Community Social Services

600 East Fourth Street, Chaska, MN 55318-2191

General Information: (952) 361-1600; Fax: (952) 361-1660

TTY through MN Relay System: (800) 627-3529

Web site: www.co.carver.mn.us

Cass County Health & Human Services

Social Services Building, 400 Michigan Avenue West, P.O. Box 519, Walker, MN 56484-0519

General Information: (218) 547-1340; Fax: (218) 547-1448

Web site: www.mncounties.org/cass/

Chippewa County Family Services

Community Service Building, 719 N 7th Street, Suite 200, Montevideo, MN 56265-1397

General Information: (320) 269-6401; Fax: (320) 269-6405

Web site: www.frontiernet.net/~kmanning

Chisago County Health & Human Services

313 N Main St, Room 239, Center City, MN 55012-9665

General Information: (651) 213-0324; Fax: (651) 213-0317

TTY: (651) 213-0300; Web site: www.co.chisago.mn.us

Clay County Social Service Center

715 North 11th Street, Ste. 502, Moorhead, MN 56560-2095

General Information: (218) 299-5200; Fax: (218) 299-7515

TTY: (218) 299-5230; Web site: www.pol.org/ClayCounty

Clearwater County Dept. of Human Services

216 Park Avenue N., P.O. Box X, Bagley, MN 56621-0682

General Information: (218) 694-6164; Fax: (218) 694-3535

Web site: www.co.clearwater.mn.us/

Cook County Social Services

411 West Second St., P.O. Box 1150, Grand Marais, MN 55604-1150

General Information: (218) 387-3000; Fax: (218) 387-3020

Web site: www.co.cook.mn.us

Cottonwood County Family Service Agency

11 Fourth Street, P.O. Box 9, Windom, MN 56101-0009

General Information: (507) 831-1891; Fax: (507) 831-0126

Web site: www.rrcnet.org/~cotton

Crow Wing County Social Services

P.O. Box 686, 322 Laurel St., Brainerd, MN 56401-0686

General Information: (218) 824-1140; Fax: (218) 824-1141

Web site: www.co.crow-wing.mn.us

Dakota County Community Services

60 E. Marie Ave. Suite 214, W. St. Paul, MN 55118-3488

General Information: (651) 450-2611; Fax: (651) 450-2709

Web site: www.co.dakota.mn.us

Dodge County Department of Human Services

P.O. Box 278, Mantorville, MN 55955-0278

General Information: (507) 635-6170; Fax: (507) 635-6186

TTY: (507) 635-6200; Web site: www.co.dodge.mn.us

Douglas County Social Services Department

809 Elm Street, P.O. Box 3001, Alexandria, MN 56308

General Information: (320) 762-2302; Fax: (320) 762-3833

Web site: www.co.douglas.mn.us

Faribault County Human Services

Faribault County Human Service Center,

Courthouse Annex, P.O. Box 217, Blue Earth, MN 56013

General Information: (507) 526-3265; Fax: (507) 526-2039

Web site: www.co.faribault.mn.us

Fillmore County Social Services

P.O. Box 550, 902 Houston St. NW, Suite 1, Preston, MN 55965-0550

General Information: (507) 765-2175; Fax: (507) 765-3895

Freeborn County Department of Human Services

203 W Clark St., P.O. Box 1246, Albert Lea, MN 56007-1246

General Information: (507) 337-5400; Fax: (507) 337-5498

TTY: (507) 337-5519; Web site: www.albertlea.org/

Goodhue County Social Service Center

426 West Ave., P.O. Box 31, Red Wing, MN 55066-0031

General Information: (651) 385-3232; Fax: (651) 385-3205

TTY: (651) 385-3190; Web site: www.co.goodhue.mn.us

Grant County Social Service Department

28 Central S, P.O. Box 1006, Elbow Lake, MN 56531-1006

General Information: (218) 685-4417; Fax: (218) 685-4978

Hennepin County Social Services

A-2303 Government Center, 300 S 6th St., Minneapolis,
MN 55487-0233
General Information: (612) 348-3000; Fax: (612) 348-8228
Web site: www.co.hennepin.mn.us

Houston County Department of Human Services

304 S Marshall, P.O. Box 310, Caledonia, MN 55921-0310
General Information: (507) 725-5811; Fax: (507) 725-3990

Hubbard County Social Service Center

301 Court Street, Park Rapids, MN 56470-1483
General Information: (218) 732-1451; Fax: (218) 732-3231
Web site: www.co.hubbard.mn.us

Isanti County Family Services

553 18th Ave SW, Cambridge, MN 55008-9386
General Information: (763) 689-1711; Fax: (763) 689-9877

Itasca County Health & Human Services

Itasca Resource Center, 1209 SE 2nd Ave, Grand Rapids,
MN 55744-3983
General Information: (218) 327-2941; Fax: (218) 327-5547
TTY: (218) 327-5549; Web site: www.co.itasca.mn.us

Jackson County Human Services

310 Sherman St., P.O. Box 67, Jackson, MN 56143-0067
General Information: (507) 847-4000; Fax: (507) 847-5616

Kanabec County Family Service Department

P.O. Box 180, 905 Forrest Ave. E, Suite 150, Mora, MN 55051-1316
General Information: (320) 679-6350; Fax: (320) 679-6351

Kandiyohi County Family Service Department

1900 Highway 294 NE, Suite 1020, Willmar MN 56201-9423
General Information: (320) 231-6232; Fax: (320) 231-6285
TTY: (320) 231-7076; Web site: <http://www.co.kandiyohi.mn.us/>

Kittson County Welfare Department

410 S 5th St., P.O. Box 160, Hallock, MN 56728-0160
General Information: (218) 843-2689; Fax: (218) 843-2607

Koochiching County Community Services

1000 - 5th St, International Falls, MN 56649-2485
General Information: (218) 283-8405
Fax: (218) 283-7013; TTY: (218) 283-7062

Lac Qui Parle County Family Service Center

930 1st Avenue, P.O. Box 7, Madison, MN 56256-0007
General Information: (320) 598-7594; Fax: (320) 598-7597

Lake County Human Services Department

616 Third Ave., Two Harbors, MN 55616-1560
General Information: (218) 834-8400; Fax: (218) 834-8412
Web site: <http://www.lakecnty.com/>

Lake of the Woods Social Service Department

905 SE 1st St., PO Box G-200, Baudette, MN 56623-0200
General Information: (218) 634-2642; Fax: (218) 634-4520

LeSueur County Dept. of Human Services

88 S Park Ave., LeCenter, MN 56057-1646
General Information: (507) 357-2251; Fax: (507) 357-6122
Web site: www.co.le-sueur.mn.us

Lincoln County

319 N Rebecca St., P.O. Box 44, Ivanhoe, MN 56142-0044
General Information, Voice/TTY: (507) 694-1452
Fax: (507) 694-1859

Lyon County

607 W Main, Marshall, MN 56258-3099
General Information: (507) 537-6747; Fax: (507) 537-6088
TTY: (507) 532-1250; Web site: www.lyonco.org/

McLeod County Social Services

Health & Human Services Building, 1805 Ford Ave N., Glencoe,
MN 55336-0130; Fax: (320) 864-5265
General Information-Voice/TTY: (320) 864-3144

Mahnomen County Human Services

311 N Main St., P.O. Box 460, Mahnomen, MN 56557-0460
General Information: (218) 935-2568; Fax: (218) 935-5459

Marshall County Social Services

208 E Colvin Ave., Warren, MN 56762-1695
General Information: (218) 745-5124; Fax: (218) 745-5260

Martin County Human Services

Martin County Human Services Center, 115 W 1st St., Fairmont,
MN 56031-1815; General Information: (507) 238-4757
Fax: (507) 238-1574; Web site: www.co.martin.mn.us/

Meeker County Social Services

114 N. Holcombe Ave, Suite 180, Litchfield, MN 55355-2273
General Information: (320) 693-5300; Fax: (320) 693-5344
Web site: www.co.meeker.mn.us/

**Mille Lacs County Family Service
& Welfare Department**

Courthouse Square Building, 525 2nd St SE, Milaca, MN 56353-1396
General Information: (320) 983-8208 or (888) 270-8208
Fax: (320) 983-8306; Web site: www.co.mille-lacs.mn.us

Morrison County Social Services

Government Center, 213 SE 1st Ave., Little Falls, MN 56345-3196
General Information: (320) 632-2951; Fax: (320) 632-0225
Web site: www.upstel.net/~falls/loggov2.html

Mower County Human Services

1005 N Main St., Austin, MN 55912-3317
General Information: (507) 437-9700; Fax: (507) 437-9721
Web site: www.smig.net/mowercounty/index.html

Murray County

3095 20th St., Slayton, MN 56172-1493
General Information: (507) 836-6144; Fax: (507) 836-8841
Web site: <http://murray-countymn.com/>

Nicollet County Social Services

108 S Minnesota Ave, Suite 200, St Peter, MN 56082-2516
General Information: (507) 931-6800; Fax: (507) 931-9562
Web site: www.co.nicollet.mn.us

Nobles County Family Service Agency

901 Fourth Ave., P.O. Box 189, Worthington, MN 56187-0189
General Information: (507) 372-2157; Fax: (507) 372-5094
Web site: www.co.nobles.mn.us

Norman County Social Service Center

County Office Bldg, 15 - 2nd Ave E, Room 108, Ada, MN 56510-1389
General Information: (218) 784-7136; Fax: (218) 784-7142

Olmsted County Community Services

151 4th St SE, Rochester, MN 55904-3711
 General Information: (507) 285-8382; Fax: (507) 285-8872
 Web site: www.olmstedcounty.com

Otter Tail County Department of Social Services

505 S Court St., Fergus Falls, MN 56537-2703
 General Information: (218) 739-4491; Fax: (218) 739-2909

Pennington County**Department of Welfare & Human Services**

318 N Knight Ave., P.O. Box 340, Thief River Falls, MN 56701-0340
 General Information: (218) 681-2880; Fax: (218) 683-7013

Pine County Department of Human Services

130 Oriole St. E, Suite 1, Sandstone, MN 55072-5134
 General Information: (320) 629-6781 or (800) 450-7463
 Fax: (320) 629-7319; TTY: (800) 627-3529
 Web site: www.pinecounty.com/

Pipestone County Family Service Agency

121 W Main, P.O. Box 157, Pipestone, MN 56164-0157
 General Information: (507) 825-6720; Fax: (507) 825-6727
 Web site: www.mncounties.org/PIPESTONE/

Polk County Social Service

Polk County Social Service Center, 612 N Broadway, Suite 110
 Crookston, MN 56716-1452
 General Information: (218) 281-3127
 Telefax Phone Number: (218) 281-3926

Pope County Social Services

211 Minnesota Ave. E. #200, Glenwood, MN 56334-1629
 General Information: (320) 634-5750; Fax: (320) 634-0164
 Web site: www.mncounties.org/pope/

Ramsey County Human Service Department

160 E Kellogg Boulevard, St. Paul, MN 55101-1494
 General Information: (651) 266-4444; Fax: (651) 266-4439
 Web site: www.co.ramsey.mn.us

Red Lake County Social Service Center

125 Edward Ave., P.O. Box 356, Red Lake Falls, MN 56750-0356
 General Information: (218) 253-4131; Fax: (218) 253-2926

Redwood County Human Services

302 E Third St., P.O. Box 510, Redwood Falls, MN 56283
 General Information: (507) 637-4050; Fax: (507) 637-4055
 Web site: www.rrcnet.org/~redwood/index.html

Renville County Human Services

301 S Seventh St., Olivia, MN 56277-1301
 General Information: (320) 523-2202; Fax: (320) 523-3565
 Web site: www.co.renville.mn.us

Rice County Social Services

320 NW Third St #2, P.O. Box 718, Faribault, MN 55021-0718
 General Information: (507) 332-6115; Fax: (507) 332-6247
 TTY: (507) 332-6248; Web site: <http://www.co.rice.mn.us/>

Rock County Family Service Agency

2 Roundwind Rd., P.O. Box 715, Luverne, MN 56156-0715
 General Information: (507) 283-5070; Fax: (507) 283-5074
 TTY: (507) 283-5070; Web site: www.co.rock.mn.us/

Roseau County Social Service Center

300 - 6th St SW, Roseau, MN 56751-1451

General Information: (218) 463-2411; Fax: (218) 463-3872

St. Louis County Social Service Dept.

Government Services Center
 320 W. 2nd St., Duluth, MN 55802-1495
 General Information: (218) 726-2000; Fax: (218) 726-2093
 TTY: (218) 726-2222; Web site: www.co.st-louis.mn.us

Scott County Human Services

200 Fourth Ave. West, Shakopee, MN 55379-1394
 General Information: (952) 445-7751; Fax: (952) 496-8430
 Web site: www.co.scott.mn.us

Sherburne County Social Services

13880 Highway 10, Elk River, MN 55330-4600
 General Information: (800) 433-5239 or (763) 241-2600
 Fax: (763) 241-2698; Web site: www.co.sherburne.mn.us/

Sibley County Human Services

112 Fifth St, Gaylord, MN 55334-0237
 General Information Voice/TTY: (507) 237-4000
 Fax: (507) 237-4031; Web site: www.co.sibley.mn.us/

Stearns County Social Service Center

Administration Center, 705 Courthouse Square, P.O. Box 1107,
 St. Cloud, MN 56302-1107
 General Information: (800) 450-3663 or (320) 656-6000
 Fax: (320) 656-6253; TTY: (320) 656-6204
 Web site: www.co.stearns.mn.us

Steele County Human Services

630 Florence Ave., P.O. Box 890, Owatonna, MN 55060-0890
 General Information: (507) 444-7500; Fax: (507) 451-5947
 Web site: www.co.steele.mn.us

Stevens County Human Services Department

400 Colorado Ave., P.O. Box 530-HS, Morris, MN 56267-0530
 General Information: (320) 589-7400; Fax: (320) 589-3972
 Web site: www.co.stevens.mn.us

Swift County Human Services

P.O. Box 208, Benson, MN 56215-0208
 General Information: (320) 843-3160; Fax: (320) 843-4582

Todd County Social Services

Courthouse Annex, 212 2nd Ave. S., Long Prairie, MN 56347-1640
 General Information: (320) 732-4500 or (888) 838-4066
 Fax: (320) 732-4540; Web site: www.co.todd.mn.us

Traverse County Social Services Department

203 8th St N., P.O. Box 46, Wheaton, MN 56296
 General Information: (320) 563-8255; Fax: (320) 563-4230

Wabasha County Department of Social Services

625 Jefferson Ave., Wabasha, MN 55981-1589
 General Information: (651) 565-3351; Fax: (651) 565-3084
 Web site: <http://www.co.wabasha.mn.us/index800.html>

Wadena County Social Service Department

124 1st St SE, Wadena, MN 56482-1553
 General Information: (218) 631-7605; Fax: (218) 631-7616

Waseca County Department of Human Services

123 - 3rd Ave NW, Waseca, MN 56093-2498
 General Information: (507) 835-0560; Fax: (507) 835-0566
 Web site: www.co.waseca.mn.us

Washington County Community Services

14949 62nd St. N., Stillwater, MN 55082-0006
 General Information: (651) 430-6455; Fax: (651) 430-6605
 Web site: www.co.washington.mn.us

Watsonwan County Human Services

Watsonwan County Human Services Center
 720 - 1st Ave. S., P.O. Box 31, St. James, MN 56081-0031
 General Information: (507) 375-3294; Fax: (507) 375-7359
 Web site: www3.extension.umn.edu/county/watsonwan/

Wilkin County Family Service Agency

300 5th St S., P.O. Box 369, Breckenridge, MN 56520-0369
 General Information: (218) 643-7161; Fax: (218) 643-7175

Minnesota Humanities Commission

987 E. Ivy St., St. Paul, MN 55106

Phone: (651) 774-0105
 or toll-free: (866) 268-7293

Fax: (651) 774-0205

Website: www.thinkmhc.org

Email: mnhum@thinkmhc.org

Executive Director Cheryl Dickson

Minnesota Statutes, Section 138.91

THE MINNESOTA HUMANITIES COMMISSION (MHC) supports and promotes the understanding and appreciation of the humanities. The humanities are the study of literature, history, languages, ethics, philosophy, anthropology, archaeology, linguistics, jurisprudence, and the history of art and science. Through its five programs — Grants and Community Programs, K-12 Education, Motherread/Fatheread-MN, Older Adult Programs, and Minnesota Center for the Book — MHC supports organizations active in lifelong learning, fosters cooperation among cultural and educational groups, and provides opportunities for teacher professional development.

Created by an Act of Congress in 1971, the Minnesota Humanities Commission operates as an independent, not-for-profit organization. MHC receives funds from the National Endowment for the Humanities, the Minnesota State Legislature, foundations, corporations, and individuals. MHC is governed by a Board of Directors, composed of up to 35 persons, who represent the state's cultural and geographic diversity. The governor appoints six members; the other members are elected. All members serve four-year terms and volunteer their time. The MHC board meets three times a year. MHC has a staff of 20 full-time and five part-time employees.

In the Spring of 1996, MHC administrative and program activities moved to the newly renovated Humanities Education Center, located on the southwest border of Phalen Park in St. Paul. The Humanities Education Center includes 18 sleeping rooms and conference facilities for education-related seminars and meetings.

MHC Publications

With the assistance of the Minnesota Council of Teachers of English, MHC published a multi-cultural literary anthology entitled *Braided Lives: An Anthology of Multicultural American Writing* (ISBN 0-9629298-0-8). Designed for use in a variety of classroom settings from middle school through college, the anthology features the work of authors such as Maxine Hong Kingston, James Baldwin, Diane Glancy, and Nicholasa Mohr.

Winona County Department of Human Services

County Office Building, 202 W 3rd St., Winona, MN 55987-3146
 General Information: (507) 457-6200; Fax: (507) 454-9382

Wright County Human Services

10 2nd St NW, Room 300, Buffalo, MN 55313-1191
 General Information: (763) 682-7414; Fax: (763) 682-7701
 Web site: www.co.wright.mn.us

Yellow Medicine County Family Service Center

415 - 9th Ave., Granite Falls, MN 56241-1367
 General Information: (320) 564-2211; Fax: (320) 564-4165



MINNESOTA
HUMANITIES
COMMISSION

Children's picture books from the core Motherread/Fatheread curriculum have been translated from English into Hmong and published by the Minnesota Humanities Commission. The Hmong translation books, printed bilingually in both Green Mong and White Hmong dialects, side-by-side with English, include: *Ming Lo Moves the Mountain*, *The Paper Crane*, *The Runaway Bunny*, *Quick as a Cricket*, *Liang and the Magic Paintbrush*, *The Empty Pot*, *It Looked Like Spilt Milk*, *The Carrot Seed*, and *Leo the Late Bloomer*. More books will be added to the series.

All ordering and purchasing inquiries for Braided Lives and the Hmong translation books should be directed to Finney Company, 3943 Meadowbrook Road, Minneapolis, MN 55426-4505; 952-938-9330 or toll free 800-846-7027; fax 952-938-7353; feedback@finney-hobar.com.

Regular MHC publications include *Minnesota Humanities*, a newsletter published several times a year that updates readers on MHC programs and services. MHC also makes available an annual report summarizing and highlighting MHC activities over the previous fiscal year. Please call (651) 774-0105, extension 134, if you want copies of these materials or would like to be put on MHC's mailing list.

MHC's programs also publish public information and program materials on a regular basis.

Grants and Community Programs

Since its beginning in 1971, the Grant Program has funded thousands of humanities projects throughout Minnesota. Each year MHC provides an average of 130 grants that support cultural programming statewide in the form of lectures, seminars, conferences, exhibitions, publications, and media productions. In cooperation with the National Endowment for the Humanities, MHC-funded programs connect Minnesotans to great books, ideas, and traditions.

In order to promote excellence in humanities education today and in the future, the Grant Program provides two kinds of funding: project grant funding and network grant funding. Project funding supports humanities projects conducted by Minnesota groups and organizations.

Project grants are offered in five categories, including a mini-grant category designed to encourage first-time applicants; a media category for film, video, radio, or multi-media formats, and a "Works in Progress" category that enables affiliated and independent scholars to share their research with the public.

Small and mini-grants, which provide \$300 to \$1,000 in support of humanities projects, are accepted year round. Small and mini-grant proposals must be submitted at least six weeks in advance of a program's start date. Media proposals, Works in Progress proposals, and other projects seeking in excess of \$1,000 must be submitted at least eight weeks prior to the program date.

Eligible projects must involve one or more of the humanities disciplines: history, literature, archaeology, modern and classical languages, ethics, jurisprudence, comparative religion, linguistics, cultural anthropology, history and criticism of the arts, and historical or philosophical approaches to social and natural sciences. Program formats eligible for funding include lecture/discussion programs, panel discussions, public conferences, discussion groups, seminars, interpretive exhibits, publications, and film, video, and radio projects.

Beginning in 1998, the Grant Program initiated three new funding categories: the Humanities Organization Network, which provides funding for staffed organizations involved in on-going humanities programming or production of humanities resources; the Ethnic and Cultural Heritage Network, which provides funding for volunteer-based organizations engaged in the study, preservation, and appreciation of ethnic and cultural heritage; and the Humanities Education Network, which supports the professional development initiatives of teacher professional organizations such as the Minnesota Council for the Social Studies.

MHC Grant Program Application Guidelines and Forms can be requested by calling (651) 774-0105, extension 261. The MHC Grant Program staff is available to answer questions and offer suggestions at any stage of project development. Applicants are encouraged to contact MHC before submitting a draft application to find out whether their projects meet MHC guidelines.

Older Adult Programs

In 1999, MHC consolidated its regrant, humanities education, and intergenerational activities for retired adults into a new program area titled Older Adult Programs. Components of the newly constituted Older Adult Programs include the **Learning in Retirement Network (LIRN)**; the Elder Reading Initiative: EVERGREEN READER/Elder Reading Circles, a reading-aloud resource and training program serving frail adults; and National Issues Forums (NIF), a model citizen discussion program led by and for older adults in a variety of community settings.

Older Adult Program's LIRN, established in 1997, supports community-based organizations that provide opportunities for lifelong humanities education and service. All members of LIRN share programmatic features that enable them to both meet the needs and interests of their members and provide a yearly core of humanities education and service in their community. These shared features include an emphasis on humanities courses, mini-courses, and lectures; annual ethics programs and forums; international and domestic policy study; outreach humanities education service to peer groups; program partnership with K-12 education and intergenerational education service projects; involvement with local and state cultural resources; and membership and community co-sponsorship.

The goal of MHC's Older Adult Program is to promote an active older adult learning community that values the wisdom of the humanities and provides leadership in education and service for retired adults. In pursuing this goal, MHC is working closely with LIRN members in the development of humanities-centered outreach and intergenerational programs. One such collaboration, begun in 1998, is the Elder

Reading Initiative, also referred to as the **EVERGREEN READER/Elder Reading Circles** program. The aim of this intergenerational effort has resulted in the development of a lively and interesting reading program that helps the frail elderly remain thoughtful, creative human beings. Readers — often active senior volunteers from LIRN organizations or professional aging services staff — are trained in the practice of reading aloud and visit groups of elders in nursing homes, assisted living facilities, and adult day programs, to share selections from the MHC's EVERGREEN READER, a carefully selected body of texts representing some of the best of our literary and historical heritage. The EVERGREEN READER and the accompanying training program are intended to bring the richness of quality literature to older seniors who may be isolated from their family, friends, or the larger world.

Discussion of important national and local issues provides another opportunity for retired adults to connect with other sectors of their communities, particularly with youth. Beginning with the first-ever MHC-sponsored **National Issues Forum Public Policy Institute**, held at the Humanities Education Center in 1998, older persons affiliated with MHC LIRN groups have been active in bringing this national citizen discussion program to communities across Minnesota.

Developed by the Ohio-based Kettering Foundation, and supported in Minnesota by MHC, National Issues Forums make use of non-partisan, carefully-researched discussion guides to enable seniors to convene intergenerational community or classroom-based discussions on a variety of pressing issues ranging from immigration policy to issues of free speech to containing urban sprawl.

For more information, contact Older Adult Programs staff at (651) 774-0105, extension 109.

K-12 Education

The Minnesota Humanities Commission operates three sub-programs within the K-12 Education Program: Teacher Institute seminars, Humanities Education Network, and Core Knowledge support. The Teacher Institute professional development program provides content-intensive professional development seminars for Minnesota's K-12 teaching force. The focus of these programs is providing teachers with programs that will help them deliver solid humanities content in their classrooms. This program connects K-12 teachers to scholars who can provide the latest research in the disciplines and to cultural organizations that have developed curriculum and programs for delivering cultural, historic and literary content to Minnesota classrooms.

All **Teacher Institute seminars** are advertised statewide and are designed to serve teachers in any grade level. Examples of seminars offered in 1999-2000 included "The History and Nature of Science," "Teaching About World Religions," "Telling the Stories of Great Literature," and "Meriwether Lewis and the Corps of Discovery." Seminars are led by a humanities scholar and a professional MHC seminar coordinator. Teachers engage in discussions and debate; analyze readings, films, and videos; attend lectures; participate in hands-on activities; and visit museums, theaters, and other community resources.

Teachers are selected for a seminar through an application process. All Minnesota K-12 teachers who have taught for a minimum of three years and are currently employed in a Minnesota school (public and private) are welcome to apply.

For additional information about Teacher Institute seminars and application materials, please contact K-12 Education staff at (651) 774-0105, extension 131.

In 1998, the Minnesota Humanities Commission was named the **Minnesota Core Knowledge Center** by the Core Knowledge Foundation in Charlottesville, VA. In this role MHC provides service to elementary schools that have adopted the Core Knowledge curriculum, a humanities-based curriculum for grades K-8. MHC's service to Core Knowledge is designed to support the teaching of the subject content in the curriculum. The curriculum requires that teachers learn significant amounts of new material. MHC provides the programs and services

that provide the humanities content teachers need to teach the curriculum. Funding for the Minnesota Core Knowledge Center is provided solely by private foundations and corporate contributions.

Established in 1999, the **Humanities Education Network** exists to coordinate professional development for the humanities disciplines in K-12 education, speak on behalf of the humanities disciplines in the K-12 community, connect college and university faculty from the humanities disciplines with K-12 teachers, and to provide a common voice for the humanities in education policy at the state and local levels. The Humanities Education Network supports teacher-led organizations in the individual humanities disciplines of literature, reading, history, civics, world languages, art history and criticism, and geography. Each network member meets regularly with Humanities Commission K-12 Education staff to coordinate teacher professional development in the disciplines, research new curriculum and teaching pedagogies, and increase awareness of the importance of the humanities disciplines in K-12 education. In 1999-2000 MHC offered the following professional development seminars for Humanities Education Network Members: "The Civil War: New Research and Ideas for Teaching about an American Epic" for the Minnesota Council on the Social Studies, "French Legacies in Minnesota" for the American Association of Teachers of French - MN Chapter, and "Teaching Multicultural Art" for the Art Educators of Minnesota.

Motheread/Fatheread-MN

The Motheread/Fatheread program offers reading and discussion classes for economically disadvantaged parents and children in Minnesota. In classes, both children and adults read or listen to excellent multicultural children's literature and then work with a trained facilitator to analyze the books' themes and illustrations. Approximately 15,000 parents and children are reached through Motheread/Fatheread classes annually, and this number will grow as additional educators are trained to lead classes at new locations across the state.

MHC offers the program to Minnesota families through partnerships with elementary schools, home child care sites, and social services agencies. As the statewide coordinator of Motheread/Fatheread, MHC provides training, children's books, technical assistance, and curriculum to all class sites.

Three kinds of classes are offered. **Motheread/Fatheread Classes for Parents** help economically disadvantaged parents learn techniques for reading aloud to their children and initiating values-based discussions with children. In **Children's Storysharing Sessions**, home child care leaders, community volunteers, and Title I elementary school teachers read to children and then challenge them to actively discuss the story and participate in creative role-playing games and art activities. **BABY (Birth and Beginning Years, formerly Baby Ready and Baby Steps)** classes for expectant and new parents are co-facilitated by health or child development professionals and classroom teachers, and use a unique literature and discussion-based curriculum to provide information on maintaining safe pregnancies and ensuring healthy infant development. Classes are held at community education centers and alternative public schools.

MHC staff conducts on-going evaluation activities with each of its program sites. Staff members use telephone interviews; site visits, providing demonstration classes and youth training; and evaluation forms completed by site leaders and parents to gather information on successes, problems, and further educational needs at sites across the state. This data helps MHC staff evaluate the program and formulate future program strategies.

A major need for quality literacy materials for Hmong people was identified in the early years of Motheread/Fatheread. During 1998 and 1999, this dearth of resources was researched and draft translation work done by Motheread/Fatheread-trained social service workers and educators was begun. Private fund was initiated.

Motheread/Fatheread's major project during 1999-2000 was the **Hmong Translation Initiative**. As the first phase of a multi-year project, staff began to translate into Hmong and obtain the publication rights to beloved children's picture books from the core Motheread/Fatheread curriculum. Led by a Motheread/Fatheread staff member, a team of five Hmong Motheread/Fatheread providers pooled their knowledge to accomplish this task. By Winter 2000, nine titles had been printed bilingually in both Green Mong and White Hmong dialects, side-by-side with English. Motheread/Fatheread has also provided special training sessions for Hmong bilingual staff to utilize the translated books.

For additional information on Motheread/Fatheread, please contact the Motheread/Fatheread staff at (651) 774-0105, extension 263.

Minnesota Center for the Book

In October 1999, the Center for the Book at the Library of Congress designated the Minnesota Humanities Commission as the new home for the Minnesota Center for the Book (MCFB). Drawing from the state's robust and diverse community of the book (authors, publishers, libraries, booksellers, readers), formal and informal partnerships are being established to plan and implement MCFB-sponsored programs. In addition, the Center is capitalizing on MHC's existing state-wide humanities networks to better promote and deliver programs throughout Minnesota.

Minnesota Center for the Book projects include: the annual Minnesota Book Awards, Northern Lights: A Look at Minnesota Books and Writers cable television series, Letters About Literature national essay contest, and an active website which highlights Minnesota literary resources.

The annual **Minnesota Book Awards** recognizes, promotes and celebrates Minnesota books, authors, illustrators and publishers. Volunteer selectors identify final nominees from ten standing categories including fiction, non-fiction and children's literature. Judges from Minnesota's book community select final winners, who are announced at a public awards ceremony in April.

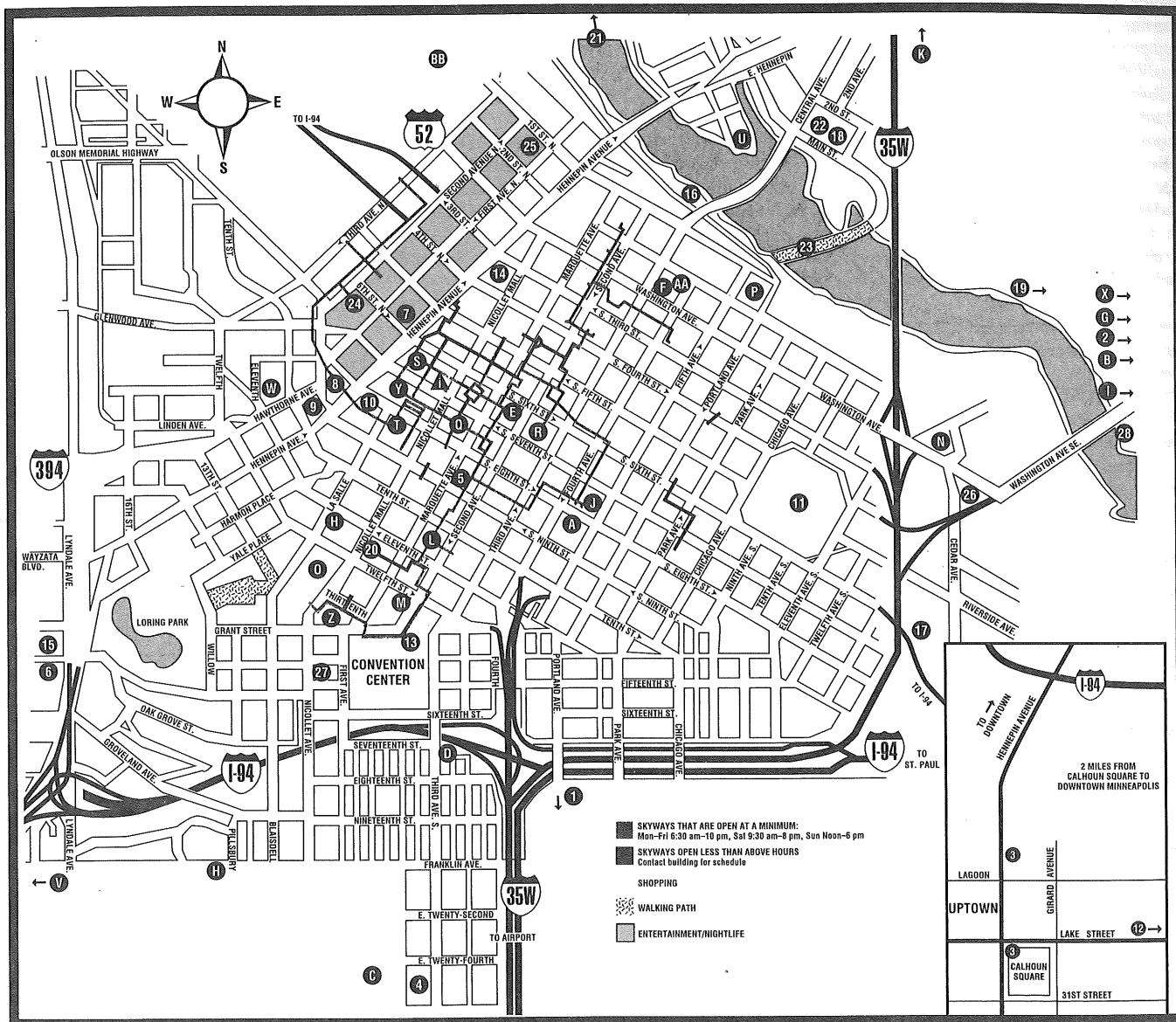
Since its inception in 1988, **Northern Lights** television series has provided a distinct and important contribution to Minnesota's literary community. The weekly video interview program features Minnesota authors, publishers, reviewers and scholars in discussions about their writing, research and publishing projects. Programs are broadcast on Mondays at 7:00 p.m. on MetroCable Channel 6. The full series represents an invaluable archival resource documenting the many facets of Minnesota's flourishing literary activities. A complete set of program masters is archived at the Minnesota Historical Society.

MHC's Minnesota Center for the Book serves as the state sponsor for the annual **Letters About Literature** national writing contest. Letters About Literature is also sponsored nationally by the Weekly Reader Corporation and the Library of Congress' Center for the Book. Students in grades 4-12 are invited to write a letter to an author - living or dead - describing how the author's book changed their ways of viewing the world and themselves. Entries are judged according to content, organization and style. Two state winners are selected by local judges representing Minnesota's literary community, such as publishers, authors and reviewers. A cash prize of \$100 is awarded to the state winners.

Minnesota Center for the Book's website, www.mnbooks.org, provides an important source for Minnesota-based literary services and resources. The site is organized by segments of the book community: writers, publishers, booksellers, libraries, literary organizations and readers. Important links to existing literary sites on the state level and national levels are featured.

For more information, contact Center for the Book staff at (651) 774-0105, extension 111.

Minneapolis Accommodations and Attractions Map



ACCOMMODATIONS

- A. Best Western Normandy Downtown
- B. Best Western University Inn
- C. City of Lakes International House/Hostel
- D. Coe Carriage House
- E. Crowne Plaza Northstar Hotel
- F. Courtyard by Marriott (opening late spring 2001)
- G. Days Inn University/Minneapolis
- H. DoubleTree Guest Suites
- I. EconoLodge
- J. Embassy Suites Downtown Minneapolis
- K. Four Points Hotel Minneapolis by Sheraton
- L. Hilton Minneapolis
- M. Holiday Inn Express Hotel & Suites
- N. Holiday Inn Metrodome
- O. Hyatt Regency Minneapolis
- P. Hyatt Whitney Hotel
- Q. The Marquette Hotel
- R. Minneapolis Grand Hotel
- S. Minneapolis Marriott City Center
- T. Minneapolis Residence Inn by Marriott
- U. Nicollet Island Inn

- V. 1900 Dupont
- W. Quality Inn & Suites
- X. Radisson Hotel Metrodome
- Y. Radisson Plaza Hotel Minneapolis
- Z. Millennium Hotel Minneapolis
(formerly Regal Minneapolis Hotel)
- AA. Residence Inn by Marriott
(opening late spring 2001)
- BB. TownePlace Suites by Marriott

ATTRACTIONS

- 1. American Swedish Institute
- 2. Bell Museum of Natural History
- 3. Brave New Workshop
- 4. Children's Theatre Company
- 5. Foshay Tower/LiteSpa
- 6. Guthrie Theater
- 7. Hennepin Center for the Arts
- 8. Hey City Theater
- 9. Historic Orpheum Theatre
- 10. Historic State Theatre

- 11. HHH Metrodome
- 12. Jungle Theater
- 13. Minneapolis Convention Center
- 4. Minneapolis Institute of Arts
- 14. Minneapolis Planetarium
- 15. Minneapolis Sculpture Garden
- 16. Mississippi Mile
- 17. Mixed Blood Theater
- 18. Museum of Questionable Medical Devices
- 19. Northrop Auditorium
- 20. Orchestra Hall
- 21. Padelford Packet Boat Company
- 22. St. Anthony Falls Heritage Zone
- 23. Stone Arch Bridge
- 24. Target Center
- 25. Theatre de la Jeune Lune
- 26. Theatre in the Round
- 27. Triple Espresso/Music Box Theater
- 6. Walker Art Center
- 28. Weisman Art Museum

i. Visitor Information

Indian Affairs Council

Addresses: 1819 Bemidji Ave, Bemidji, MN 56601 - OR - 525 Park St., Suite 303, St. Paul, MN 55103

Phone: (218) 755-3825; **Fax:** (218) 755-3739 - OR - (651) 284-3567; **Fax:** (651) 284-3573

Website: www.indians.state.mn.us

Email: miac@mail.paulbunyan.net

Joseph Day, executive director

Minnesota Statutes, Section 3.922; *Minnesota Rules* 5100-5199

THE MINNESOTA INDIAN AFFAIRS COUNCIL (MIAC) WAS established in 1963 [*Minnesota Statutes* Chapter 888, Sec. 2 (now Section 3.922)]. MIAC is the official liaison between the State of Minnesota and the eleven Tribal Governments within the State. The Council provides a forum for and advises state government on issues of concern to urban Indian communities. The Council administers four programs designed to enhance economic opportunities and protect cultural resources for the State's American Indian constituencies. The MIAC plays a central role in the development of state legislation. It monitors programs that affect the State's American Indian population and tribal governments. Minnesota was the first state in the nation to establish an Indian Affairs agency that today still provides a model for other states to follow.

The executive director must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Vision Statement The Indian Affairs Council's vision is to strive for social, economic and political justice for all American Indian people living in the State of Minnesota, while embracing our traditional cultural and spiritual values.

Mission The mission of the Indian Affairs Council is to protect the sovereignty of the eleven Minnesota Tribes and ensure the well being of American Indian citizens throughout the State of Minnesota.

Minnesota Indian Affairs Council

At-Large Membership -- The two at-large members on the MIAC Board of Directors represent American Indian tribal members that are not from a Minnesota-based tribe, but are residents of Minnesota. There are over twenty different Indian nations represented by residents living in Minnesota from out of state tribes. The issues that urban American Indians face everyday are similar to tribal issues, but these needs are generally addressed through community service programs. Unemployment, education, housing and health are just a few of the issues that are addressed by the Council's at-large members..

Indian Business Loan Program

Legislation establishing the Indian Business Loan program provides Minnesota-based Indians with a percentage of the financial resources needed to start or expand a business enterprise in Minnesota. Funds are derived from the \$.40 an acre taxation of severed mineral interests held by individuals, corporations or organizations in Minne-

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

URBAN INDIAN AFFAIRS ADVISORY COUNCIL - The Advisory Council on Urban Indians was created to advise the Board of Directors on the unique problems and concerns of Minnesota Indians who reside in the urban areas of the state. The five members of the Urban Advisory Council, must be enrolled with a Minnesota based American Indian Tribe, and reside in the vicinity of Minneapolis, St. Paul, and Duluth. At least one of the five must be a resident of each city. Meeting schedules and locations are not determined and will vary. MUIAC meets a minimum of 4 times a year, usually every other month, in various urban statewide areas. No expiration date. **Appointing Authority:** Minnesota Indian Affairs Council Board of Directors. **Compensation:** \$55 per diem, plus expenses. *Minnesota Statutes* 3.922, Subd. 8. 1450 Energy Park Drive Room 140, St. Paul, MN 55108. (651) 643-3032.

sota. Twenty percent (20%) of the tax, or \$.08 per acre, is remitted by the counties and deposited with the State Treasurer's office in a special revolving loan fund designated as the "Indian Business Loan Account," and administered by the Indian Affairs Council. Approval or rejection of most loan applications is the responsibility of the Tribal Council where the applicant is enrolled.

When an eligible Indian applies for a business loan, the application is forwarded to the Indian Affairs Council for review of appropriate documentation. This includes signed copies of two years' filed tax returns of the applicants and of the existing business, revenue and expense projections, cash flow statements and a good business plan which must show a reasonable chance for success. The application is then sent to the appropriate tribal council. If the loan is approved, the application is returned to the Indian Affairs Council for completion of the loan process. Most reservations will fund up to 25% of the total project cost and applicants must have at least 5-20% equity to inject into the project. Other financing must be approved and in place before funds are disbursed.

The law requires that a reasonable portion of the funds allocated to each reservation under this program be reserved for businesses located off the reservation. Each individual Tribal Council decides how much of their available funds will be set aside for this purpose.

Regular duties of the loan officer include the following activities/responsibilities:

- **providing technical assistance to applicants** and other business-related personnel in the completion of loan applications and evaluating and monitoring their business loans;
- **reviewing and interpreting financial information** relative to loan viability and guarantors as indicated by contracts with Tribal Councils and in accordance with MN §116J.64;
- **ensuring all applications for business loans** are prepared and completed according to applicable law and agency policy and with the Tribal Council's loan plan;
- **ensuring that all legal documents pertaining to the loan** agreements are prepared in the proper format and filed with the proper agencies;
- **maintaining a portfolio on all relevant financial information** and correspondence records in accordance with *Minnesota Statute* §116J.64 and Agency policy;
- **preparing summaries of loan transactions and payments** and submitting them to Director and Board of the Indian Affairs Council;
- **maintaining records of delinquent loan accounts** and implementing procedures to keep loans in current status;
- **being familiar with state, federal, local, and outstate loan** programs and procedures;
- **maintaining all loan transactions** in accordance with established financial procedures and methods;
- **working with appropriate personnel** and Tribal Councils to ensure compliance with provisions of approved loans/contracts;
- **arranging meetings and site visits with clients** and providing technical and management assistance, when requested, to organizations, clients and public/private sector.

In Fiscal Year 1999, the mineral tax collected and deposited into the Indian Business Loan account totaled approximately \$102,909, while loan payments returned approximately \$31,492 to this revolving loan fund.

The first Indian business loan was approved in June of 1981. To date, 92 loans have been made totaling \$1,972,773 to Indian businesses in the state. These monies have a wide ranging impact in terms of the types and number of businesses that are assisted, both on and off the reservation.

Minnesota Indian Reservations

Minnesota Ojibwa (Chippewa) Reservations

Minnesota Chippewa Tribe (MCT)

The MCT Constitution governs over 35,000 enrolled members of the Bois Forte, Fond du Lac, Grand Portage, Leech Lake, White Earth reservations, and Mille Lacs Band. The governing body of the MCT is the Tribal Executive Committee (TEC), which is composed of the chairman and secretary-treasurer of each reservation, 12 members in all. From among the group, they select a president, vice-president, secretary, and treasurer.

Elections

The MCT Constitution and By-laws govern elections for the six reservations. The reservation governing body consists of a chairman, a secretary-treasurer elected at large, and one to three committeemen elected by district. Terms are for four years on a staggered basis with elections every two years. To be elected, an individual must be enrolled in the MCT, reside on the reservation of enrollment, and be 21 years or older. Voting is open to member's 18 years and older. Absentee voting is provided for in the constitution with voters designating the district where they last resided for 30 days or more. It requires a

majority, greater than 50%, of the votes to win. This interpretation was accepted by the TEC in 1996 and resulted, for the first time in primary elections, to narrow the field to two candidates. Previously the TEC had ruled that "majority" had meant the one candidate receiving the most votes cast, even though less than 50%.

The Constitution can be revoked by an Act of Congress or amended or revoked by a majority vote of all MCT members at an election called for that purpose by the Secretary of the Interior, provided that at least 30% of those entitled to vote participate. Amendments take effect only if approved by the Secretary of the Interior. A request by two-thirds of the TEC can force the Secretary of the Interior to call an election.

Membership

When the tribal government began in 1936, an Enrollment Committee was established which worked through the Reservation Councils. The Committee prepared the list of who qualified for the annuity roll. This roll, as of April 14, 1941, is the basis of current MCT membership. Those who qualified were on the 1941 membership roll, children of those members born between 1941 and 1961 who applied for membership by 1962, and children of members born after 1961 with at least one-fourth MCT Indian blood (which can be mixed ancestry from the different MCT reservations) who apply within a year after birth. They cannot be enrolled in another tribe and American citizenship is required. While the tribe defines membership, the governing body of each reservation determines its own enrollment, subject to the Tribe's ratification. Denial of membership can be appealed to the Secretary of the Interior. Adoptees that have placed outside of the Indian community can be enrolled without revealing family names.

Bois Forte (Nett Lake) Reservation

(218) 757-3261 . The reservation is located in the northern 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) 475-2279 . Located in the extreme northeast corner of Minnesota in Cook County, its tribal headquarters are located in Grand Portage, MN 55606. 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) 335-8200 . 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

(320) 532-4181 . The Mille Lacs Reservation is located in the east central counties of Mille Lacs, Aitken and Pine with tribal headquarters 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, both tribally-owned 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 Ojibwa 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 56671. 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 11-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 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.

The Dakota Communities

A few Dakota did not leave following the 1862 war. Most had fled or were taken as prisoners and were living on reservations in Nebraska (Santee), South Dakota (Flandreau, Sisseton), North Dakota (Devils Lake), Montana (Fort Peck), or escaped to Canada.

By the 1880's, a few Mdewakanton Dakota Indians had returned to their homelands. A special census in 1883 counted 237 scattered throughout southern Minnesota at 14 different locations. By the mid-1880's the federal government was being urged to do something to provide homes for these people, primarily Mdewakanton Dakota. A federal law was passed in 1885 to provide some money for the purchase of land for those who had been in the State by October 1, 1883. More money was appropriated in 1885. In 1888 the date of residency in Minnesota was raised to May 20, 1886 (25 Stat 228), and additional money was made available in 1889 and 1890. Most of the current trust land was added under the IRA in the 1930's

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 Dakota. 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) 385-2554 . 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 Dakota who remained in Minnesota at the time of the removal of the main band to Nebraska after the Dakota 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 Dakota rolls. Under the same act the reservation was organized and they have a constitution and by-laws approved on June 20, 1936. They also have a corporate charter ratified by members on July 23, 1937.

The governing body is called the Prairie Island Reservation Tribal Council 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 Mdewakanton Reservation

(952) 445-8900. The Shakopee-Mdewakanton 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 Dakota as to organization and settlement. The governing body is called the Shakopee-Mdewakanton Dakota 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

(320) 564-3853. 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.

Minnesota Board of Invention

4476 Woodgate Point, Eagan, MN 55122-2448

Dr. Daniel A. Ferber, chairman (651) 452-9448

Minnesota Statutes, 116J.987

THE BOARD OF INVENTION WAS CREATED JULY 1, 1993 BY *Laws of 1993* to foster invention in Minnesota. It is the mission of the board to enhance both the quality of social life and the business climate throughout the state of Minnesota by making inventiveness an integral part of every Minnesotan's thought process, and the benefits of invention available to all.

As an expression of applied liberal learning, it was assumed that Minnesota and the United States, if they chose to organize themselves to do so, could invent far more of their respective futures than heretofore had been considered possible. To that end the Commission on Minnesota's Future was proposed to, and implemented by, then-Governor Wendell Anderson in 1971. Subsequently, the Institute for Invention and Innovation (3I) and the Minnesota Board of Invention (MBI) were established, in 1980 and 1993 respectively, to create Minnesota as a prototype statewide model of an "inventive society," and the global invention capital (Minventia) in its own and the national interest.

To those ends, the board works a) to establish and encourage the means for nurturing the development and use of inventions, b) to foster an appreciation throughout the state for inventive thought and expression, and c) to recognize and preserve the inventive heritage of the state.

The board seeks to be a leading catalyst and coordinator to create a unique statewide environment which encourages and rewards invention that address scientific, commercial, and social problems of the day. The board encourages citizens to identify issues that can be so addressed by applied inventive thought and then to rely upon their own inventiveness to solve those problems, including those identified by Minnesota's public, private and independent sectors.

In the board's enabling statutes, "invention" is defined as creative activity resulting in new and potentially useful and applied products or ideas of commercial and social merit.

A "commercial invention" means new and useful processes, machines, manufacturing procedures, or any new and useful improvements or applications of commercial inventions, regardless of whether or not the invention is patentable.

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.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

BOARD OF INVENTION - The board shall encourage the creation, performance, and appreciation of invention in the state. The board shall investigate and evaluate new methods to enhance invention. The board consists of eleven members including one member to be appointed from each congressional district and three at-large members. **Senate Confirmation:** Yes. Meetings are held as needed, mostly quarterly for three hours at various locations. Does not expire. **Appointing Authority:** Governor. **Compensation:** None. *Minnesota Statutes 116J.987. c/o Dan Ferber, Chairman, 4476 Woodgate Point, Eagan, MN 55122-2448. (651) 452-9448.*

A "social invention" means new procedures, new uses for known procedures, or organizations, e.g., the MBI itself, that change the way in which people relate to their environment or to each other, e.g., inter-generational education, or an idea or concept rather than a tangible product, e.g., Minventia.

The board seeks to assist potential inventors by streamlining the process so they won't be unduly encumbered with details associated with "selling an idea."

The board is developing an invention grant program to award grants to individuals, nonprofits, public or private organizations to encourage the development of both commercial and social inventions. Although the board currently receives no state funding, it is eligible to receive grants from the federal government and from private or other public and independent sources to pay for its operation.

The board's goals are: increase access to invention resources, technical support, and inventive solutions throughout the state; create and/or expand invention/innovation education and development opportunities; increase incentives, funding and in-kind resources for inven-

tion in Minnesota by identifying and approaching all available sources; support invention opportunities for underserved/disadvantaged Minnesotans; research, evaluate, monitor, and assimilate effective programs and methods which increase and encourage inventive capabilities;

build a favorable public consensus about the value of invention to the state; and link Minnesota-based invention initiatives with similar state, regional, national, and international activities.

State Board of Investment

55 Sherburne Avenue, 105 MEA Bldg., St. Paul, MN 55155

Phone: (651) 296-3328; Fax: (651) 296-9572

Website: www.sbi.state.mn.us

Email: george.spelvin@somewhere.com

Howard Bicker, Executive Director

Minnesota Statutes, Chapter 11A

THE BOARD MANAGES APPROXIMATELY \$53.2 BILLION in public funds for various constituents. About \$43.8 billion are retirement funds for Minnesota state employees, teachers and public employees. Approximately \$579 million is a permanent trust established for the benefit of Minnesota public schools. Approximately \$325 million is a workers' compensation assigned risk pool. Approximately \$315 million is a trust established for the benefit of Minnesota's environment. Approximately \$685 million are in two tobacco endowment funds for medical education and tobacco prevention purposes. Numerous state cash accounts comprise the remaining \$7.0 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 assisted 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 of general investment policy and 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*.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

INVESTMENT ADVISORY COUNCIL - The council advises the Board of Investment on policy relating to investments of state funds. The seventeen members shall include: ten members experienced in general investment matters are appointed by the board; ex-officio members include: the Commissioner of Finance, the executive director of the Minnesota State Retirement System, the executive director of the Public Employees Retirement Association, the executive director of the Teachers Retirement Association; retiree and two public fund members are appointed by the Governor. Quarterly meetings are generally scheduled for the first Tuesday of the first full week in March, June, September, and December for two hours at the SBI offices. Other meetings may be called on an as-needed basis. The council does not expire. **Appointing Authority:** State Board of Investment and Governor. **Compensation:** None. *Minnesota Statutes 11A.08.* **Required to file Statements of Economic Interest:** members. Capitol Professional Office Building, 590 Park Street, Suite 200, St. Paul, MN 55103. (651) 296-3328.

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 per-

sons 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, *Minnesota Statutes* contain a specific list of asset classes available for investment, including common stocks, bonds, international securities, short term securities, real estate, venture capital, and resource funds. 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 Board June 30, 2000:

• **Basic Retirement Funds - \$21.8 billion.** The Basic Retirement Funds are the pension assets of the currently employed participants in eight major statewide retirement funds:

- Teachers' Retirement Fund \$8,819 million
- State Employee Retirement Fund \$4,318 million
- Highway Patrol Retirement Fund \$272 million
- Correctional Employees' Retirement Fund \$255 million
- Judges Retirement Fund \$24 million
- Public Employees' Retirement Fund \$4,522 million
- Public Employee Police and Fire Fund \$2,115 million
- Local Employees' Correctional Fund \$10 million

• **Post Retirement Fund - \$20.8 billion.** The Post Retirement Investment Fund is composed of the assets reserved to pay retirement benefits to retired employees in the plans listed above. Permanent retirement benefit increases are partially based on excess earnings of the Post Retirement Fund.

• **Minnesota Supplemental Investment Fund - \$1.76 billion.** 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.

• **Permanent School Fund - \$579 million** The Permanent School Fund is a trust established for the benefit of Minnesota public schools.

• **Environmental Trust Fund - \$315 million** The Environmental Trust Fund is a trust established for the benefit of Minnesota's environment.

Iron Range Resources and Rehabilitation Board (IRRRB)

1006 Highway 53 South, Eveleth, P.O. Box 441,
Eveleth, MN 55734

Phone: (218) 744-7400; (800) 765-5043

Fax: (218) 744-7401 and (218) 744-7402

Website: www.irrrb.org

Email: (Use: first name.last name@irrrb.org)

Commissioner John Swift

Deputy Commissioner Shawn Hooper

Executive Assistant Sheryl Kochevar

Minnesota Statutes, Section 298.22

History and Background

THE IRRRB WAS CREATED BY THE MINNESOTA LEGISLATURE IN 1941 with the urging and strong support of Governor Harold Stassen to rehabilitate the Iron Range area of northeastern Minnesota. While the methods of rehabilitation have varied over the years, the mission of the agency continues to be one of economic development and diversification.

Headquartered in Eveleth, the Iron Range Resources and Rehabilitation Board (IRRRB) is a unique Minnesota state agency designed to help strengthen and diversify the economy of northeastern Minnesota. Specifically, IRRRB serves the interests of the Taconite Tax Relief Area (TTRA), a geographical region encompassing approximately 13,000 square miles. The IRRRB is funded from taconite production taxes, which are levied against mining companies in lieu of property taxes. The agency receives no money from the General Fund. The IRRRB operates a number of programs, such as economic development and tourism. In addition, the agency owns and operates Ironworld Discovery Center in Chisholm, and Giants Ridge Golf and Ski Resort near Biwabik.

Mission Statement

The agency adopted the following mission statement in 1992:

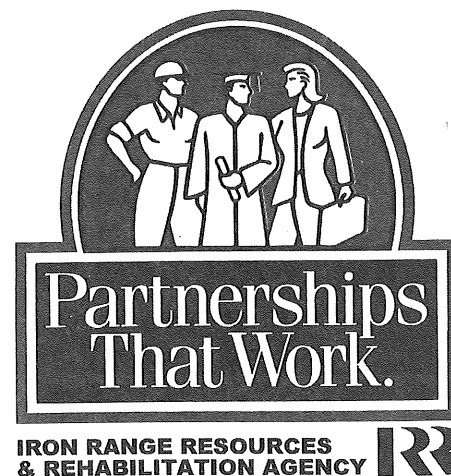
- First, to be careful custodians of the public money entrusted to us.
- Second, to enhance the economic vitality of the Taconite Tax Relief Area through value-driven, cost-effective projects and programs designed for the long-range benefit of the region.

Communications Division

(218) 744-7400, Alison M. Perry, Communications Director. (Fax: 218-744-7403; Email: alison.perry@irrrb.org) This division conducts a program of media and public relations concerning the activities of the

• **Assigned Risk Plan - \$526 million** The Workers Compensation Assigned Risk Plan is a pool of reserves set aside for future payment of workers compensation claims. The SBI invests these reserves until such time as they are needed.

• **State Cash Accounts - \$2.8 billion** These accounts contain cash receipts that are not immediately expended. They include the Invested Treasurer's Cash Fund and cash balances in various accounts from state agencies.



Citizen Participation and Open Appointment - [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]

Iron Range Resources and Rehabilitation Board - To conduct grant and loan programs supporting economic development and tourism funded from a portion of the taconite production tax. The board consists of 13 members, 3 members must be nonlegislators who reside in a tax relief area as defined in *Minnesota Statutes* 1998, Section 273.134 (the taconite tax relief area); the rest of the membership consists of members of the legislature. Meetings are scheduled at the call of the chair for two hours in Eveleth and St. Paul. **Appointing Authority:** Governor, Speaker of the House, and the Majority Leader of the Senate. **Compensation:** If applicable, likely paid under section 15.0575. **Required to file Statements of Economic Interest:** executive director.

agency. It provides media information and is responsible for agency-related publications including:

RangeView, the agency's four-color tabloid-sized newsletter, coordinated by Alison M. Perry, featuring the resources and opportunities of northeastern Minnesota. *RangeView* has been published since 1989 and continues to be one of the agency's most recognizable and effective publications. It is sent free of charge to anyone interested in learning about the activities in northeastern Minnesota. To subscribe, write to *RangeView*, IRRRB, P.O. Box 441, Eveleth, MN 55734 or e-mail alison.perry@irrrb.org

The Biennial Report to the Legislature, prepared and submitted to the legislature by November of every even calendar year with reports of agency activities and a complete financial report. It is distributed free upon request.

Administrative Services

(218) 744-7400, **Don Dicklich, Chief Financial Officer.** This division includes the accounting, information services, purchasing, maintenance shop and the Eveleth administration building and grounds departments. This division also performs various financial research and planning functions for the agency.

Assistant Attorney General

(218) 744-7400. The Attorney General maintains offices within the IRRRB administrative building in Eveleth to assist the agency and provide legal services to other state agencies. These offices are staffed by Douglas Gregor, assistant attorney general, and by Kim Anderson, legal assistant.

Maintenance Shop and Eveleth Administration Building and Grounds

(218) 744-7400, **Don Ostern, Supervisor.** This department provides direction for the agency labor pool employees to be used for other department use in various projects. Also coordinates agency drug and alcohol program.

Human Resources Division

(218) 744-7400, **Mary Hess, Personnel Director.** This division is responsible for the administration of affirmative action, agency policies and procedures, classification and compensation, employee benefits, employee safety and health, labor relations, personnel/payroll, training and labor pool budgets and workers compensation for all agency divisions and departments. This office provides no services directly to the public.

Programs Division

(218) 744-7400, **Phil Bakken, Programs Manager.** This division consists of economic development and community development. These programs provide services, which enhance economic opportunities in northeastern Minnesota.

Economic Development

(218) 744-7400, **Matt Sjoberg, Economic Development Coordinator.** This department provides financial and technical assistance for development and diversification projects in northeastern Minnesota. Funds are derived from interest generated by the **Northeast Minnesota Protection Trust Fund, the Taconite Area Environmental Protection Fund** and the **IRRR Board Account**, in compliance with Minnesota statutes. It offers assistance in several areas: bank participation loan program, industrial revenue bond financing, equity financing, site selection and other flexible financing incentives for businesses. Loan projects are reviewed by the Technical Advisory Committee and approved by the IRRR Board. Final approval rests with the Governor.

This department also provides marketing assistance to businesses and assists in locating employees for businesses. The **Marketing Assistance Program** helps new and existing small businesses develop effective marketing strategies and successful promotional tools to help their business grow, thereby strengthening the regional economy. The "Make It Home" Program is an online resume-posting database of individuals seeking to relocate or find other employment within northeastern Minnesota. Businesses within the IRRRB service area are provided access to these resumes.

The **Technical Advisory Committee** is comprised of seven members, appointed by the commissioner for two-year terms. The maximum length of service for any one member is four years. The Technical Advisory Committee reviews expenditures from the Northeast Minnesota Economic Protection Trust Fund (commonly called the 2002 Fund.) For specific information, contact Matt Sjoberg.

Community Development

(218) 744-7400, **Mike Larson, Grants Coordinator.** This department administers a grants program to assist public project for political subdivisions within the Taconite Tax Relief area (TTRA) as defined in *Minnesota Statutes*, section 273.134. Projects generally fall into the following categories: water and sewer, airports, community buildings, tourism, and recreation. Priority is given to those projects most directly supporting economic diversification and development. Funding criteria focus on job creation, funding leverage, relative need, regional impact, and the comprehensive viability of the project. Grant applications are submitted to the Iron Range Resources and Rehabilitation Board and the governor for approval. Contact the IRRRB Community Development Division for information.

Business Marketing, Recruitment, & Information Technology Division

(218) 744-7400, **Jack LaVoy, Manager.** The business recruitment and information technology division is focused on fostering the economic diversification of the Taconite Tax Relief Area (TTRA) through a broad spectrum of initiatives which are: (1.) intended to attract new and expanding businesses to the Iron Range; (2.) designed to generate an active and ongoing cadre of potential future business recruitment candidates; and (3.) committed to preparing the region for the information technology opportunities presented by the 21st century.

Business Recruitment

Eveleth: (218) 744-7400, **St. Paul: (651) 297-1431, Terry Thomas, Director of Business Recruitment.** With its base of support in Eveleth and an office in the World Trade Center in St. Paul, the agency's business recruitment department is focused on marketing the TTRA to a wide variety of potential businesses that might consider moving or expanding their operations to Minnesota's Iron Range. Through an aggressive marketing program coupled with a comprehensive networking effort, potential business recruitment candidates are identified and contacted to generate interest in the region. From time to time, a Metropolitan Advisory Board consisting of Iron Range natives who have developed successful business careers in the Twin Cities metropolitan area is consulted to assist in this effort. In addition, the Iron Range Economic Alliance is utilized to assist with business marketing and recruitment efforts and to provide a bridge between those activities and the local communities.

The **Iron Range Economic Alliance** was established to retain and create jobs within the IRRRB service area by providing leadership, fostering cooperation, and employing professional economic development strategies that best utilize resources. The alliance is comprised of area leaders willing to share information and take action to help IRRRB and communities work together to strengthen and diversify the economy. Each participating community designates, by resolution, a person to serve the alliance as a voting member.

Do I.T! (Do Information Technology) Program

(218) 744-7400, **Richard A. Nordvold, Director.** A public/private information technology initiative of the IRRRB and its partners designed to establish the Taconite Tax Relief Area (TTRA) as a leader in the use of information technology as a means of enhancing and diversifying the regional economy for the benefit of its businesses, communities and citizens.

The Do I.T! program is divided into three major initiatives:

- **Technology Centers:** The establishment and development of the Range Community Network, a distributed network of Technology Centers and IT capabilities throughout the TTRA.
- **Technology-based Economic Development:** In conjunction with the agency's business recruitment effort, Do I.T! has established an information technology business and labor recruitment initiative. The initiative provides a wide range of incentives to high-tech companies interested in the region.

- **Community Technology Awareness:** This program is now operation throughout the Taconite Tax Relief Area and focuses on information technology-related education and training issues for all sectors of the Iron Range community. The program works in partnership with K-12 and post secondary educational institutions, libraries, local units of government, business and industry.

A twenty-one member volunteer Do I.T! Board of Directors, appointed by the Commissioner, assists staff in the development and implementation of the program.

Tourism Division

(218) 744-7400, Mary Somnis, Director of Tourism and Marketing. This division is responsible for assisting the development of tourism in northeastern Minnesota. It works closely with the Northern Lights Tourism Alliance (NLTA), a citizen's advisory committee to the IRRRB on tourism issues. The mission of the NLTA is to increase the economic impact of tourism in the region. The participants in the NLTA include representatives of Chambers of Commerce, Convention and Visitors Bureaus and owners and managers of tourism related businesses. The NLTA has designated subcommittees to address current priorities: tourism marketing, heritage tourism, and wastewater treatment issues that threaten northeastern Minnesota's resort industry. The NLTA meets the first Thursday of each month. The meetings are open to the public. Matching grants for tourism marketing projects are available through this division to communities and organizations within the TTRA. For more information, contact Mary Somnis, IRRRB, P.O. Box 441, Eveleth, MN 55734 or call (218) 744-7400 or (800) 765-5043 or e-mail mary.somnis@irrrb.org

IRRRB Trails Division

(218) 744-7400, DeLyle Pankratz, Director. The IRRRB Trails Division is dedicated to serving local clubs and volunteer organizations in the promotion, development, and maintenance of recreational trails in northeastern Minnesota to help diversify the economy through the promotion of tourism. The IRRRB forms partnerships with public service organizations and recreational trail user groups and provides technical assistance, funds new trail construction, helps upgrade existing trails, and assist in the development of trail amenities, while supporting the promotional activities of volunteer organizations.

Marketing

(218) 744-7400, Mary Somnis, Director of Tourism and Marketing. The marketing staff members of all IRRRB divisions work closely together to assure the agency's marketing dollars are spent in the most effective manner. This includes marketing efforts relative to: economic development, business recruitment, Do I.T!, Giants Ridge Golf and Ski Resort, Ironworld Discovery Center, tourism, and trails.

Mining Programs Division

(218) 744-7400, Brian Hiti, Manager Mining and Natural Resources Development. This division includes the following departments: Mining and Natural Resources, Mineland Reclamation and Building Demolition.

Mining and Natural Resources

(218) 744-7400. Mining and Natural Resources pursues several different but complementary objectives in the mining area. To help sustain and enhance the existing iron ore industry, the IRRRB administers two taconite production tax rebate programs that help recapitalize Minnesota iron mines. Under current law, these rebate programs provide over \$9 million annually for research & development, new equipment, facility improvements and innovative mineland reclamation projects at Minnesota's taconite plants. The

IRRRB also is promoting the development of minerals other than iron. It has helped fund research in copper-nickel, platinum group minerals and titanium processing and a drilling incentive grant program that provides small grants to companies conducting exploratory drilling. The agency also works with other organizations, both public and private, to promote continued investments in minerals research.

Mineland Reclamation

(218) 254-7967, Ray Svatos, Mineland Reclamation Director. Mineland Reclamation reclaims inactive and abandoned minelands on the Mesabi, Cuyuna and Vermilion Iron Ranges by addressing problem areas such as eroded stockpiles, pit walls and unvegetated areas. Approximately 300,000 trees are grown by the division annually and planted on minelands throughout the service area. 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. Local units of government within the Taconite Tax Relief Area (TTRA) are able to access Mineland Reclamation funds by submitting projects for consideration. Projects under consideration for funding are submitted to the IRRR commissioner, the IRRR Board and the governor for approval.

Building Demolition

(218) 744-7400, Gordy Dormanen, Building Demolition Supervisor. Building Demolition assists local units of government and private citizens in the Taconite Tax Relief Area (TTRA) in removing dilapidated, abandoned, unwanted or hazardous structures. Requests for demolition work are directed through the local unit of government. This service is available to property owners at no charge, other than the asbestos inspection/abatement and tipping fees.

Unless otherwise noted, all of the above can be contacted at the IRRRB's administrative office in Eveleth.

Ironworld Discovery Center

(218) 254-7959, (800) 372-6437, Marianne Bouska, Managing Director. Ironworld Discovery Center, a major theme park, is operated by the IRRRB and is dedicated to the preservation and celebration of the region's cultural and historical heritage. The complex includes the Iron Range Interpretive Center, the **Iron Range Research Center**, a five-acre **Festival Park**, a 300-seat pavilion, a 1,600-seat amphitheater and the Ironworld railway system that features an electric trolley.

The **Iron Range Interpretive Center** interprets the stories of immigrant miners and the iron ore industry of northeastern Minnesota. Exhibits, costumed living history interpreters, arts, music festivals and ethnic cuisine provide an educational and fun family experience. Ethnic food specialties are available in the Melting Pot food court or the Ironworld Ethnic Restaurant.

During the summer, major events include International Polkafest, European Holiday, Festival Finlandia, All Slav Days & Grape Festival and International Button Box Festival and Quilt Show. Ironworld also plans to host several facility rental events including the North Star Expo and the St. Louis County Fair. Promotional materials include fliers, a calendar of events and brochures.

Ironworld Discovery Center is open to the public mid June through early September, 7 days a week from 9:30 AM – 5:00 PM. Extended hours for festivals and special events. The park is closed October through April unless by special appointment. For special event schedules and rate information contact Ironworld Discovery Center, P.O. Box 392, Chisholm, MN 55719.

The **Ironworld Advisory Committee** is comprised of members appointed by the commissioner to periodically review the operations of the facility and make recommendations to the facility's Managing Director. The committee meets monthly.

Group Tour Marketing

(218) 254-7959, (800) 372-6437. This office markets Ironworld Discovery Center to local, regional and national group tour markets. Overlooking the beautiful Glen-Godfrey open mine pit, Ironworld is the perfect setting for any group event. Throughout the year, family reunions, birthday and anniversary parties, weddings and bus groups choose our facility for its beautiful setting and unique appeal.

Iron Range Research Center

(218) 254-7959, (800) 372-6437, **Marianne Bouska, Managing Director.** This facility provides professional archive classification and storage in a fireproof, climate-controlled environment for all aspects of historical documentation relating to the Iron Range. The Research Center is an authorized regional repository for all public records. Holdings include personal manuscript collections, local and state records, historic photographs, oral histories, maps and other resources. The reading room contains extensive reference works, theses and dissertations, genealogical and microfilm collections of newspaper, census and naturalization records of northeastern Minnesota. Summer hours coincide with Ironworld Discovery Center. Winter hours are Monday through Friday 8:00 a.m. – 4:30 p.m. Admission is free.

Beyond School Walls Education Program

(218) 254-7959, (800) 372-6437, **Shirley Butterfield, Coordinator.** This program offers a unique learning experience at Ironworld Discovery Center for preschool through 12th grade students. Approximately 12 interactive learning stations are available, exposing students to Iron Range history, Native American culture, pioneer life, ethnic arts and crafts, the immigrant experience, geology, environmental studies and personal family history. For information contact Beyond Schools Walls, P.O. Box 392, Chisholm, MN 55719.



Giants Ridge Golf & Ski Resort

(218) 865-4143, (800) 688-7669, **Linda Roketa, General Manager.** Giants Ridge is located near the city of Biwabik in northeastern Minnesota. It is one of the Midwest's most popular four-season resort destinations, offering guests a championship 18-hole golf course ("Minnesota's Number One Public Golf Course," *Golf Digest*); 34 challenging alpine ski runs; 70 kilometers of exquisitely groomed cross country ski trails; easy access to thousands of groomed snowmobile trails ("One of the Best Snowmobiling Destinations in the World," *Supertrax International*); hiking; biking; canoeing; an 18-hole disc golf course; a variety of fantastic lodging choices on-site and in the surrounding area; great food; special events; and, entertainment. A second 18-hole championship golf course is scheduled to open in 2002. Giants Ridge is committed to providing guests with outstanding recreational experiences through first class customer service and amenities.

Giants Ridge develops and publishes *Resort Times*, the official bi-yearly newsletter of the resort. It is distributed free of charge to winter sports season pass holders, winter sports clientele, golf clientele, and the general public. To be included on the mailing list, contact Giants Ridge, P.O. Box 190, Biwabik, MN 55708.

Special Events

(218) 865-4143, (800) 688-7669, **John Filander, Director of Ski Operations/Special Events Coordinator.** This office coordinates programming and special events at Giants Ridge. For more information about special events and programming contact Giants Ridge, P.O. Box 190, Biwabik, MN 55708.

Group Sales & Group Services

(218) 865-4143, (800) 688-7669, **Jeff Spolar, Group Sales Director.** This office is responsible for year-round group services at Giants Ridge and coordinates activities at the 24-unit Sport Dormitory, including winter sports groups and summer camps. For more information about group opportunities contact Giants Ridge, P.O. Box 190, Biwabik, MN 55708.

Golf Tee Times & Tournaments

(218) 865-4143 (800) 688-7669, **John Kendall, PGA Professional.** This office is responsible for booking tee times, golf tournaments/ outings, and coordinates golf events for the existing 18-hole, par 72, championship golf course. For more information about golf tournament/ outings opportunities or to book a tee time contact Giants Ridge, P.O. Box 190, Biwabik, MN 55708.

Meetings/Conferences/Weddings/Lodging

(218) 865-4143 (800) 688-7669, **Raquel Tomassini, Banquet Sales Manager (The Lodge at Giants Ridge), Janet Lee, Food & Beverage Manager, (The Chalet at Giants Ridge).** This office is responsible for meetings, conferences, weddings and other special functions held at The Lodge at Giants Ridge (the 93-suite hotel located adjacent to the resort's ski hill and golf course) and/or the Chalet at Giants Ridge. For more information about banquet opportunities contact Giants Ridge, P.O. Box 190, Biwabik, MN 55708.

Lodging Properties at Giants Ridge Golf & Ski Resort

(218) 865-7170, (877) 442-6877, **The Lodge at Giants Ridge** (Public private partnership located within the resort complex.) **Ricardo Lopez, General Manager of The Lodge at Giants Ridge.** This office is responsible for the 93-suite hotel located adjacent to the resort's ski hill and golf course. Facility has its own restaurant and lounge, fitness room, swimming pool and game room. All rooms are suites and sleep up to six, and many offer a Jacuzzi and fireplace. Plenty of conference and meeting space available.

The Villas at Giants Ridge

(218) 865-4155, (800) 843-7434, **Michelle Cramer, General Manager of The Villas at Giants Ridge.** (Private venture located within the resort complex) This office is responsible for the waterfront, 18-condominium lodging complex located within the resort complex. The Villas is comprised of three, two-story condominium buildings containing one and two bedroom luxury suites. The remaining fifteen rental units are single houses, referred to as Villas. Ten of the Villas are three bedroom units and five are four bedroom units. Unit amenities include VCR, washer, dryer, outdoor charcoal grill, lakeside deck, and some units have whirlpools.

Web sites:

- **Do I.T!** (Information Technology) Program: www.doitmn.com
- **IRRRB:** www.irrb.org
- **Giants Ridge Golf & Ski Resort:** www.giantsridge.com
- **Iron Range Economic Alliance:** www.irea.org
- **Ironworld Discovery Center:** www.ironworld.com
- **Wild North:** www.wildnorth.org

Department of Labor and Industry

443 Lafayette Road N., St. Paul, MN 55155-4306

Phone: (651) 296-2342 or 1-800-DIAL-DLI (1-800-342-5354)

Fax: (651) 282-5405; TTY: (651) 297-4198

Email: dli.commissioner@state.mn.us

Website: <http://www.doli.state.mn.us>

Commissioner Shirley Chase



Minnesota Statutes, Chapter 175-178; 181-184A and 326; *Minnesota Rules* 5200-5499

Mission

THE MISSION OF THE DEPARTMENT OF LABOR AND INDUSTRY is to promote a safe and productive environment for Minnesota's workplaces. Its vision is to be the leader in promoting workplace solutions. The department serves employees and employers by regulating workplaces through education and enforcement.

The commissioner, deputy and assistant commissioners must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Agency services

It is the responsibility of the Department of Labor and Industry to ensure widespread compliance with state workplace safety laws. The department is responsible for: workers' compensation administration, occupational safety and health enforcement and consultations, apprenticeship registration and program development, labor standards enforcement, and boiler and high-pressure-piping code and boats-for-hire services and licensing.

Agency services at work in Minnesota

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 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 (now OSHA), Boiler Inspection and Steamfitting Standards (now Code Administration and Inspection Services), Fee Employment Agencies and the Division of Women and Children (now Labor Standards Division) and Apprenticeship.

Workers' Compensation Division

(651) 296-6490; Fax: (651) 282-5293, Carolyn Ganz, assistant commissioner. Website: www.doli.state.mn.us/workcomp.html
Email: dli.workcomp@state.mn.us

Workers' compensation law requires employers to provide compensation to employees who have a work-related injury or disease. Current Minnesota law is meant to provide partial wage replacement, payment of medical and rehabilitation costs and payment for permanent partial disability resulting from the injury. In the case of death, workers' compensation benefits are paid to the employee's dependents.

The Minnesota Workers' Compensation Law is designed to standardize the benefit structure, reduce litigation and encourage early rehabilitation intervention and return-to-work programs.

The department's Workers' Compensation Division administers Minnesota's workers' compensation law. The division units maintain all records necessary to monitor the handling of workers' claims, audit claims to insure compliance with the law, provide legal and judicial assistance, monitor rehabilitation and medical services, resolve workers' compensation disputes both informally and formally, and provide for a number of special types of workers' compensation benefits.

Customer Assistance

(651) 297-2636; Fax (651) 282-6877, Keith Keesling, director. This unit is responsible for consistent, accurate and timely provision of workers' compensation information and assistance to all parties in a claim to help prevent disputes from developing. When disputes do occur, the unit tries to resolve them quickly and decisively, utilizing all manner of alternative dispute resolution strategies.

Workers' Compensation Compliance Services

(651) 282-3703; Fax (651) 296-9634, Jane Luger, director. This unit monitors all workers' compensation claims to ensure benefit payments are timely and accurate and imposes penalties in cases of noncompliance. The unit provides educational programs primarily for insurers and employers about the proper completion of required forms and the calculation of benefits.

Rehabilitation and Medical Affairs

(651) 215-0431; Fax (651) 282-5448, Jane Luger, director.
Website: <http://www.doli.state.mn.us/rma.html>
Email: dli.rehabmed@state.mn.us

This unit is responsible for policy and practice activities governing the delivery of rehabilitation and medical services to injured workers. The unit registers rehabilitation providers, investigates complaints against rehabilitation and health care providers, promulgates the Minnesota Medical Fee Schedule and permanent partial disability schedule and provides educational seminars to rehabilitation and health care providers. The unit is also responsible for certification and monitoring of managed care organizations.

Workers' Compensation Information Processing Center

(651) 297-3467; Fax (651) 215-0170, Cindy Miner, director. The Information Processing Center (IPC) is responsible for providing administrative support services to all agency employees and customers. Services provided include: centralized mail delivery, electronic data entry, image processing of workers' compensation claims and maintenance of all workers' compensation files.

Free posters, mandated by the state to appear in all workplaces, are available from IPC: (651) 296-1096; email: dli.post@state.mn.us, or at website: <http://www.doli.state.mn.us/posters.html>.

Special Compensation Fund

(651) 296-2117; Fax (651) 297-7098, Brandon Miller, director.
Email: dli.specialcomp@state.mn.us

Citizen Participation and Open Appointment - [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State.]:

REHABILITATION REVIEW PANEL - The panel advises the Department of Labor and Industry on rehabilitation matters relating to workers' compensation and may issue penalties for violation of rules following a contested case hearing under Chapter 14 under *Minnesota Statutes* 176.103, subd. 3. The 14-member review panel includes two members each from employers, insurers, rehabilitation, and medicine, one representative of chiropractors, four representing labor plus three alternates. The Commissioner of Labor and Industry, or designee, is an ex-officio member. Meetings are conducted the first Thursday of each month from 1:00 - 3:00 p.m. at Labor and Industry Bldg., 443 Lafayette Rd. N., St. Paul. Does not expire. **Appointing Authority:** Commissioner of Labor and Industry. **Compensation:** \$55 per diem, reimbursed for expenses. *Minnesota Statutes* 176.102, Subd. 3. **Required to file Statements of Economic Interest:** members. Dept. of Labor and Industry, Rehab. and Medical Affairs, 443 Lafayette Road North, St. Paul, MN 55101. (651) 297-3970.

all employers to carry workers' compensation insurance. The Special Compensation Fund pays workers' compensation benefits to injured workers in cases where the employer has failed to provide coverage and pays asbestosis claims. Reimbursements and benefits are funded through an assessment on indemnity benefits paid by workers' compensation insurers and self-insured employers. The Special Compensation Fund also provides, upon request, insurance coverage verification of any employer in the state at (651) 296-2170 or by email: dli.specialcomp@state.mn.us.

Vocational Rehabilitation Unit

(651) 297-1114; Fax (651) 282-5448, Gerald E. Meyer, director.

Website: <http://www.doli.state.mn.us/vru.html>

Email: dli.voc rehab@state.mn.us

This unit provides vocational rehabilitation services to injured workers through the use of qualified rehabilitation consultants (QRCs). Although all injured workers are eligible, the unit primarily serves claims where liability is denied by the insurer. The Vocational Rehabilitation unit has QRCs located in its St. Paul office and at the following locations statewide:

- **Bemidji** — 3217 Bemidji Ave. N., Suite 5, Bemidji, MN 56601; phone (218) 755-4205 or 1-888-234-1116; Fax: (218) 755-4204
- **Duluth** — 5 N. 3rd Ave. W., Suite 400, Duluth, MN 55802; phone (218) 723-4904 or 1-800-365-4584; Fax: (218) 723-2362

- **Fergus Falls** — 125 Lincoln Ave. W., Suite 7, Fergus Falls, MN 56537; phone (218) 739-1380 or 1-800-657-3670; Fax: (218) 739-1384
- **Hibbing** — Workforce Center; 3920 13th Ave. E., Hibbing, MN 55746; phone (218) 262-6780 or 1-800-657-3768; Fax: (218) 262-7304
- **Mankato** — 410 Jackson St., Suite 520, Mankato, MN 56001; phone (507) 389-5578 or 1-877-348-0508; Fax: (507) 389-2746
- **St. Cloud** — 3400 1st Street N., Suite 405, St. Cloud, MN 56303; phone (320) 255-2490 or 1-800-657-3749; Fax: (320) 255-3951

Workers' Compensation Information:

For more information or assistance: call a specialist on the Workers' Compensation Hot Line in St. Paul at (651) 296-2432 or 1-800-DIAL-DLI (1-800-342-5354) or in Duluth at 1-800-365-4584; send an e-mail request to dli.workcomp@state.mn.us; or visit the department website: <http://www.doli.state.mn.us/workcomp.html>.

Workers' Compensation Publications:

The department publishes *A Guide to the Workers' Compensation System*, a manual that explains the system in detail. A set of *Quick Reference Guides*, geared to employers, employees and health care providers is available, as well as a brochure about vocational rehabilitation. For a copy of these publications, call (651) 296-2432, e-mail your request to dli.workcomp@state.mn.us or visit website: <http://www.doli.state.mn.us/pubs.html>.

The *Minnesota Workplace Safety Report* contains much statistical information relative to workplace injuries and workers' compensation issues. The *Minnesota Workers' Compensation System Report* contains information about four areas of the system: dispute resolution, vocational rehabilitation, claimant and injury characteristics, and claims and cost trends. To order a copy of these reports call (651) 297-4595, send an e-mail request to dli.research@state.mn.us or visit website: <http://www.doli.state.mn.us/rsreport.html>.

The department publishes the *Prompt First Action Report*, which shows the timeliness of insurers' handling of initial claims, and the *Collection and Assessment of Fines and Penalties*. Copies of these reports can be obtained from Compliance Services at (651) 297-4478, via e-mail at dli.workcomp@state.mn.us or at website: <http://www.doli.state.mn.us/pubs.html>.

The department also issues *COMPACT*, a quarterly publication for workers' compensation professionals. *COMPACT* offers updates of recent judicial decisions, any changes in relative rules or law and up-to-date statistical information. To order a copy, call (651) 297-2636, send a request to dlibrochure@state.mn.us or visit <http://www.doli.state.mn.us/compact.html>.

Advisory Groups

Citizen Participation and Open Appointment -[SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State.]:

ADVISORY COUNCIL ON WORKERS' COMPENSATION - The council advises the Department of Labor and Industry in carrying out the purposes of Chapter 176 (Workers' Compensation). It was created in 1992 as a permanent council about workers' compensation. The membership and responsibilities of the council are designed to reflect the views of the principals in the workers' compensation system: the employees served by the system and the employers that fund it. Their charge is to examine the entire workers' compensation system — specifically in the areas of benefits paid, the adjudicatory and dispute resolution process, medical and health care issues, rehabilitation issues, insurance coverage and administration — and to recommend changes in law or procedures. The council submits its recommendations with respect to amendments to Chapter 176 by February 1 of each year to each regular session of the legislature and shall report its view upon any pending bill relating to Chapter 176 to the proper legislative committee. The council's recommendations must be supported by a majority of business and labor members. At the request of the chairs of the Senate and House of Representatives committees that hear workers' compensation matters, the department shall schedule a meeting of the council with the members of the committees to discuss matters of legislative concern arising under Chapter 176. Responsible for recommending to the legislature adjustments in workers' compensation maximum weekly benefit amount. The council consists of twelve members. Presidents of the largest statewide Minnesota business and organized labor organizations as measured by the number of employees of its business members and in its affiliated labor organizations in Minnesota on July 1, 1992, and every five years thereafter; five additional members representing business, and five additional members representing organized labor. The governor, majority leader of the senate, speaker of the house of representatives, the minority leaders of the senate and the house of representatives, shall each select a business and labor representative. At least four of the labor representatives shall be chosen from the affiliated membership of the AFL-CIO. At least two of the business representatives shall be representatives of small employers. None of the council members shall represent attorneys, health care providers, qualified rehabilitation consultants, or insurance companies. The Commissioner of Labor and Industry shall serve as chair of the council as a nonvoting member. The ten appointed voting members shall serve for terms of five years and may be reappointed. The majority leader of the senate and the speaker of the house, the minority leader of the senate and the minority leader of the house shall each appoint a caucus member as liaisons to the council. The council has 12 voting members and four legislative liaisons. The council's meetings are on the first Wednesday of even-numbered months. Meetings are conducted the first Tuesday of February, April, June, August, October and December for three hours in the Minnesota Room, Dept. Labor and Industry, 443 Lafayette Rd. N., St. Paul, MN. The council expires June 30, 2001 per *Minnesota Statutes* 15.059, section 2, unless reauthorized by the Legislature. **Appointing Authority:** Governor and Legislature. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes* 175.007. Dept. of Labor and Industry, 443 Lafayette Road N., St. Paul, MN 55155. (651) 296-6490 or (651) 296-6490.

Citizen Participation and Open Appointment -[SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State.]:

STATE FUND MUTUAL INSURANCE COMPANY - The board has control and management of the company created as a non-profit independent public corporation to insure employers against liability for personal injuries to employees. It was created in 1983 and started writing business in April 1984 as a speciality worker's compensation mutual insurer to provide another market for small and medium-sized employers. By statute 176A, subd. 2, "Each director shall represent a policy holder and may be an employee of a policyholder." The nine members of the Board of Directors of State Fund Mutual include the commissioner of the Department of Labor and Industry; and the manager (president) of the company who are ex-officio members. The Governor appoints four directors. The remaining three members are elected by policyholders of the company. The board is perpetual and members serve rotating four-year terms. Meetings are conducted four times per year plus one planning session and occasional special meetings for three hours. The board does not expire. **Appointing Authority:** Governor. **Compensation:** \$2600 annual, \$530 per regular meeting. *Minnesota Statutes* 176A.02.3500 W. 80th Street, #700, Bloomington, MN 55431-4434. (952) 838-4202. Patricia R. Johnson, President and CEO.

MEDICAL SERVICES REVIEW BOARD - The board advises the Department of Labor and Industry on medical matters relating to workers' compensation, makes determinations on inappropriate, unnecessary or excessive treatment under *Minnesota Statutes* 176.103, subd. 2, and may issue penalties for violation of rules following a contested case procedure under chapter 14 under *Minnesota Statutes* 175.103, subd.3. is the liaison between the department and the medical-provider community; supports and engages in the education of the provider community about workers' compensation; disqualifies, suspends or penalizes a provider if there has been a violation of any part of the workers' compensation chapter or rules. The board consists of 14-members including two chiropractic members, one hospital administration member, six physician members, one employee member, one employer or insurer member, one physical therapist, and one public member plus alternates. The Commissioner or his/her designee serves as an ex-officio member. Meetings are conducted the third Thursday of each month from 4-6 p.m. at 443 Lafayette Rd. N., Labor and Industry Bldg. The board does not expire. **Appointing Authority:** Commissioner of Labor and Industry. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes* 176.103. **Required to file Statements of Economic Interest:** members. Dept. of Labor and Industry, Rehab. and Medical Affairs, 443 Lafayette Road N., St. Paul, MN 55155. (651) 297-3970.

NonStatutory Advisory Groups:

Workers' Compensation Insurer's Task Force - This nonstatutory task force consists of workers' compensation insurer and self-insurer representatives to provide advice about the workers' compensation law and its impact on insurers and self-insured employers. Its recommendations are forwarded to the commissioner and are nonbinding. The task force meetings are on the second Wednesday of each month, 8:30 to 10 a.m. Call (651) 296-6490 for further information about these scheduled meetings.

Rehabilitation Review Panel (RRP) - The RRP (*Minnesota Statutes* § 176.102) was created in 1981 to offer advice and recommendations to the DLI commissioner about all aspects of vocational rehabilitation care impacting work-related injuries or illnesses. It reviews and makes determinations with respect to appeals from orders of the

commissioner regarding certification approval of rehabilitation consultants and vendors; advises the department on rehabilitation issues; assists in the education of the provider community on workers' compensation; and disqualifies, suspends or penalizes a rehabilitation provider after a hearing at the Office of Administrative Hearings (OAH) if there has been a violation of the statutes or rules. The RRP is composed of eight members: two of each representing employers, insurers, rehabilitation and medicine (for a total of eight), one member representing chiropractors and four members representing labor. The commissioner or a designee serves as an ex-officio member. MSRB meetings are on the third Thursday of each month, 4 to 6 p.m. Call (651) 297-3970 for more information. Members must file with the Campaign Finance and Public Disclosure Board. **Appointing authority:** DLI commissioner. **Compensation:** \$55 a day, plus expenses.

Special Compensation Fund Advisory Committee - The Special Compensation Fund Advisory Committee was created to provide advice and consultation to the DLI commissioner and staff about the operations and management of the Special Compensation Fund. The committee reviews the existing procedures and operations of the fund and provides recommendations about possible modifications; suggests policy changes that reflect short-term and long-range financial and administrative goals; recommends assessment rate changes; and provides direction for communications to the fund's customers. Members of the committee represent self-insurers, organized labor, the Minnesota Chamber of Commerce (employers), the Department of Commerce, the Workers' Compensation Reinsurance Association (WCRA), the Department of Labor and Industry, Greater Minnesota employers, a commissioner's designee to chair the committee and the Workers' Compensation Insurers' Task Force (insurers). Call (651) 296-2117 for more information.

Minnesota Workers' Compensation Law

Q: What employer groups are required to carry workers' compensation insurance?

A: Generally all employers are required to have workers' compensation insurance and display the name of their insurer in a visible place. Certain types of employers are exempt from carrying workers' compensation insurance, including some small family farms, some family businesses and sole proprietors who have no employees.

Q: What employee groups are covered under workers' compensation?

A: The Minnesota Workers' Compensation Law requires 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;
- most farm workers.

Q: What injuries and diseases are covered?

A: Workers' compensation insurance covers injuries and diseases that arise out of and in the course of employment. A work-related injury or disease is a physical condition that is caused, aggravated, precipitated or accelerated by the work or the work environment. Covered injuries can occur at the workplace or outside the workplace if the employee has been sent on an assignment or is in transit between different work sites.

Q: What should the employer/insurer do when an employee is injured?

A: When an employee is injured, it is the employer's responsibility to complete a *First Report of Injury* form. This form must be sent to the

employer's insurance company as soon as possible, but no later than 10 days after the injury with the available facts. The employer can forward additional information to the insurer at a later date.

The insurance company and self-insurers in turn must send the report to the Department of Labor and Industry no later than 14 days after the injury. Reports not filed within that time are subject to a fine by the department. This penalty will be reflected back to the employer as a loss if the employer is responsible for the delay. It is important for the employer 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, results in a fatality or the in-patient hospitalization of three or more employees, the employer must notify Minnesota OSHA Compliance at the Department of Labor and Industry by telephone at (651) 296-2116 or 1-877-470-OSHA (1-877-470-6742) within eight hours. On weekends, holidays or after normal business hours, reports must be filed within eight hours by calling federal OSHA at 1-800-321-OSHA (1-800-321-6742).

Completing a *First Report of Injury* form does not mean the employer is accepting liability for the injury. The insurance company will pay the claim only after it has been investigated and determined that it is compensable.

Q: What assistance is available if an insurer has denied an employee's claim?

A: If the insurance company or self-insured employer refuses to pay the claim, a notice of denial of liability is sent to the employee and filed with the department. The notice is to give the reasons and facts stating why the insurer denied the claim. If the employee disagrees, they should tell the insurance representatives why.

If that doesn't resolve the matter, a DLI workers' compensation mediator, available at (651) 297-2636, can be contacted at no charge.

Q: Responsibility to refer to rehabilitation

A: If an employee is not able to perform his or her previous 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. The goal of rehabilitation is to restore the employee, as closely as possible, to the job they had or another job with a similar economic status. Economic status includes not only wages, but fringe benefits and opportunities for promotion and/or advancement. If the employee refuses work that is consistent with their rehabilitation plan, the employee's temporary disability benefits will stop. An employer of more than 15 employees that does not offer continued employment to an employee when similar work is available, is liable to a civil action for a year's wages up to \$15,000.

Q: Reducing workers' compensation costs

A: Workers' compensation insurance costs are based largely on an employer's "employee rate classification" which is determined by the nature of each business and the type of work employees do. However, an employer's own "experience rating" can contribute positively or negatively to a final cost. 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** about proper lifting techniques and appropriate body mechanics;
- **initiating return-to-work policies** that include modified-duty assignments;
- **contacting OSHA Workplace Safety Consultation** at (651) 297-2393, which provides a free, non-enforcement service to assist private-sector employers in their voluntary efforts to improve workplace safety and health;

- **contacting Customer Assistance** at (651) 297-2646 or 1-800-342-5354, for advice and assistance about what to do after a work injury is reported.

An employer's insurance company or agent can help the employer learn more about accident prevention, safety and health programs and return-to-work programs.

Poster requirements for worksite premises

(651) 296-1096. Email: dli.post@state.mn.us

Website: <http://www.doli.state.mn.us/posters.html>

State law requires employers post certain notices at a place on the company's premises where employees are likely to see them.

Check the employee bulletin board to verify your business is properly displaying all of the required state posters related to labor and safety laws. Bulletin boards near employee entrances or next to time clocks are good places to display them. If there is more than one worksite, display posters at each location.

The complete packet of posters required by the State of Minnesota is available at no charge by calling (651) 296-1096, by sending a request to dli.post@state.mn.us or by visiting <http://www.doli.state.mn.us/posters.html>. The following posters must be displayed:

- **Unemployed?** — helps employees understand unemployment insurance benefits.
- **Safety and Health Protection on the Job** — explains safety and health regulation information..
- **Minnesota Workers' Compensation Employee's Rights and Responsibilities** — explains what employees should do if they are injured at work.
- **Minnesota Employees, You Are Entitled To** — details state and federal wage and overtime laws.
- **Know Your Rights Under Minnesota and Federal Laws Prohibiting Age Discrimination** — explains retirement and age discrimination.

In addition, some federal agencies have mandatory poster requirements, including:

- **Family Medical Leave Act**
- **Polygraph Protection Act**
- **Your Rights Under the Fair Labor Standards Act** - details federal minimum wage, overtime pay and child labor laws.
- **Notice to Employees Working on Federal or Federally Financed Construction Projects**
- **Notice to Employees Working on Government Contracts (Service Contracts or Public Contracts)**
U.S. Department of Labor
Wage and Hour Division
TriTech Office Center, Suite 920, 331 Second Ave. So.
Minneapolis, MN 55401
Phone (612) 370-3371
- **Equal Employment Opportunity is the Law**
Equal Employment Opportunity Commission
Communications and Legislative Affairs
1801 L Street N.W., Room 9405
Washington, DC 20507
Phone 1-800-669-3362

Workplace Services Division

(651) 296-6529, Roslyn Wade, assistant commissioner. The Workplace Services Division consists of the following units: Minnesota Occupational Safety and Health Administration (MNOSHA) Compliance, Workplace Safety Consultation, Labor Standards, Apprenticeship and Code Administration and Inspection Services.

Occupational Safety and Health Administration

Minnesota OSHA Compliance (MNOSHA) (651) 296-2116 or 1-877-470-OSHA (1-877-470-6742), Patricia Todd, administrative director. 24-hour OSHA Hotline 1-800-321-6742;

Fax: (651) 297-2527; **Email:** osha.compliance@state.mn.us

Website: <http://www.doli.state.mn.us/mnosha.html>

The MNOSHA Compliance unit 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 safe and healthful working conditions for Minnesota employees. The division is led by the MNOSHA management team.

The Minnesota Occupational Safety and Health Rules adopt, by reference, the federal Occupational Safety and Health Standards and apply to all places of employment in the state, with the exception to places of employment controlled by the federal government and Indian Reservations. In addition, Minnesota has adopted some localized standards that apply to hazards not covered by the federal OSHA standards. Stakeholders wishing to file complaints or needing information may call or write to MNOSHA or visit its Web site above.

- **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. These priorities are:
 - **imminent danger** conditions;
 - **catastrophes/fatalities/serious injuries;**
 - **employee complaints;**
 - **targeted industry inspections;** and
 - **follow-up inspections.**

When violations are found, citations are issued specifying abatement dates for all violations. A monetary penalty may also be assessed.

Employee Rights and Responsibilities

Although the responsibility for compliance with the law rests with the employer, employees are obligated to comply with OSHA standards and regulations that are applicable to their own actions and condition. Employees cannot be cited or fined for noncompliance; however, employers may 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 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.
- **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** of the variance request.
- **Elected employee representatives may participate** in the opening and/or closing conference conducted prior to or during an OSHA inspection. Employees who exercise this right must be paid their usual wage.
- **Employees may contest the findings** of an OSHA inspection.
- **Affected employees may request participation** during hearings regarding contested cases. Employees may not be discharged or discriminated against for exercising any rights afforded them under the MNOSH Act.

Employer rights and responsibilities

An employer's rights and responsibilities under the act include, but are not limited to, the following:

- **An employer must ensure the workplace is free from recognized hazards** that cause or are likely to cause death or serious injury.

- **Employers can participate in the development**, revision or revocation of OSHA standards by commenting about proposed standards, participating during 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 an 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 place(s) of employment. All necessary posters may be obtained at no charge by calling (651) 296-1096 or 1-800-DIAL-DLI (1-800-342-5354). Either request a poster packet or print off a copy of the poster at <http://www.doli.state.mn.us/posters.html>.
- **Employers must provide employees** with all necessary protective equipment required by OSHA standards at no cost to the employees.
- **When an employer receives a citation**, proposed monetary penalty and abatement date following an OSHA inspection, the employer may contest the citation, type of violation, abatement date and/or the penalty. This must be done within 20 days of receipt of the citation. This may result in an informal conference with MNOSHA and/or a hearing before an administrative law judge. Any decision of the administrative law judge or final orders of the commissioner may be appealed to the Occupational Safety and Health Review Board. The review board is a quasi-judicial board composed of three members appointed by the governor. The review board may affirm, modify or reverse any decision of administrative law judges or final orders of the commissioner.
- **Employers must maintain a log** of injuries and illness as prescribed in the Minnesota OSHA Rules and must post an annual summary of those injuries during February. The OSHA 200 Log, which is used for this purpose, includes information and instructions for completing the form and is available by calling any of the MNOSHA area offices.
- **Employers must report work-related incidents** that result in the death of an employee or the in-patient hospitalization of three or more employees of MNOSHA within eight hours. Reports may be made by telephone or in person at any MNOSHA office. After normal business hours or on weekends or holidays, reports must be filed within eight hours by calling the federal OSHA hot line at 1-800-321-OSHA (1-800-321-6742).

Employee Right-to-Know Act

The act, passed in 1983, requires employers to evaluate their workplaces for the presence of hazardous substances, harmful physical agents and infectious agents and to train employees about these hazards.

Written information about 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 must also be available. The standard also provides guidelines governing employer training programs and requirements for documentation and maintenance of training records. Exceptions for certain technically qualified individuals are defined in the standard. Special provisions have also been adopted for certain farming operations and waste service employers regulated by the federal Resource Conservation and Recovery Act.

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 Minne-

sota's Bookstore, 117 University Ave., St. Paul, MN 55155, (651) 297-3000 or 1-800-657-3757. Questions concerning the Employee Right-to-Know Act may be directed to any of the MNOSHA area offices.

A Workplace Accident and Injury Reduction Act (AWAIR)

The AWAIR Act requires the Department of Labor and Industry to adopt a list of standard industrial classification (SIC) codes of employers that must comply with the act. Generally, these employers are in high-hazard industries. Covered employers are required to:

- **develop a written plan** describing how the goals of an effective safety and health program will be met;
- **assign responsibility** to managers, supervisors and employees for safety and health;
- **identify, analyze and control** workplace hazards;
- **communicate the program** to affected employees;
- **oversee accident investigation** and corrective actions; and
- **enforce the safety and health** program objectives.

An *Employers Guide to Implementing the AWAIR Act* is available from any of the MNOSHA area offices or at <http://www.doli.state.mn.us/oshainfo.html>.

Safety Lines Publication

Website: <http://www.doli.state.mn.us/safeline.html>

MNOSHA publishes a quarterly newsletter to keep stakeholders up-to-date about current activities of MNOSHA and federal OSHA, including new standards, hazard alerts, training opportunities and information about a wide range of occupational safety-and health-related topics. The newsletter is free and welcomes stakeholder ideas for future editions. To be added to the mailing list, call (651) 296-2116 or e-mail DLI.Communications@state.mn.us. Read it online at <http://www.doli.state.mn.us/safeline.html>.

Construction Breakfasts

Website: <http://www.doli.state.mn.us/brkfst.html>

Construction Breakfasts are conducted five times a year at the St. Paul office location. The breakfasts are from 7 to 9 a.m. To be added to the mailing list, contact MNOSHA at (651) 296-2116, via e-mail at OSHA.Compliance@state.mn.us or visit <http://www.doli.state.mn.us/brkfst.html>.

MNOSHA Area Offices

Website: <http://www.doli.state.mn.us/offices.html>

For more information about the OSHA standards or OSHA operating procedures, contact one of the following MNOSHA offices:

- **Duluth**, 5 N. Third Ave. W., Suite 402, Duluth, MN 55802; phone (218) 723-4678
- **Mankato**, Nichols Office Center, Suite 520, 410 Jackson St., Mankato, MN 56001; phone (507) 389-6501
- **Twin Cities**, Department of Labor and Industry, 443 Lafayette Road N., St. Paul, MN 55155-4307; phone (651) 296-2116 or 1-877-470-OSHA (1-877-470-6472).

MNOSHA Workplace Safety Consultation

(651) 297-2393 or 1-800-657-3776, James Collins, director.

Fax: (651) 297-1953

Website: <http://www.doli.state.mn.us/wsc.html>

Email: osha.consultation@state.mn.us

Workplace Safety Consultation (WSC) provides consultation services, on request, to help employers prevent accidents and diseases through several employer assistance programs.

Private-sector consultation

WSC works with employers and employees to solve safety and health problems before they occur. It offers free assistance, on request, to help private sector employers improve their safety and health record, lower accident costs and reduce OSHA citations and penalties. WSC 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 report giving the consultant's recommendations. This service is confidential and no citations or penalties are issued. Before a consultation visit request is accepted, the requesting employer must commit to the timely correction of any serious job safety or health hazard found during the site visit. If the problem is not corrected, the violation can then be reported to MNOSHA Compliance for further investigation.

Public-sector consultation

This WSC activity provides free onsite safety and health consultation services to public employers, upon request. Consultation personnel will take the following steps: confirm 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 findings of the consultation visit; and require the employer to file a corrective action report to document the abatement of any serious hazards found during the site visit.

Requests for consultations are logged and case files are prepared and closed upon abatement of serious hazards. Citations and penalties are not assessed for hazards identified during the consultation visit.

Labor and Management Safety Committee Program

1-800-948-6746. Minnesota statutes require any business with more than 25 employees to have a joint labor-management safety and health committee at the workplace. Employers with fewer than 25 employees must also have a committee if they have had numerous workplace injuries as cited by *Minnesota Statutes* 182.676. At the request of both management and labor representatives, a WSC consultant is available to help interpret OSHA standards, offer training in self-inspection techniques, and prepare and help in preparing and implementing educational and training programs.

Safety Grants Program

(651) 215-1097 or 1-800-731-7232

Website: <http://www.doli.state.mn.us/grants.html>

This program awards up to \$10,000 for qualifying employers for projects designed to reduce the risk of injury and illness to their workers. To qualify, the following criteria must be met:

- **The employer must** come under the jurisdiction of MNOSHA.
- **A qualified safety professional** must have conducted an on-site safety inspection and written a report with recommendations based upon the inspection.
- **The project must be consistent** with the recommendations of the safety inspection, must reduce the risk of injury or disease to employees and must be feasible.
- **The employer must be committed** to the project's implementation.
- **The employer must be able to match** grant money awarded and all estimated project costs must be covered by available funds.
- **The project must be supported** by all public entities involved and comply with federal, state and local regulations.

Priority for funds is given first to manufacturing businesses, then to workplaces that have seen jobs lost due to safety shortcomings and, finally, to all other projects.

Workplace Violence Prevention Program

(651) 282-6274 or 1-800-657-3776

Website: <http://www.doli.state.mn.us/violence.html>

This WSC program helps employers and employees reduce the incidence of violence in their workplaces by providing onsite consultation, telephone assistance, education and training seminars and a resource center. It is targeted toward workplaces at high risk of violence, such as convenience stores, service stations, taxi and transit operations, restaurants and bars, motels, guard services, patient care facilities, schools, social services, residential care facilities and correctional institutions.

Loggers Safety Education Program

1-888-234-1217

Website: <http://www.doli.state.mn.us/logging.html>

This WSC program provides safety training through eight-hour seminars throughout the state. In order to receive workers' compensation premium rebates from the Targeted Industry Fund, logger employers must maintain current workers' compensation insurance coverage and they or their employees must have attended a logging safety seminar sponsored or approved by WSC during the previous year.

LogSafe Advisory Committee

The LogSafe Advisory Committee was formed to oversee the department's LogSafe safety training program for Minnesota loggers. The committee is made up of one member from the workers' compensation insurance industry whose company writes a significant amount of workers' compensation liability for the logging industry, two members from the wood consuming mills, two members from the Timber Producers Association, two members from the Association of Contract Loggers, two members who are independent loggers, one member from Department of Labor and Industry Workplace Safety Consultation and one member from the Minnesota Logger Education Program. One nonvoting member shall be the LogSafe Program Senior Consultant.

MNSHARP

(651) 297-2393 or 1-800-657-3776

Website: <http://www.doli.state.mn.us/mnsharp.html>

Minnesota Safety and Health Achievement Recognition Program (MNSHARP) is a voluntary, consultation-based program that assists small high-hazard employers in achieving safety and health improvements and recognizes them for doing so. Eligibility is limited to employers with up to 500 workers at the work site; priority is given to employers with fewer than 100 employees. MNSHARP participants receive a comprehensive safety and health consultation survey that results in a one-year action plan. During that year, participants must correct identified hazards and develop and implement an effective safety and health program with complete employee involvement. When the employer meets all requirements and the lost-workday injury and illness rate is below the national average for their industry, a MNSHARP Certificate of Recognition is awarded and the employer is exempted from programmed inspections by MNOSHA Compliance for one year. If an onsite safety and health survey by WSC reveals the employer is continuing to meet the program requirements, the employer's certification is renewed and it continues to be exempt from programmed inspections.

MNSTAR

(651) 297-2393 or 1-800-657-3776

Website: <http://www.doli.state.mn.us/mnstar.html>

Minnesota STAR (MNSTAR) is a voluntary protection program available to any size employer in Minnesota. Small employers that previously achieved MNSHARP status can, at their option, upgrade their efforts to achieve this higher level of recognition. The MNSTAR program relies mainly on the concept of self-assessment by the requesting employer and uses the federal VPP criteria (OSHA Instruction TED

8.1a, *Revised Voluntary Protection Programs (VPP) Policies and Procedures Manual*). MNSTAR requires the employer's commitment to complete an extensive application, which includes providing WSC with copies of all requested written policies and programs. The employer's lost-workday injury and illness rate must be below the state and national levels for their industry. Employers that meet all requirements for MNSTAR status are exempt from programmed inspections by MNOSHA Compliance for three years.

Safety and Health Educational Outreach Program

This WSC program offers workshops to help educate employers and employees about workplace safety and health hazards, and the OSHA standards addressing them. Its aim is to assist employers in implementing and maintaining effective safety and health programs, with the goals of lowering injury and illness rates and reducing workplace injury costs.

One major activity in this effort is the WSC educational workshop series. Through partnerships with 13 organizations throughout the state, a quarterly series of one-day safety and health seminars is presented. Seminar topics change each quarter and are based upon workplace safety and health issues of timely concern. The opportunity for employers and employees to receive affordable safety and health training in a location close to their work site is accomplished through this educational workshop program.

WSC also offers safety and health training to individual companies and organizations, upon request. Options include either a formal training session or an informal training session conducted in conjunction with an on-site consultation visit. With either option, the specific training needs of the requesting company or organization can be addressed through the WSC outreach program.

Citizen Participation and Open Appointment -[SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State.]

OCCUPATIONAL SAFETY AND HEALTH ADVISORY COUNCIL - The council, created in 1973, advises the Dept. of Labor and Industry on administration of the state Occupational Safety and Health Act. The 12-members include three management representatives; three labor representatives; three representatives of occupational safety and health professions, and three public members. Meetings are conducted quarterly beginning in March for two hours in the Minnesota Room, Dept. of Labor and Industry. The council expires June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioner of Labor and Industry. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 182.656.* Dept. of Labor and Industry, Workplace Services Division, 443 Lafayette Road N., St. Paul, MN 55155. (651) 296-6529.

OCCUPATIONAL SAFETY AND HEALTH REVIEW BOARD - The board was created in 1973 and reviews cases involving OSHA citations and proposed penalties. The three members include one representative of labor, one representative of management, and one public member. Meetings are at the call of the chair. The meetings last for about two hours and are usually at Department of Labor and Industry, St. Paul. The board does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 182.664.* **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. Labor and Industry Bldg., 443 Lafayette Road N., St. Paul, MN 55155. (651) 297-7350 or (651) 296-8946.

Labor Standards

(651) 296-2282 or 1-800-657-3655, Wendy Adler Robinson, director. Fax: (651) 215-0104

Website: <http://www.doli.state.mn.us/laborlaw.html>

Email: dli.laborstandards@state.mn.us

Labor Standards advises and enforces state laws relating to employment standards: minimum wage, overtime, wage claims, child labor, fee employment agencies and search firms, personnel files and use of lie detectors by employers. To make a complaint or for information about any of these issues, call, write, send an e-mail request or visit Labor Standards at its offices or on the Web. This unit addresses groups to instruct and explain the provisions of the laws relating to its activities. Labor Standards provides pamphlets and other information about each of these state laws.

Current laws governing:

• Minimum Wage, Overtime and Wage Claims

Website: <http://www.doli.state.mn.us/minwage.html>

The minimum wage in Minnesota is \$5.15 an hour for people employed by large firms (gross volume of sales-made or business-done is more than \$500,000 a year) and \$4.90 an hour for people employed by small firms (annual gross volume of sales-made or business-done of less than \$500,000). Credit can be applied toward the minimum wage for lodging and meals. Overtime wages of one-and-a-half 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 of demand to employees who are discharged and by the next pay day to employees who quit their jobs.

The Minnesota Fair Labor Standards Act provides for a subminimum wage for handicapped workers when a permit is obtained from Labor Standards.

• Prevailing Wage

Labor Standards determines wage rates that must be paid on state-funded construction projects. These rates are determined by conducting surveys of wage rates paid for similar work in the area where the project is located. Upon complaint, the unit can examine payroll records to assure compliance. Copies of wage rates for each project are available from Labor Standards for a copying charge of 50 cents a page. For more information, contact Labor Standards at (651) 296-6452 or write to Labor Standards, 443 Lafayette Road N., St. Paul, MN 55155-4306.

• Child Labor

Website: <http://www.doli.state.mn.us/childlbr.html>

With very few exceptions, employment of minors under 14 is prohibited. Employment of minors under 16 is limited to nonschool hours, while school is in session, to a maximum of eight hours a day and 40 hours a week. Employment of minors under 16 before 7 a.m. and after 9 p.m. is prohibited. Sixteen- and 17-year old high school students are prohibited from working past 11 p.m. on school nights (11:30 p.m. with written consent), or before 5 p.m. on school days (4:30 a.m. with written consent). The only exceptions are for minors enrolled in alternative schools or area learning centers. The proof of age for each minor employee must be kept on file by the employer. A special exemption permit may be granted by the commissioner of the Department of Labor and Industry. Applications for such exemptions may be obtained from Labor Standards.

• Fee Employment Agencies

A license for counselors and managers of fee employment agencies is issued after successful completion of a one-hour exam. Fees are charged for the exam and license. A \$250 license fee is charged annually to fee employment agencies. Search firms are not licensed, but

must register with the state and meet certain requirements. A \$250 registration fee is charged annually, but search firm personnel and owners are not required to take a test or have individual licenses.

Applications for licenses for fee employment agencies and registration for search firms require a review and submission of references.

• Personnel Files

Employers must allow employees to review their personnel file at least once every six months upon written request. Employees may obtain a copy at the cost of reproduction. Employees may write a rebuttal to anything in the file that the employee disagrees with. The rebuttal must be kept with the material the employee disputes. Upon written request, terminated employees may review and receive a copy of their personnel record only once within the 12 months following termination.

• 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.

• Whistleblowing (*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 an employer's order** to perform an action that the employee has an objective basis in fact to believe violates any state or federal law or rule or regulation adopted pursuant to law and the employee informs the employer that the activity is being refused for that reason.

The law further allows the employee to request the truthful reason for termination and prohibits the employee from making false statements or disclosures. Employers must notify employees of their rights under this law by posting the summary that is found on the *Minnesota Minimum Wage* poster.

• Parental Leave

Website: <http://www.doli.state.mn.us/fmla.html>

- **To request leave:** An employer must employ 21 or more employees at least on one site; an employee must work 20 hours or more a week and must have been employed by the employer for at least 12 months. Parenting leave must be given upon request of the employee with the employee given at least six weeks unpaid leave of absence and the leave may not begin more than six weeks after birth or adoption. Health insurance coverage must be continued by the employer, but the employer is not required to pay the cost of the insurance.
- **Sick or injured child care leave:** An employee may use personal sick benefits for absence to care for the employee's sick or injured child on the same terms the employee is able to use sick leave benefits for the employee's own illness.
- **Reinstatement:** The employee who returns from leave must be given a position of comparable duties, number of hours and pay; the employee taking a leave longer than one month must notify the supervisor of return at least two weeks prior to return; if layoff of an employee's position occurs during the leave of absence, the employee is not entitled to a comparable position, but the employee retains all rights under a recall system. The employee returning from a leave of absence must be given the 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 the leave period as part time, provided the employer agrees. Paid parental or disability leave, except accrued sick leave, may be included in the leave of absence.

- **School conference leave:** Employers with one or more employees must grant an employee leave up to a total of 16 hours to attend school conferences or classroom activities related to the employee's child, provided the conferences or classroom activities cannot be scheduled during non-work hours. The leave need not be paid except the employee may use accrued paid vacation or other appropriate paid leave.

People injured by a violation of the above sections may bring civil action against their employer. An employer may not retaliate against an employee for requesting parental leave.

• Wage and hour information

Posters stating laws about minimum wage and mandatory retirement, and brochures explaining laws about child labor, overtime, minimum wage, records and payments and agricultural employment are available from Labor Standards and on its Web site at <http://www.doli.state.mn.us/laborlaw.html>. Make direct inquiries to (651) 296-2282 or Labor Standards, 443 Lafayette Road N., St. Paul, MN 55155.

• Community Services

(651) 205-4579 or (651) 215-0070. Community Services promotes and supports the Department of Labor and Industry and its mission in minority and cultural communities. It provides outreach, education and customized training about Minnesota labor laws and department services and programs. Community Services provides technical assistance to minority and cultural communities to ensure understanding of, and compliance with, Minnesota labor laws. Community Services represent the department at job and career fairs, community events and in cooperative efforts with other state agencies and committees.

Apprenticeship

(651) 296-2371 or 1-800-657-3607, Jerry Briggs, director.

Fax: (651) 215-0104

Website: www.doli.state.mn.us/appr.html

Email: dli.apprenticeship@state.mn.us

The Apprenticeship unit is the official registration agency for apprenticeship and on-the-job training programs in Minnesota. It is also the federally recognized approval agency for the U.S. Department of Labor, Bureau of Apprenticeship and Training. In addition, the apprenticeship unit is the state agency designated to approve veterans apprenticeship and on-the-job (OJT) training programs that allow the veteran to receive his or her G.I. benefits.

Apprenticeship training is a formal system that combines on-the-job training with related technical instruction. It is designed to produce workers with expertise in all aspects of an occupation.

Apprenticeship is also charged with approving and administering apprenticeship programs. It makes sure recruitment, selection, employment and training of participants is done without discrimination based on race, color, religion, national origin, sex or age.

Informational apprenticeship training brochures are available for employers, employees, veterans, students and those who are underemployed, unemployed or dislocated workers. To request a free packet of information about apprenticeship, please contact the unit at the means above.

An apprenticeship CD-ROM is available at no charge to instruct apprentices in proper OSHA safety training. There is also a safety manual and a health manual available for students and instructors at no charge. A copy of an apprenticeship video is also available to the public. These can be obtained by contacting the Apprenticeship unit.

Citizen Participation and Open Appointment -[SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State.]:

APPRENTICESHIP ADVISORY COUNCIL - The council was created in 1939. It proposes occupational classifications and minimum standards for apprenticeship programs and agreements, and advises the Commissioner on the establishment of such policies, procedures and rules as the commissioner deems necessary in implementing the intent of this chapter. The council consists of eight members including three representatives of employer organizations, three representatives of employee organizations, and two public members. The assistant commissioner of children, families, and learning responsible for vocational education or designee shall be an ex-officio member of the council and shall serve in an advisory capacity only. Quarterly meetings for three hours at 443 Lafayette Rd. N., St. Paul. The council expires June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioner of Labor and Industry. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 178.02*. Dept of Labor and Industry, 443 Lafayette Road N., St. Paul, MN 55155-4303. (651) 296-2371.

Code Administration and Inspection Services

(651) 296-4531; Fax: (651) 296-1140, Kevin Wilkins, director.

Website: www.doli.state.mn.us/code.html

Email: dli.code@state.mn.us

Code Administration and Inspection Services (CAIS) is responsible for assuring the safe operation of boilers, pressure vessels, boats-for-hire, hobby boilers and high-pressure-piping and ammonia-piping systems in Minnesota through the adoption of regulations; licensing operators, pilots and piping systems; and conducting inspections.

Specific services provided by CAIS to accomplish its mission include the following:

- **Adopting regulations** governing the installation, operation, and maintenance of boilers, pressure vessels and boats-for-hire (*Minnesota Rules* Chapter 5225); and adopting regulations governing the installation of high-pressure-piping systems (*Minnesota Rules* Chapter 5230).
- **Licensing operators of boilers and boats-for-hire.** A license is good for one year and costs \$15 to renew annually. A new license costs \$25; \$55 if an affidavit must be reviewed. A license to operate a hobby boiler does not require an annual renewal. Applicants for a license must complete an application form, an affidavit showing supervised operating experience for boat operators and higher-level boiler licenses, and pass a written examination, which is made available twice a week in St. Paul and throughout the state on a regular schedule. Applications and affidavits may be submitted at least 15 calendar days before the desired exam date. Application and affidavit forms may be obtained from CAIS.
- **Licensing installers of high-pressure piping.** A license is good for one year and expires December 30 each year. A journeyman pipefitter's license renewal costs \$60 annually and \$100 initially. A contracting pipefitter's license costs \$220 annually and \$250 initially. Applicants for a journeyman or contracting pipefitter's license must complete an application form, an affidavit showing at least four years supervised or journey-level work experience installing high-pressure piping, and pass a written examination, which is made available once monthly or by request of larger groups. Applications and affidavits may be submitted at least 15 calendar days before the exam date. A high-pressure-piping business license costs \$350 annually. Licensed high-pressure-piping businesses are required to register pipefitter

trainees in their employ at \$50 an applicant. Application and affidavit forms may be obtained by calling CAIS.

- **Issuing certificates of inspection to owners of boilers, pressure vessels and boats-for-hire** for those objects that pass inspection. The certificate can only be obtained as a result of an inspection of a boiler, pressure vessel, or boat-for-hire.
- **Issuing permits to licensed high-pressure-piping businesses** to install high-pressure-piping systems. The permit fee consists of a filing fee of \$50 and inspection fee of \$100, plus fees based on the cost of constructing or installing the high-pressure-piping system — two percent of the first \$1 million, plus one percent of the next \$2 million, plus one-half percent of the amount more than \$3 million.
- **Inspecting the construction and installation** of high-pressure-piping systems.
- **Investigating complaints and incidents** involving boilers, pressure vessels, boats-for-hire, high-pressure-piping installations and violations of the license standards. Complaints or reports of incidents are made to the attention of the chief boiler inspector for boilers, pressure vessels and boats-for-hire and to the attention of the chief high-pressure-piping Inspector for high-pressure piping. A form is available from CAIS for filing complaints.

Citizen Participation and Open Appointment: [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State.]:

CODE ENFORCEMENT ADVISORY COUNCIL - The council advises the Commissioner on matters pertaining to code issues. The council consists of eleven members. Meetings are at the call of the chair and last for two hours at the Minnesota Room, Dept. of Labor and Industry. The council expires June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioner of Labor and Industry. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 175.008*. Dept. of Labor and Industry, Workplace Services Division, 443 Lafayette Road N., St. Paul, MN 55155. (651) 296-6529.

General Support Division

(651) 215-0366; Fax: (651) 282-5405, Michael Houliston, deputy commissioner. This division provides overall internal policy and administrative support for the department as well as assistance to the commissioner in proposing, evaluating and drafting legislation affecting the department.

This unit also provides legal assistance to department staff and to employees, employees, insurers, attorneys and others concerning legal issues under the authority of the department.

Research and Statistics

(651) 297-3163; Publication Requests (651) 297-4595, Theresa Van Hoomissen, director. Fax: (651) 297-1549

Website: <http://www.doli.state.mn.us/research.html>

Email: dli.research@state.mn.us

This unit compiles statistics and conducts research relative to workplace injuries, the workers' compensation system and other department concerns. The unit conducts an annual survey of workplace injuries and illnesses and a census of fatal occupational injuries in conjunction with the federal Bureau of Labor Statistics.

Investigative Services

(Workers' compensation fraud)

(651) 297-5797 or 1-888-FRAUD MN, James Feckey, director.

Fax: (651) 282-5358

Email: dli.isu@state.mn.us

Website: <http://www.doli.state.mn.us/isu.html>

This unit performs investigations in suspected workers' compensation fraud cases, including fraud committed by employers, employees, health care providers, insurers, attorneys or others. Cases are referred for criminal prosecution. Investigative Services conducts investigations of employers that may not carry workers' compensation coverage for their employees; results are referred to the Special Compensation Fund for civil penalty. The unit investigates employers that have allegedly made improper charges to or deductions from employee's wages for workers' compensation insurance coverage. Findings may result in civil penalty action by DLI Compliance Services. There are no special procedures for filing a fraud complaint. Complaints may be filed by phone, fax, e-mail or letter mailed to Minnesota Department of Labor and Industry, 443 Lafayette Road N., St. Paul, MN 55155. Presentations are available upon request that address workers' compensation fraud, workplace injury investigation or a combination of both. These can be done at any site and must be scheduled at least two weeks in advance. ISU publishes a free semiannual newsletter, *The Fraud Reporter*, which gives a brief overview of the unit's function and contains highlights of criminally charged cases. The general public is encouraged to contact ISU to be put on the mailing list.

Human Resources

(651) 297-2648; Fax: (651) 297-1329, James Yates, director. This unit provides human resource direction and assistance to all units and is responsible for recruiting and classifying employees, conducting labor relations, coordinating training and administering benefits and insurance.

Financial Services

(651) 296-2528; Fax: (651) 297-1329, Cindy Farrell, chief information officer. This unit provides accounting, budgeting, purchasing, payroll and financial reporting services for the agency.

Information Technology Services

(651) 282-6439; Fax: (651) 215-0427, Cynthia Valentine, chief information officer. This unit provides leadership and support in areas related to the department's use of information technology. Services provided include: development and maintenance of applications and databases; management of local and wide-area networks, e-mail systems and the department's document imaging system; installation of hardware and software, as well as technical training for department users to maximize the efficient use of packaged and custom software products.

Legislative Relations

(651) 297-7350, Beth Hargarten, assistant to the commissioner. This unit provides overall internal policy and administrative support for the department as well as assistance to the commissioner in proposing, evaluating and drafting legislation affecting the department.

Legal Services

(651) 296-2492, Nancy Leppink, director. This unit provides legal assistance to department staff and to employers, employees, insurers, attorneys and others concerning legal issues under the authority of the department. The attorneys defend contested workers' compensation penalties issued by the department, provide legal review of certain administrative orders, promulgate administrative rules and provide legal opinions about regulation and code enforcement and workers' compensation matters.

Citizen Participation and Open Appointment -[SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State.]

LABOR INTERPRETIVE CENTER - BOARD OF DIRECTORS -

The board has the powers necessary for the care, management, and direction of the center, including: overseeing the planning and construction of the center as funds are available, leasing a temporary facility for the center during development of its program, and establishing advisory groups as needed to advise the board on programs, policy, and related issues. The ten voting members include: three directors appointed by the Governor; one director appointed by the Mayor of St. Paul, with the consent of the City Council; three directors appointed by the Subcommittee on Committees of the Senate Committee on Rules and Administration and three directors appointed by the Speaker of the House of Representatives. Directors must be representative of labor, business, state and local government, local education authorities, and arts groups. The chairs of the Senate Committee on Jobs, Energy, and Community Development and the House of Representatives Committee on Labor-Management Relations shall serve as non-voting members. Meetings will occur at least twice a year at various locations. The board does not expire.

Appointing Authority: Governor, St. Paul Mayor, Senate Subcommittee, and House Speaker. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 138A.01.* c/o Judy Grudem (651) 227-7647 or Website: www.brainerd.net/~mlc.

Office of the Lieutenant Governor

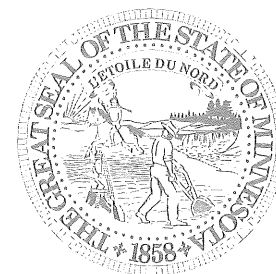
130 State Capitol, St. Paul, Minnesota 55155-1099

Phone: (651) 296-3391 or (800) 657-3717 ♦ Fax: (651) 296-2089

TTY: (651) 296-0075 or (800) 657-3598

Website: <http://www.governor.state.mn.us>

Mae Schunk, Lieutenant Governor



Minnesota Constitution, Article V

THE LIEUTENANT GOVERNOR IS ELECTED BY THE PEOPLE of Minnesota for a four-year term that begins on the first Monday in January of the odd-numbered year following the election, and is elected jointly with the governor by a single vote applying to both offices. The lieutenant governor must be at least 25 years old, have resided in the state for at least one year prior to the election and be a United States citizen.

The lieutenant governor and chief deputy must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

As Minnesota's second-in-command, the lieutenant governor is prepared to 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.

The lieutenant governor serves as a member of Minnesota's Executive Council (whose members are the state's six constitutional officers), and chairs the Capitol Area Architectural Planning Board. The lieutenant governor is involved with numerous organizations serving a variety of goals as chair, co-chair or in an advisory capacity. Three of the organizations she co-chairs are: the Minnesota Alliance with Youth, the America's Kids Connect program and the Minnesota Office of Citizenship and Volunteer Services.

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 the Lieutenant Governor at (651) 296-3391.

Lieutenant Governors since Statehood:

For more detailed information, visit the Legislative Reference Library website: www.leg.state.mn.us/lrl/mngov/Mngov.htm

Name	P.O. address	Assumed office
William Holcombe	Stillwater	May 24, 1858
Ignatius Donnelly	Nininger	January 2, 1860
Henry A. Swift	St. Peter	March 3, 1863
Charles D. Sherwood	Prescott	January 11, 1864

Thomas H. Armstrong	High Forest	January 8, 1866
William H. Yale	Winona	January 7, 1870
Alphonso Barto	Sauk Centre	January 9, 1874
James B. Wakefield	Blue Earth	January 7, 1876
C. A. Gilman	St. Cloud	January 10, 1880
A. E. Rice	Willmar	January 4, 1887
G. S. Ives	St. Peter	January 5, 1891
D. M. Clough	Minneapolis	January 3, 1893
Frank A. Day	Fairmont	January 31, 1895
John L. Gibbs	Geneva	January 5, 1897
Lyndon A. Smith	Montevideo	January 3, 1899
Ray W. Jones	Minneapolis	January 5, 1903
Adolph O. Eberhart	Mankato	January 5, 1907
E. E. Smith	Minneapolis	June 25, 1910
S. Y. Gordon	Browns Valley	January 3, 1911
J. A. A. Burnquist	St. Paul	January 7, 1913
Geo. H. Sullivan	Stillwater	October 28, 1916
Thos. Frankson	St. Paul	January 2, 1917
Louis L. Collins	Minneapolis	January 4, 1921
W. I. Nolan	Minneapolis	January 6, 1925
Chas. E. Adams	Duluth	June 25, 1929
Henry Arens	Jordan	January 6, 1931
K. K. Solberg	Clarkfield	January 3, 1933
Hjalmar Petersen	Askov	January 8, 1935
Gottfrid Lindsten	Minneapolis	January 5, 1937
C. Elmer Anderson	Brainerd	January 2, 1939
Edward J. Thye	Northfield	January 4, 1943
Archie H. Miller	Hopkins	April 27, 1943
C. Elmer Anderson	Brainerd	January 2, 1945
Ancher Nelsen	Hutchinson	January 5, 1953
Donald O. Wright	Minneapolis	September 3, 1954
Karl F. Rolvaag	Rochester	January 3, 1955
A. M. Keith	Rochester	January 8, 1963
James B. Goetz	Winona	January 2, 1967
Rudy Perpich	Hibbing	January 4, 1971
Alec G. Olson	Spicer	December 29, 1976
Lou Wangberg	Bemidji	January 4, 1979
Marlene Johnson	St. Paul	January 3, 1983
Joanell Dyrstad	Red Wing	January 7, 1991
Joanne E. Benson	St. Cloud	January 3, 1995
*Mae Schunk	Inver Grove Heights	January 4, 1999

Minnesota State Lottery

2645 Long Lake Road, Roseville, MN 55113

Phone: (651) 635-8100

toll-free: (800) 475-4000; Fax: (651) 297-7498;

Website: www.lottery.state.mn.us

Email: lottery@winternet.com

Director George R. Andersen

Minnesota Statutes, Chapter 349A; *Minnesota Rules*, 7856, 7857, 7858



Proceeds Benefit Our Natural and Economic Environments.

Regional Lottery Offices:

Brainerd (218) 828-2722

523 S. 6th Street, Brainerd, MN 56401
Gloria Vande Brake, Regional Manager

Detroit Lakes (218) 846-0700

1111 Highway 10 E., Detroit Lakes, MN 56501
Jerry Ouren, Regional Manager

Eagan (651) 688-1800

1060 Lone Oak Road, Eagan, MN 55121
Terrie Watters and Steve Addabbo, Regional Managers

Marshall (507) 537-6041

750 W. College Drive, Marshall, MN 56258
Doug Landsman, Regional Manager

Virginia (218) 748-2450

5463 Mountain Iron Drive, Virginia, MN 55792
Greg Moir, Regional Manager

Owatonna (507) 444-2400

205 Cedardale Drive, Owatonna, MN 55060
Mark Heiling, Regional Manager

Background

Minnesota voters amended the Minnesota Constitution to authorize a state lottery in 1988. The Minnesota State Legislature passed lottery legislation in 1989, making Minnesota the 33rd state in the United States to operate a lottery. The Minnesota State Lottery is an autonomous agency; decision-making authority has been provided, in statute, to the lottery director. George R. Andersen, former deputy executive director of the Pennsylvania State Lottery, was appointed Minnesota's first lottery director in September, 1989.

The Minnesota State Lottery's mission is to provide secure gaming opportunities designed to maximize public participation and acceptance within the guidelines of the lottery statute. More specifically, the lottery offers a wide range of gaming options designed to appeal to a variety of the state's citizens and visitors. The lottery's goal is to maximize financial contributions to those projects and programs identified by the Legislature to receive lottery proceeds, currently the Environment and Natural Resources Trust Fund and the state General Fund.

Overview

Minnesota State Lottery headquarters in Roseville includes a computer system that provides accounting and ticket validation functions and a warehouse and office space that accommodates approximately 130 employees who work in the areas of marketing, security, operations and administration.

The director and deputy director must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

The Lottery also has six regional offices in Eagan, Brainerd, Detroit Lakes, Marshall, Mountain Iron and Owatonna. Each of these facilities serves as a regional base of operations to provide retailer marketing and operations support, training facilities for retailers and a prize redemption center for players with winning tickets. There are approximately 75 regional lottery employees.

The Minnesota State Lottery offers two types of lottery products: Scratch games and Online games. Scratch ticket sales began on April 17, 1990. Players scratch off the latex-coated play area and match play symbols to win prizes. New Scratch games are offered every four to six weeks; ticket prices range from \$1 to \$10.

Online games include the multi-state Powerball®, played in 21 states, which replaced Lotto*Minnesota in April 1992; Rolldown®, which is played in 10 states, which began in Sept. 2000; Gopher 5®, which launched in May 1991; and Daily 3®, which began in August 1990. To win, players match their numbers to the numbers drawn. Powerball has a minimum jackpot of \$10 million, while Gopher 5 starts at \$100,000. Daily 3 prizes vary, depending on the amount and type of wager. Rolldown prizes also vary, depending on the number of wagers and if there is a jackpot winner.

Where the Money Goes

Lottery sales have reached \$3.6 billion since the Lottery's inception in 1990. Players have been paid over \$2.1 billion in prizes (approximately 60 percent of each dollar). The 3,200 retailers across Minnesota have earned more than \$213.7 million in commissions and incentives for selling lottery products. Retailers receive a 5.5 percent commission on each ticket sold, plus 1 percent of the amount of each ticket redeemed in their store (up to \$599). The Lottery also offers retailer incentives throughout the year. The costs to operate the Lottery, i.e., ticket production, rent, salaries, etc. total \$413.4 million since 1990.

The Legislature determines how lottery net proceeds are distributed. Currently, 60 percent is directed to the General Fund. In addition to lottery proceeds, the General Fund receives revenue from a wide variety of sources, including state income and sales taxes and various other taxes and fees. The General Fund supports K-12 and post-secondary education, local government assistance, health and human services, environmental protection, public safety and economic development. Since 1990, the Lottery has transferred more than \$336.3 million in net proceeds and unclaimed prizes to the General Fund.

The Environment and Natural Resources Trust Fund was established to preserve, enhance and restore Minnesota's natural resources through education, research, development and management programs. The Trust Fund was established in the Minnesota Constitution through a voter referendum in 1988. Two subsequent constitutional amendments guarantee the Trust Fund 40 percent of net lottery proceeds through the year 2025. Lottery proceeds are used to build the Fund's principal. Projects to benefit the environment are financed with the interest earned on that principal. The Legislative Commission on Min-

nesota Resources administers the Fund, which also makes recommendations to the Legislature about which projects to fund. The Legislature then makes the final funding decisions.

Since 1990, the Lottery has transferred more than \$248.6 million to the Trust Fund from net lottery proceeds and unclaimed prizes for improvements to state parks, development of recreational trails, acquisition of environmentally-sensitive areas, development of wildlife habitat, acquisition and development of new fishing access sites, development of environmental education programs and various research projects.

Since the Lottery began in 1990, a 6.5 percent in-lieu-of-sales tax has been included in the price of each lottery ticket. Through fiscal year 2000, the Legislature directed that the money, which totals more than \$231.3 million since 1990, be transferred to the General Fund. The 2000 Legislature redirected the in-lieu-of-sales tax monies, approximately \$25 million a year. For fiscal year 2001, the Game and Fish Fund receives 48.5 percent of the in-lieu-of-sales tax to improve, enhance or protect fish and wildlife resources; the Natural Resources Fund gets 21.8 percent for state parks and trails, 21.8 percent for metropolitan park and trail grants, 2.9 percent for local trail grants and 1.9 percent for the Minnesota Zoological Garden, Como Park Zoo and Conservatory and the Duluth Zoo; and 3 percent is transferred to the General Fund.

For fiscal year 2002 and thereafter, 43.5 percent of the in-lieu-of-sales tax is directed to the Game and Fish Fund; the Natural Resources Fund receives 19.6 percent for state parks and trails, 19.6 percent for metropolitan park and trail grants, 2.6 percent for local trail

grants and 1.7 percent for the Minnesota Zoological Garden, Como Park Zoo and Conservatory and the Duluth Zoo; and 13 percent is directed to the General Fund.

The Lottery has been the major source of funding for problem gambling treatment programs by contributing more than \$12.1 million to these programs since its inception in 1990. Since 1998, the Lottery has been the only state source contributing funds for these problem gambling treatment programs.

Lottery Information

For Lottery information or to request a speaker to discuss lottery operations, contact Public Relations at (651) 635-8228.

For information on winning numbers, winners, lottery proceeds or lottery games, visit the Lottery's Web site at www.lottery.state.mn.us or call the Player Hotline at (651) 297-7371 in the Twin Cities or (800) 657-3946 in greater Minnesota. The TTY number is (651) 635-8268 or (800) 657-3833.

Lottery Staff

Don Masterson, director for operations (651) 635-8220

Mary Ellen Hennen, director for administration (651) 635-8240

John Mellein, director for marketing (651) 635-8230

Doug Wills, chief of security (651) 635-8250

Debbie Hoffmann, public relations manager (651) 635-8226

Dale McDonnell, legal counsel (651) 635-8213

Don Feeney, research & planning director (651) 635-8239



Inside the State Capitol.

[illegible][illegible]

Board of Marriage and Family Therapy

Park Plaza Building, Suite 330, 2829 University Avenue S.E., Minneapolis, MN 55414-3222

Phone: (612) 617-2220; Fax: (612) 617-2221

TTY (Twin Cities): (651) 297-5353; TTY (Greater Minnesota): (800) 627-3529

Website: www.bmft.state.mn.us

Email: robert.butler@state.mn.us

Director Robert Butler; Office Manager Nancy O'Brien

Minnesota Statutes, Sections 148B.29-.39; *Minnesota Rules*, Parts 5300.0100-.0360

THE BOARD OF MARRIAGE AND FAMILY THERAPY WAS established by the Minnesota Legislature in 1987. The Board's mission is limited to the following duties set forth in that statute. The Board shall:

- **adopt and enforce rules** for marriage and family therapy licensing, which shall be designed to protect the public;
- **develop, by rule, appropriate techniques**, including examinations and other methods, for determining whether applicants and licensees are qualified under sections 148B.29 to .39;
- **issue licenses** to individuals who are qualified under sections 148B.29 to 148B.39;
- **establish and implement procedures** designed to assure that licensed marriage and family therapists will comply with the Board's rules;
- **study and investigate** the practice of marriage and family therapy within the state in order to improve the standards imposed for the licensing of marriage and family therapists and to improve the procedures and methods used for enforcement of the Board's standards;
- **formulate and implement a code of ethics** for all licensed marriage and family therapists; and
- **establish continuing education requirements** for marriage and family therapists.

The purpose of the Board is to protect the public, by ensuring that licensed marriage and family therapists comply by the Board's rules, and practice in a professional, legal, and ethical manner. Standards of practice are set forth in the Board's Code of Ethics and Client's Bill of Rights.

Complaints: If the public, or another professional, has concerns about service received by a licensee of the Board, they may file a complaint with the Board in writing. The appropriate form may be downloaded from the Board's web site, or requested from the Board. If the Board's complaint panel determines that a probable violation has occurred, the complaint is referred to the Office of the Minnesota Attorney General for investigation.

Board History

The Board was created by statute in 1987 under the umbrella of the Office of Social Work and Mental Health Boards, and began licensing in February 1989 under the Board's emergency rules and grandparenting clause. The permanent rules were adopted in February 1991. Licensure is granted to individuals who meet the statutory educational, employment, and ethical requirements and who pass both the national written and the state oral examination required by the rules.

Regular Board meetings: The Board normally meets on the third Friday of each month at 8:30 a.m., in conference room A (4th floor) of the Park Plaza Building, 2829 University Ave SE, Minneapolis, MN.

Staff: The Board has 1.5 equivalent staff positions. They are a half time executive director and a full time office manager.

Licensure is granted to individuals who meet the statutory educational, employment, and ethical requirements and who pass both the written and oral examination as required by the rules.

Licensure as a marriage and family therapist in Minnesota can be accomplished in one of two ways. First, one may complete graduate academic work, supervised post degree experience, and pass the required national and state exams as outlined in *Minnesota Rules* 5300. The **national examination** may be taken as soon as the required academic work is completed. The application to take this exam must be submitted to the Minnesota Board at least six weeks prior to the desired exam date. This exam is currently offered twice annually and work is underway to computerize the exam for more frequent offerings. One may start counting post degree experience hours only after all academic work is completed. However, said work may be done only under the direction of a Board approved supervisor. Once the required academic work and post degree experience is complete, one may file with the Board an application for licensure and take the **state examination**, which is offered monthly.

Persons who have completed the required academic work and passed the national exam practice as **Licensed Associate Marriage and Family Therapists** while gaining their post degree experience.

Secondly, one may be licensed by reciprocity or endorsement, if one was licensed in another state where the standards at the time of licensure meet or exceed current Minnesota standards. One who was licensed in another state, which did not require the national examination at the time of licensure but meets all other Minnesota standards may pass the examination and then seek Minnesota licensure. All candidates for licensure by reciprocity or endorsement must pass the state examination.

Annual license renewal is required. Licensees are required to complete a minimum of 30 hours of continuing education every two years.

Application forms may be downloaded from the Board's web site or requested from the Board office.

Current Fees: (all fees are non-refundable)

Application for written examination:	\$200.00
Application for licensure:	\$100.00
Initial license fee (prorated)	\$100.00
Annual Renewal (LMFT):	\$115.00
Late fee renewal:	\$ 50.00
Reinstatement fee:	\$150.00
Annual LAMFT license:	\$ 60.00
Licensure by reciprocity:	\$300.00
Continuing education sponsor application:	\$ 50.00
Labels:	\$ 50.00
Duplicate certificate:	\$ 25.00
Civil penalty fee:	Various

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

Board of Marriage and Family Therapy - The board adopts and enforces rules relating to the licensure of marriage and family therapists and for regulation of their professional conduct. The board consists of seven members including: four who are licensed, practicing marriage and family therapists, each of whom shall for at least five years immediately preceding appointment, have been actively engaged as a marriage and family therapist; one member must be engaged in the professional teaching and research of marriage and family therapy; and two members representing the general public who have no direct affiliation with the practice of marriage and family therapy. All members must have been a resident of the state for two years preceding their appointment. Meetings are the third Friday morning of each month for four hours in Minneapolis, unless otherwise noted in the State Register. Does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers.

Bureau of Mediation Services

1380 Energy Lane, Suite Two, St. Paul, Minnesota 55108-5253

Phone: (612) 649-5433; Fax: (612) 643-3013

Website: www.bms.state.mn.us

Commissioner Lance Teachworth

Minnesota Statutes Chapter 179 and 179A; *Minnesota Rules*, Chapters 5505-5530.

THE BUREAU OF MEDIATION SERVICES 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.

The commissioner, deputy and assistant commissioners must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

The Bureau of Mediation Services' primary goal is to promote a stable and constructive relationship between labor and management in Minnesota. No fees are charged except as noted. The bureau meets this goal by carrying out the following activities:

Establishing the Collective Bargaining Relationship

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. When the employer and a petitioning labor organization cannot agree as to the makeup of the appropriate unit or the employees included, the issue is resolved by the bureau. The issue is addressed at a public hearing where management and labor provide evidence and testimony in support of their respective positions. The bureau then determines the issues 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.

Mediating Collective Bargaining Disputes

In terms of staff and resources, mediation of labor disputes is the largest program of the bureau. Representatives of labor and management may request the services of a mediator whenever they believe intervention of a neutral will be helpful in the negotiations process. The mediator works with the parties to reach a voluntary agreement which is acceptable to both. Settlement is reached in this process by the mediator suggesting alternatives, clarifying and identifying crucial issues, and seeking areas of compromise from both parties. The mediator is not an advocate of either party, does not make public recommendations, and cannot impose binding decisions. Rather, through the use of a variety of dispute resolution skills and techniques, the mediator assists the employer and the union in reaching a voluntary settlement

of the issues in dispute. In addition to mediation of disputes over the terms of a contract, the bureau also offers grievance mediation. The purpose of grievance mediation is to assist the parties in reaching a settlement over a dispute concerning the application of the labor contract, without having to resort to a potentially costly and time-consuming arbitration process.

Referral of Arbitrators

The bureau maintains a roster of up to 60 neutral arbitrators. Names from the roster are forwarded to labor and management representatives upon written request. Referrals from this list are made for both interest and grievance disputes. Arbitrators selected for membership on the bureau roster must meet rigorous standards of professional expertise in labor relations, arbitration hearings and awards, and must demonstrate a reputation in the labor relations community for high standards of competence, ethics and integrity.

Labor-Management Cooperation

The bureau administers a program in support of labor-management cooperation efforts. This activity takes the form of a grant program and a worksite labor-management cooperation effort. The purpose of the grant program is to assist geographic regions or specific industry labor management councils in developing labor-management cooperation programs. The program also offers technical assistance to employers and unions in the formation and operation of joint labor-management committees at the worksite level.

Fair Share Fee Issues

Labor unions which are exclusive representatives of public employees may assess employees who are represented by the union, but who are non-members, a fair share fee in lieu of dues. The fee, which may not exceed 85% of the regular union dues, is based on negotiating and administering the collective bargaining agreement. Employees assessed such a fee may challenge it under certain conditions. Valid challenges are decided based on a public hearing at which the affected employee and the union present evidence and testimony. Challenges must be accompanied by a ten dollar filing fee.

Education and Training

The bureau offers a variety of training programs concerning labor relations and the collective bargaining process. In addition, individual mediators work directly with employers, unions, and educational institutions in developing and participating in their individualized training activities. Modest fees may be charged for some training.

Board of Medical Practice

2829 University Avenue S.E., Suite 400, Minneapolis, MN 55414-3246

Phone: (612) 617-2130; Fax: (612) 617-2166

Minnesota Relay Service for Hearing Impaired (612) 297-5353 or (800) 627-3529

Website: www.bmp.state.mn.us

Robert A. Leach, executive director

Minnesota Statutes, Chapters 146-148, 319A; *Minnesota Rules*, Chapters 5600-5615

THE BOARD OF MEDICAL PRACTICE IS THE OLDEST professional licensing board and one of the oldest state agencies in Minnesota, dating from as early as 1887.

The purpose of the board is to protect the public from health care which falls below the minimum prevailing standards of care. It does so by licensing and disciplining physicians and acupuncturists, and registering and disciplining physician assistants, physical therapists, respiratory care practitioners, and athletic trainers.

The board is appointed by the governor, and consists of 10 medical doctors, one doctor of osteopathy, and five public members. The members serve four-year rotating terms.

The board licenses 15,000 physicians, and registers 280 physician assistants, 950 respiratory care practitioners and 215 athletic trainers.

The board publishes a newsletter three times each year, entitled *Minnesota Board of Medical Practice: UPDATE*. The *UPDATE* has a circulation of 22,000 and is sent to each person licensed or registered by the board. Persons wishing to receive the *UPDATE* may contact the board office and request to be added to the mailing list.

The board receives 1,000-1,500 complaints against health professionals under its authority each year. To file a complaint against any practitioner covered by the board's statutory authority, telephone or write the board office to request complaint forms. If investigations are required, they are conducted by the attorney general's office. The board has the authority to issue a letter of reprimand, require uncompensated public service, levy a civil penalty, or restrict, suspend or revoke a license or registration. 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 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 application for a physician license is \$200 and the annual registration fee is \$192. Certification of licensure to other states is \$25. Each physician is required to complete 75 hours of continuing medical education (CME) every three years (including 3 credit hours in infection control), and forms for reporting CME are provided with annual registration materials.

Initial registration for physician assistants is \$120 with annual renewal fees \$135 with prescribing privileges and \$115 without prescribing privileges.

Initial registration for respiratory care practitioners is \$100. Annual renewal fee is \$90.

Initial registration for athletic trainers is \$50. Annual renewal fee is \$100.

Initial licensure for acupuncturists is \$150 and the fee for annual renewal is \$150.

Initial licensure for traditional midwives is \$100 and the fee for annual renewal is \$100.

Medical corporations are registered by the board. The first year registration is \$100 and annual renewal thereafter is \$25.

The board meets at least six 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 bimonthly meetings of the Physician Assistant Advisory Council, the Physical Therapy Council, the Respiratory Care Practitioner Advisory Council, the Athletic Trainer Advisory Council, and the Acupuncture Advisory Council. For information concerning meeting schedules and other information, contact the board office at (612) 617-2130.

Persons wishing to verify that their physician is licensed and in good standing, may call the board at (612) 617-2130. Name, address, license or registration number, date of issue and status are public information. In accordance with the Data Practices Act, complaints are not a public record.

The Board of Medical Practice, in partnership with the Department of Administration, Mailing List Services, provides access to the Physician License Verification data by calling a Bulletin Board System, the MN License Line. The number to call is 1-900-388-7888 and there is a \$2.50 per minute usage fee. In order to use this system, you must have a personal computer and a modem with telecommunications software using ANSI terminal emulation and communication settings of 8-1-N. This service is available 24 hours a day.

The board operates a speakers' bureau service to provide board members and staff to speak at hospital and clinic staff meetings, local and county medical society meetings and meetings of other organizations regarding the board's responsibilities and activities. To schedule speakers for events, contact Lois Kauppila at (612) 617-2147.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

BOARD OF MEDICAL PRACTICE - The board examines, licenses, and registers medical doctors and doctors of osteopathy, physician assistants, midwives, respiratory care practitioners, acupuncturists, and athletic trainers and enforces the relevant practice acts. The board consists of sixteen members including: ten licensed M.D. physicians; one licensed Doctor of Osteopathy; and five public members. Members shall not serve more than eight years consecutively. Monthly meetings, some committee meetings. Time commitment expected is one business day and one Saturday per month, plus preparation time. Does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 147.01.* **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. 2829 University Ave. SE, # 400, Minneapolis, MN 55414-3246. (612) 617-2130.

MEDICAL MALPRACTICE JOINT UNDERWRITING ASSOCIATION - **Law provides:** The 11-member board, including health care providers, the public and the insurance industry, provides medical malpractice insurance coverage to any licensed health care provider unable to obtain this insurance through ordinary methods. *Minnesota Statutes 62F.01.* Office address: 445 Minnesota Street, Suite 514, St. Paul, MN 55101. Mailing Address: Pioneer P.O. Box 1760, St. Paul 55101, Phone: (651) 222-0484; toll-free: 800-552-0013; FAX: (651) 222-7824.

PHYSICAL THERAPY COUNCIL - advises the Board of Medical Practice regarding physician assistant registration standards and disciplinary issues, and provides for distribution of information regarding standards. The council consists of seven members including two public members, three physician assistants, two licensed physicians (one of whom must be a representative of the Board of Medical Practice). Bimonthly meetings. **Appointing Authority:** Board of Medical Practice. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 214.13 subd. 4.* **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers.

PHYSICIAN ASSISTANT ADVISORY COUNCIL - The council advises the Board of Medical practice regarding physician assistant registration standards and the complaint/discipline process, and provides for distribution of information regarding standards. The seven members include 2 public members, 3 physician assistants registered in Minnesota, 2 licensed physicians with experience supervising physician assistants. Meetings are held bimonthly for one hour at the Board of Medical Practice. The council expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Board of Medical Practice. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 147A.27.* Board of Medical Practice, 2829 University Ave. SE, #400, Minneapolis, MN 55414-3246. (612) 617-2130.

RESPIRATORY CARE PRACTITIONERS' ADVISORY COUNCIL - The council advises the Board of Medical Practice on respiratory care practitioner standards, applications for registration, complaints and disciplinary actions, continuing education programs and enforcement of respiratory care practitioner rules. The council consists of seven members including two public members; three registered respiratory care practitioners and two physicians with expertise in respiratory care. Bi-monthly meetings for two hours at the Board of Medical Practice. The council expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Board of Medical Practice. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 147C.35.* Board of Medical Practice, 2829 University Ave. SE, #400, Minneapolis, MN 55414-3246. (612) 617-2130.

ACUPUNCTURE ADVISORY COUNCIL - (*Minnesota Statutes 147B.05*) advises the Board of Medical Practice regarding acupuncture licensure standards and disciplinary issues, and provides for distribution of information regarding standards. The council consists of seven members that include 4 acupuncture practitioners who meet licensure requirements and have practiced acupuncture at least 3 years, 1 licensed physician who also practices acupuncture, 1 licensed chiropractor who is NCCA certified, 1 public member who has received acupuncture treatment as primary therapy from NCCA certified acupuncturist. Bimonthly meetings for one hour at the Board of Medical Practice Office. The council expires on June 30, 2003, unless reauthorized by the Legislature. **Appointing Authority:** Board of Medical Practice. **Compensation:** \$55 per diem plus expenses.

ATHLETIC TRAINER'S ADVISORY COUNCIL - The council advises the Board of Medical Practice regarding athletic trainer standards, registration issues, complaint matters and disciplinary issues, and provides for distribution of information regarding standards. The council consists of eight members including two public members; three members who except for initial appointees, are registered athletic trainers, one being both a registered physical therapist and registered athletic trainers as submitted by the Minnesota American Physical Therapy Association; two members who are medical physicians licensed by the state and have experience with athletic training and sports medicine; and one member who is doctor of chiropractic licensed by the state and has experience with athletic training and sports injuries. Meetings are held bi-monthly for one hour at the Board of Medical Practice. Does not expire. **Appointing Authority:** Board of Medical Practice. **Compensation:** \$55 per diem plus mileage. *Minnesota Statutes 148.7805, Laws of 1993, Chapter 232.* 2829 University Ave. SE, #400, Minneapolis, MN 55414-3246. (612) 617-2130.

ADVISORY COUNCIL ON LICENSED TRADITIONAL MIDWIFERY - Council advises the Board of Medical Practice regarding traditional midwifery licensure, practice standards, complaints/discipline, and provides for distribution of information regarding standards. The council consists of one physician who has been or is currently consulting with licensed midwives submitted by MN Medical Association, three licensed traditional midwives submitted by Midwifery Now, and one homebirth parent submitted by MN Families for Midwifery. Meetings will be bimonthly for two hours at the Board of Medical Practice Offices in Minneapolis. The council expires on June 30, 2003, unless reauthorized by the Legislature. **Appointing Authority:** Board of Medical Practice. **Compensation:** \$55 per diem. *Minnesota Statutes 147D.23.* Minnesota Board of Medical Practice, 2829 University Avenue, #400, Minneapolis, MN 55414-3246. (612) 617-2130.

Mental Health and Mental Retardation Ombudsman Office

121 7th Place East, Metro Square Building, Suite 420, St. Paul, Minnesota 55101-2117

Phone: (651) 296-3848; toll-free 1-800-657-3506; Fax: (651) 296-1021; MN Relay Service 1-800-627-3529

Website: www.ombudmhmr.state.mn.us

Email: ombudsman.mhmr@state.mn.us

Ombudsman Roberta C. Opheim

Minnesota Statutes, Sections 245.91-245.97

THE OMBUDSMAN HAS BEEN GIVEN A BROAD MANDATE TO "promote the highest attainable standards of treatment, competence, efficiency, and justice for all people receiving care and treatment for mental illness, mental retardation, chemical dependency, or emotional disturbance."

To carry out the statutory mandate, the ombudsman has been given the power to prescribe the methods by which complaints to the office are made, reviewed, and acted upon; mediate or advocate on behalf of the clients; investigate the quality of services provided to clients; determine the extent to which quality assurance mechanisms work to promote the health, safety and welfare of clients; gather information about and analyze the actions of an agency, facility, or program; enter and view premises of an agency, facility, or program; examine records of an agency, facility, or program on behalf of a client; subpoena a person to appear, give testimony, or produce documents relevant to a matter under inquiry; and attend Department of Human Services Review Board and Special Review Board proceedings. (SEE ALSO listing under letter "O" for Ombudsman Offices)

Background

The Office of the Ombudsman for Mental Health and Mental Retardation was created by the 1987 Minnesota Legislature. A **Governor's Ombudsman Committee for Mental Health and Mental Retardation**, was created to advise and assist the Ombudsman for Mental Health and Mental Retardation in developing policies, plans, and programs to benefit the mentally ill, mentally retarded, chemically dependent and developmentally disabled. The 15 committee members were appointed on the basis of their knowledge and interest in the health and human services system subject to the ombudsman's authority. Overall membership reflected the agencies, facilities and programs within the ombudsman's authority. Members included a consumer representative, representatives of advocacy organizations, human service and health care professionals, including professionals in psychiatry, internal medicine, and forensic pathology and other providers of services or treatments to clients. The Governor appointed the members through the open appointment process, and meetings were held four times per year, with members reimbursed for expenses.

Complaints

A complaint may be received from any source concerning an action of an agency, facility, or program. A complaint may be made by contacting the Ombudsman Office.

The ombudsman office shall determine if the complaint is an appropriate matter for review. In selecting matters for review, the office shall give particular attention to unusual deaths or injuries of a client served by an agency, facility, or actions of an agency, facility, or program that may:

- be contrary to law or rule;
- be unreasonable, unfair, oppressive, or inconsistent with a policy or order of an agency, facility, or program;
- be mistaken in law or arbitrary in the ascertainment of facts;
- be unclear or inadequately explained, when reasons should have been revealed;
- result in abuse or neglect of a person receiving treatment;

- impede or promote independence, community integration, and productivity for clients; or
- impede or improve the monitoring or evaluation of services provided to clients.

Client Advocates and Their Service Areas:

Regions 1 and 4, **Fergus Falls**: (218) 739-7364
 Regions 2 and 5, **Brainerd**: (218) 828-2366
 Region 3, **Duluth**: (218) 279-2526 or 1-877-766-5481
 Regions 6 and 8: **Willmar**: (320) 231-5962
 Region 7, **Cambridge**: (763) 689-7155
 Region 9, **St. Peter**: (507) 931-7669
 Region 10, **Faribault**: (507) 931-7821
 Region 11N, **Anoka**: (763) 712-4249
 Region 11W, **Hennepin**: (651) 297-7853
 Region 11E, **St. Paul**: (651) 297-2762

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

OMBUDSMAN COMMITTEE FOR MENTAL HEALTH AND MENTAL RETARDATION - Advises and assists the ombudsman in developing policies, plans and programs to benefit the mentally ill, mentally retarded, chemically dependent and emotionally disturbed. The committee consists of fifteen members including consumers, representatives of advocacy organizations, human service and health care professionals, including professionals in psychiatry, internal medicine and forensic pathology. Meetings are held quarterly for four hours at the Metro Square Bldg., St. Paul. The committee does not expire. **Appointing Authority:** Governor. **Compensation:** Reimbursed for expenses. *Minnesota Statutes* 245.97. # 420, Metro Square Bldg., St. Paul, MN 55101. (651) 296-3848.

Death and Serious Injury Reports

(651) 296-3848, Toll-Free 1-800-657-3506 or Fax: (651) 296-1021. It is mandated in *Minnesota Statutes* § 245.94, Subd. 2a, that an agency, facility, or program report to the Ombudsman Office the death or serious injury of a client. The report must be made within 24 hours of the death or serious injury. Notification may be made by phone, fax or by leaving a voice mail message. Contact the Office to obtain fax forms for your reporting convenience. The Office will follow up to gather any additional information needed.

Medical Review Subcommittee (MRS)

(763) 712-4438. The Medical Review Subcommittee (MRS) consists of six members of the Ombudsman Advisory Committee and designated office staff. The MRS meets on a regular basis to review the causes and circumstances surrounding the deaths of clients. The MRS makes a preliminary determination as to whether each death is unusual

or appears to have resulted from other than natural causes. The MRS then aids the ombudsman in the review of the deaths. Special attention is given to client deaths by suicide and accident. When appropriate, the MRS makes recommendations to the ombudsman in an effort to improve the quality of care and prevent deaths under similar circumstances. The MRS reviews selected serious injuries when requested by the ombudsman.

Ombudsman Advisory Committee

(651) 297-7288, **Paul Doyle**. The Ombudsman Advisory Committee consists of 15 members appointed by the governor to three-year terms. All members of the committee have a special knowledge of and interest in facilities and programs serving persons with mental illness, mental retardation or a related condition, chemical dependency, or emotional disturbance. The committee shall meet at least four times a year. Meetings are open to the public.

Metropolitan Airports Commission

6040 28th Avenue South, Minneapolis, MN 55450

Phone: (612) 794-4150; Fax: (612) 726-5296

Website: www.mspairport.com

Chairman **Charles Nichols**; Executive Director **Jeffrey Hamiel**

Minnesota Statutes, Sections 473.601-473.679

THE METROPOLITAN AIRPORTS COMMISSION (MAC) oversees air transportation in a seven county area extending 35 miles outward from the city halls of Minneapolis and St. Paul. The commission operates Minneapolis-St. Paul International Airport (MSP) and six reliever airports: AirLake Airport (Dakota County), Anoka County-Blaine Airport, Crystal Airport (Hennepin County), Flying Cloud Airport (Hennepin County), Lake Elmo Airport (Washington County) and St. Paul Downtown Airport-Holman Field (Ramsey County).

Organizational Structure

Fourteen commissioners and a chairman lead the MAC. Minnesota's governor appoints all but two commissioners: the mayors of Minneapolis and St. Paul or their designated representatives. Commissioners meet at 1 p.m. on the third Monday of every month in chambers located on the Mezzanine Level of MSP's Lindbergh Terminal.

Commissioners also lead four committees: Management and Operations, Planning and Environment, Finance, and Affirmative Action.

The MAC staff is led by an executive director and six deputy executive directors. The deputies oversee legal affairs, human resources, administrative services, operations, planning and environment, and labor relations and governmental affairs.

The commission as a whole reports to the state legislature, although it is not funded with state taxes. The commission has the authority to levy a property tax for operations or debt service but has not done so since 1969. Instead, it operates on airport-generated revenues. It also issues bonds.

MAC commissioners and staff work with federal and state officials and with representatives of the Metropolitan Council to provide and promote safe, convenient, environmentally sound and cost-effective aviation services.

All major domestic airlines with the exception of Southwest operate at MSP, including AirTran Airways, America West, American, American Trans Air, Continental, Delta, Frontier, Northwest, Sun Country, Trans World Airlines, United, and US Airways. Twin Cities passengers enjoy direct service to 175 domestic destinations and 24 international cities. Northwest Airlines administers a hub operation in

Civil Commitment Training and Resource Center

(651) 297-7349, **Brian Relay**. The Center has trained staff who can provide information and answer questions regarding civil commitment law and other related topics. The Center provides informational fact sheets, brochures and pamphlets relating to the civil commitment process and related topics. The Center also provides up-to-date information on proposed or new changes to the law and key civil commitment court cases.

Informational Materials

A biennial report is published and is available in the Legislative Reference Library, 645 State Office Bldg., St. Paul, MN 55155, (651) 296-8338. In addition, brochures regarding Office functions are available from the Office.



the Lindbergh Terminal. Charter airlines, including Champion Air, Miami Air International, Omni Air International and Ryan International, operate mostly from the Humphrey Terminal, which also serves as a base for Sun Country Airline's scheduled service.

An estimated 25,000 people work at the airport complex, and the airport supports another 100,000 jobs in the surrounding community. A 1998 economic impact study found that the airport is a leading economic generator, pumping more than \$6.2 billion a year into Minnesota's economy.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

METROPOLITAN AIRPORTS COMMISSION - The commission promotes air transportation locally, nationally, and internationally by developing the Twin Cities as an aviation center. The fifteen members include eight commissioners who reside in the eight MAC districts and four who reside outside the metro area, two from cities, towns or counties containing a key airport, and two from cities, towns or counties containing an intermediate airport. The Mayors of Minneapolis, and St. Paul, or designees, are ex-officio members. The chair receives \$20,226. per year plus expenses and serves at the pleasure of the governor. Meetings are held monthly in Rm. 3040, Mezzanine Level, Lindbergh Terminal Bldg., MSP Airport. The commission does not expire. **Appointing Authority:** Governor. **Compensation:** \$50 per diem. *Minnesota Statutes* 473.603. **Required to file Statements of Economic Interest:** members and chief administrative officer. 6040 28th Avenue South, Minneapolis, MN 55450. (612) 726-8100.

Background

The site of Minneapolis-St. Paul International Airport was first used for aviation in 1920, when the Minneapolis Aero Club leased land formerly used for a racetrack.

The new airfield was named Twin Cities Airport—Wold Chamberlain Field. In 1926, Northwest Airways (now Northwest Airlines) won the government's airmail contract and acquired the field's only hangar. When the Minneapolis Park Board assumed operations of the airport in 1928, it grew to 325 acres and boasted eight hangers. Northwest began passenger service that year, and a two-story brick terminal was dedicated in 1930.

The airport acquired its present name in 1948: Minneapolis-St. Paul International Airport – Wold Chamberlain Field. Major development of airport facilities occurred in the 1960s, including construction of the Lindbergh Terminal, and the airport was expanded to 3,400 acres.

In 1989, the Minnesota Legislature passed legislation that became the Metropolitan Planning Act. It established a dual-track process to assess the region's long-term aviation needs and to develop strategies for addressing them. The seven-year planning process followed two strategic tracks: one studied capacity needs and determined how they could best be met at the present site of MSP; the other studied the possibility of replacing MSP with a new airport in Dakota County.

Then, in 1996, lawmakers directed the MAC to end the dual-track process and to proceed with improvements at the airport's existing site. The result is *MSP 2010: Building a Better Airport*, a \$2.68 billion expansion program to meet the area's growing air transportation needs.

Airport Operations

Nearly 35 million passengers passed through MSP in 1999, up from about 18 million in 1989, making MSP the seventh busiest airport in the nation and twelfth busiest in the world. By 2010, 40 million people are expected to use MSP annually.

Cargo operations also are on the rise, with 19 airlines moving shipments through MSP. Between 1989 and 1999, mail, cargo and express freight tonnage jumped to 366,000 metric tons annually from 237,000. Development is underway to double the size of cargo facilities at MSP by 2003, providing room for continued growth in the region's air freight industry.

Through the *MSP 2010: Building a Better Airport* program, the commission is improving virtually every segment of the international airport, including the airfield, terminal buildings, ground transportation infrastructure and cargo operations. By the time the program is completed in late 2003, the airport's operational capacity will have increased by up to 25 percent. That increase is due largely to development of a fourth runway and the addition of 20 jet gates in the expanded Lindbergh Terminal, six gates in the new Humphrey Terminal and construction of a new regional concourse.

The MAC administers one of the first and most comprehensive noise abatement programs in the nation. A key component of that program involves providing sound insulation to the most impacted homes

and schools. As of October 2000, the MAC had spent \$146.2 million insulating 13 area schools and more than 5,800 of the 7,300 homes eligible for soundproofing. The MAC also acquired more than 400 homes in Richfield through the sound abatement program at a cost of about \$50 million.

Efforts are underway to strengthen noise abatement efforts. The commission is exploring options for increasing the number of homes eligible for mitigation measures. Sound insulation efforts are funded from airport- and airline-generated funding sources, including passenger facility charges and federal airport development program funds.

The Metropolitan Airports Commission produces several publications, including a traveler's guide, media guide, MSP 2010 program summary, annual report, MSP tenants newsletter, reliever airports newsletter and MAC employee newsletter. In addition, information about the MAC and its airports is available on the commission's web site at www.msppairport.com.

For more information, contact the MAC's Public Affairs Office at (612) 726-5335 or (612) 726-8172.

Following are the names and phone numbers of the MAC's airports

• Minneapolis/St. Paul International Airport (MSP) (612) 726-8100

The airport has two terminal facilities. The Lindbergh Terminal (612) 726-5555 serves the scheduled airlines and serves most of the airport's passengers. The Humphrey Terminal (612) 726-5800 accommodates international and domestic scheduled and charter flights.

• AirLake Airport - Dakota County (952) 469-4040

• Anoka County/Blaine Airport - Anoka County (763) 786-9490

• Crystal Airport - Hennepin County (763) 537-2058

• Flying Cloud Airport - Hennepin County (952) 941-3545

• Lake Elmo Airport - Washington County (651) 777-6300

• St. Paul Downtown Airport (Holman Field) - Ramsey County (651) 224-4306

Metropolitan Council

Mears Park Centre, 230 East Fifth Street,
St. Paul, MN 55101-1626

General Offices: Information (651) 602-1000
TTY (651) 291-0904

Chair/Regional Administrator's Office: (651) 602-1554

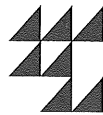
Fax: (651) 602-1550; Community Development: (651) 602-1633

Metro Transit: (612) 349-7400 / TTY (612) 349-7439

Environmental Services: (651) 602-1005

Website: www.metrocouncil.org

Chair Ted Mondale; Regional Administrator Jay Lindgren



Metropolitan Council

Building communities that work

Minnesota Statutes, Chapter 473; *Minnesota Rules*, Chapter 5800

Mission

THE MISSION OF THE METROPOLITAN COUNCIL is to improve regional competitiveness in the global economy so this is one of the best places to live, work, raise a family and do business.

Purpose

The Metropolitan Council coordinates regional planning and advocates Smart Growth development in the seven-county area through joint action with the public and private sectors. Created by the Minnesota Legislature in 1967, the Council also establishes policies and provides planning and technical assistance to metro-area communities for airports, regional parks, highways and transit, sewers, air and water quality, land use and affordable housing.

The Council also provides everyday services for 2.6 million residents in 189 municipalities across the region. The Council owns and operates the regional bus system, collects and treats wastewater, oversees surface water and groundwater management, and administers funds that provide housing opportunities for low- and moderate-income families.

Council operations are financed by a local property tax, user fees for wastewater service and transit, plus occasional state and federal supplemental funds. In 2001, the Council employed a staff of 3,700 and had an annual budget of nearly \$500 million.

The Council is composed of 16 members that represent geographic districts of equal population across the seven-county region, and a chair that serves at-large. All members are appointed by and serve at the pleasure of the governor. The Council meets weekly and meetings are open to the public.

The Council has five standing committees that discuss regional policy issues before final action by the full board. Committees meet twice a month and are open to the public:

- **Environment** - sewer policy and planning, environmental reviews, wastewater facilities and treatment, water supply, nonpoint source pollution, and federal and state regulations.
- **Livable Communities** - local government/customer service performance, *Regional Blueprint* implementation, housing policy and initiatives, HRA (housing redevelopment) operations, livable communities, LCA grants, annual budgets, parks and open space, and the Metro Radio Board.
- **Management** - budget review, financial monitoring, personnel policy, labor agreements, bond authority and insurance.
- **Rail Transit** - all issues related to planning and implementing light rail transit in the Twin Cities.

- **Transportation** - transportation policy and planning, aviation policy and planning, TEA-21 grants, transit operations and Metro Mobility.

Customer Information:

Website: www.metrocouncil.org

Email: data.center@metc.state.mn.us

Regional Data Center

(651) 602-1140 or TTY (651) 291-0904. The Data Center stocks reports, maps, data and other information about Smart Growth, transportation, transit, land use, housing, population, demographics, parks and open space, the environment and the economy. It is also a clearinghouse for information about Council programs and services benefiting the public.

Transit Information Center

(612) 373-3333 or TTY (612) 341-0140

Website: www.metrocouncil.org/transit/index.asp

Call the TIC for bus routes and schedules, or go online and use the new automatic "trip planner."

Metro Commuter Services

(651) 602-1602 or TTY (651) 602-1253

Website: www.metrocommuterservices.org

Email: commuter.services@metc.state.mn.us

For information on carpools, vanpools, Guaranteed Ride Home, Bicycle Chain Gang, etc.

Metro Mobility Service Center

(651) 602-1111 or TTY (651) 221-9886

Metro HRA (Housing & Redevelopment Authority)

(651) 602-1428 or TTY (651) 291-0904

Metro Information Line

(651) 602-1888. The Metro Information Line is updated weekly with current information about upcoming Council meetings, meeting agendas, job openings and information on assisted rental housing. The line is available 24 hours a day.

Public Comment Line

(651) 602-1500. Call and leave your comments about regional issues, public hearings, questions, etc. The Public Comment Line is available 24 hours a day.

Internet access

The Council's award-winning website is informative and expansive, yet easy to navigate and read. An original focus on providing public access to Council data and programs has evolved into more interactive uses of technology that foster two-way communications. For more information, visit these direct links:

www.metrocouncil.org

www.mnsmartgrowth.org

www.metrotransit.org

www.metrocommuterservices.org

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

METROPOLITAN COUNCIL - The Metropolitan Council coordinates planning and development in the seven county metropolitan area and directly operates several regional services. The council's work includes long-range planning for airports, highways, parks, sewers, housing, economic development and land use policy development. Passage of the 1994 Metropolitan Reorganization Act merged the Metropolitan Waste Control Commission, the Metropolitan Transit Commission, and the Regional Transit Board into the Metropolitan Council. This has resulted in the addition of responsibilities for operating transit and wastewater treatment services, as well as providing affordable technical assistance to local governments. The seventeen members include a chair who serves at-large and sixteen members who each represent a geographically defined council district. All members serve at the pleasure of the Governor. Members cannot hold elected public office and must reside within the council district they represent. The council is organized by committees, which make recommendations to the full board. The five standing committees are Regional Growth Policy, Environment, Transportation, Livable Communities, and Management. Council members each serve on at least two committees, attend semi-monthly council meetings and meet regularly with local government officials and members of the Minnesota Legislature. Beginning January 1, 1995, compensation for the council chair will be \$52,500. Council members will be paid a fixed salary of \$20,000 as opposed to the previous per-diem payment schedule. Members must file w/Campaign Finance and Public Disclosure Board. Senate confirmation is required. Council meetings are held the 2nd and 4th Wednesdays except in December (1st and 3rd Wednesdays) and on holidays at Mears Park Centre unless otherwise notified. The council does not expire. **Appointing Authority:** Governor. **Compensation:** \$20,000 Annual Salary. **Laws of 1994, Chapter 648. Required to file Statements of Economic Interest:** members and chief administrative officers. Mears Park Centre, 230 E. 5th. Street, St. Paul, MN 55101. (651) 602-1000.

Regional Administration

(651) 602-1000, Information; (651) 602-1554, Jay Lindgren, **Regional Administrator**. Regional Administration provides organizational support the areas of budget and finance, diversity, communications, human resources, intergovernment relations and community relations, organization development, risk management, information services, legal and internal audit.

As part of its responsibilities in long-range planning, the Council created and adopted an overarching *Regional Blueprint* that serves as an action plan for the staff's work building strong communities for the future. The *Blueprint* provides a regional growth strategy for the future through regional partnerships, provides focus on improving livability in these key areas:

- **Promote Smart Growth** to give people more freedom and choices about where to live and work, and how to get around; working together to define what growth will look like for the region; and developing communities that are more walkable, convenient to transit, shops and services, with a variety of housing to meet the needs of people of all ages and incomes.

- **Encourage economic growth**, increased productivity and job creation through a regional economic strategy.

- **Foster reinvestment**, especially in distressed parts of the region, supporting and improving local business.

- **Expand lifecycle housing opportunities** (housing for families at all stages of life) and affordable housing opportunities for lower and moderate-income people throughout the region.

- **Preserve the natural environment** and incorporate environmental features into the development and redevelopment of the region.

- **Provide financially sound public facilities** that support business growth and overall regional development.

With Smart Growth as its guiding principle, Council staff are focusing on four primary regional strategies to achieve its goals: 1) Quality of life - provide tools and support so that cities can build communities where quality of life is first-rate; 2) Infrastructure - provide high-quality, cost-effective services; 3) Communications and community relations - build support among the public and decision-makers for regional approaches to benefit the region; and 4) Alignment - Focus all the work of Council members and staff to align resources and achieve goals.

Community Development Division

(651) 602-1306, Caren Dewar, **director**. The Community Development Division develops and coordinates the Council's overall effort in regional planning, growth management and land use, as well as affordable housing and livable communities' initiatives. Individual programs cover such areas as Smart Growth Twin Cities, affordable housing, rural issues, transit-oriented development, natural resources, parks and open space, research, geographic information systems, and Metro Housing and Redevelopment (HRA).

Community Development staff also review about 200 community-based comprehensive development plans to assure compatibility with regional infrastructure and systems such as transportation, land use, airports, environment and open space.

Beginning in 1999 the Metropolitan Council began working more closely with communities, developers, businesses, nonprofits and environmental groups to ensure that the region grows smart and that people have choices in how their communities grow. The Council is providing technical assistance and funding to help communities create Smart Growth development, affordable housing, parks and open space, cleaner lakes and streams, and better transit service.

Environmental Services

(651) 602-1005, General Information; (651) 602-1106, Helen Boyer, **Director**; (651) 602-1162, William Moore, **General Manager**. Metropolitan Council Environmental Services (MCES) owns and operates the regional wastewater collection and treatment system and provides water supply and water resources planning for three major watersheds: the Mississippi, Minnesota and St. Croix. Additional regional environmental responsibilities include industrial wastewater pretreatment and management, air and water quality monitoring, regulatory compliance, surface water planning and nonpoint source pollution abatement.

MCES is committed to serving its customers, protecting the public health and environment through efficient and effective water

resources management, and supporting the Council's regional growth strategy.

The regional wastewater collection and treatment system includes eight regional treatment plants and 550 miles of regional sewers that collect flow from 5,000 miles of sewers owned by 104 local communities. Up to 300 million gallons of wastewater are treated every day from almost two million residents connected to the regional collection system. The treated wastewater is discharged into four area rivers: the Mississippi, Minnesota, St. Croix and Vermilion.

The U.S. Environmental Protection Agency and the Minnesota Pollution Control Agency regulate the regional treatment plants. These regulatory agencies monitor and enforce standards for effluent discharges, air emissions and solids handling at each of the plants. MCES continues to achieve near-perfect compliance with federal and state clean water standards while maintaining service rates consistently below the national average.

Communities in the seven-county area pay a fee-for-service for use of the collection and treatment system. All system-operating costs are pro-rated to each community based on the volume of wastewater treated. Each community pays the same base rate per gallon. In addition, more than 800 industries receive permits from MCES to discharge wastewater into the metropolitan disposal system. They pay additional fees based on the volume and strength of wastewater discharged.

Publications, brochures on pollution prevention, speakers, video library, exhibits, tours of facilities, plant open houses, public hearings, budget meetings, school partnerships and curriculum development are available to community groups and the general public. Technical reports and documents about engineering projects, water and air quality monitoring, watershed management, plant technical performance and agency finances are also available to the public.

Transportation and Transit Development

(651) 602-1754, Natalio Diaz, Director. Transportation and Transit Development is responsible for transportation planning, regional transit, and promoting alternative forms of transportation in the metro area.

The Council is required by the federal government to provide a coordinated, comprehensive transportation planning process. In turn, the metro region is eligible for federal transportation grant funds. The planning process includes state, regional and local government, and encompasses planning for highways, airports, rail, freight, air quality, corridor studies and travel forecasting. T&TD is also responsible for selecting projects for federal transportation funding and preparing a three-year transportation improvement program.

Recent reports summarizing transportation planning in the metro area include the Transportation Development Policy Plan (2000), the Transportation Improvement Program (2000), and Transit 2020 Master Plan (2000). (See entries below for the Transportation Advisory Board and TEA-21).

Metro Transit is by far the largest transit provider in the region (73.5 million rides in 2000), but almost seven million rides in 2000 were provided by private providers, nonprofit providers or public agencies other than Metro Transit. There are four groups of providers:

- **Opt-out communities** are served by five providers: Minnesota Valley Transit, Southwest Metro Transit, Shakopee, Maple Grove, and Plymouth. These opt-outs provided 3.3 million rides in 2000.
- **Private contract providers** cover 11 regular routes in the metro area. These private contractors provided 1.8 million rides in 2000.
- **Community-based programs** are transit programs provided through cities and counties. These dial-a-ride programs fill a void for areas that do not have enough density to support regular route service or for individuals who are not able to use the regular route system but are not eligible for ADA service. These services provided 380,000 rides in 2000.

• **Metro Mobility** provides transit services to persons with disabilities as required by the ADA (see entry below). It provides service through two private providers and three county programs. Metro Mobility provided almost 1.2 million rides in 2000.

Transportation and Transit Development's travel demand programs work to reduce congestion by helping businesses work directly on transportation and congestion issues. Metro Commuter Services strategies include helping companies develop car and vanpools, preferential parking for car and vanpools, providing bicycle incentives, providing transit facilities and other transit programs. It also promotes flexible work scheduling to reduce peak-demand traffic.

Metro Transit

(612) 349-7400, Information; (612) 349-7513, John Byrd, Interim General Manager. Metro Transit is the nation's 13th largest bus system, and provides more than 95 percent of Twin Cities transit service. Its service area includes Minneapolis, St. Paul and dozens of suburban communities. It is an operating division of the Metropolitan Council, the regional planning organization in the seven-county metropolitan area.

Metro Transit provided 73.5 million rides on 132 routes in 2000 – the highest ridership in 15 years – and an increase of 9 percent over 1998 ridership levels. Each weekday, customers take more than 250,000 trips on Metro Transit.

Metro Transit operates a fleet of 971 buses. The fleet includes: 856 40-foot buses, 115 articulated "accordion" buses, 25 21-foot buses, two Greyhound-style coaches and, in 2001, five experimental 40-foot hybrid-electric buses. Two-thirds of the fleet is equipped with wheelchair lifts or ramps.

Metro Transit employs 1,540 drivers, 475 mechanics, 460 administrative/clerical staff and 113 part-time police officers. It operates five service garages, one maintenance overhaul facility, an administrative building, a regional transit information center, an instruction center, three retail stores and its own police department.

More than 80 percent of all trips taken on Metro Transit are to work. Some 33 percent of people working in downtown Minneapolis commute by bus, compared to 15 percent in downtown St. Paul.

To cope with a projected regional population growth of 500,000 residents by 2020, Metro Transit is preparing to double its rider capacity. It is also streamlining and improving existing services. In 1999, the agency began a multi-year project to analyze and – where needed – to restructure every route in its system. It is the largest service overhaul in nearly three decades.

The Twin Cities is building its first light-rail transit line – the Hiawatha Line – which will link downtown Minneapolis with the international airport and the Mall of America. Each LRT vehicle will be 94 feet long, nearly nine-feet wide and carry 187 passengers at a top speed of 55 mph. A test track near Franklin Avenue in south Minneapolis is expected to be open in late 2002. Service between downtown and Fort Snelling should begin in 2003. The full line is scheduled to open in 2004.

For information on transit schedules and routes call (612) 373-3333 or TTY (612) 341-0140.

Metro Mobility

(651) 602-1111, Information; (651) 602-1664, David Jacobson, General Manager. Metro Mobility is the primary public paratransit program for people with disabilities in the Minneapolis/St. Paul region. It is designed for people with disabilities who are unable to use other forms of public transit and are certified for the program based on criteria established by the Americans with Disabilities Act (ADA).

The ADA mandates many other service parameters for the Metro Mobility program, including service area, response time, days and hours of service, advance scheduling limits, capacity constraints and fares.

The Metro Mobility service area includes Minneapolis, St. Paul and more than 60 adjoining suburbs. Required ADA paratransit service

for communities in Anoka, Dakota and Washington Counties are provided by county paratransit programs.

Metro Mobility service is divided into two components: demand service for people who call in for ride requests or have standing orders, and agency service for clients of agencies that travel to daytime training and rehabilitation centers, extended employment or adult day care centers. The demand service fleet includes 134 accessible vehicles and 16 sedans. The agency service fleet includes 86 vans and buses. Two transit providers are under contract with the Metropolitan Council to provide both demand service and agency service.

Metro Mobility operates 365 days a year. On an average weekday Metro Mobility provides 3,500 rides, including 700 rides for persons who use wheelchairs. The program provided almost 1.2 million rides in 2000. Nearly 20,000 persons with disabilities are certified for Metro Mobility service.

The Minnesota Legislature appropriates state funds to the Metropolitan Council for Metro Mobility and county ADA programs. Unlike other regional transit services, Metro Mobility receives no funding from property tax revenues. Federal dollars are limited and are available solely for capital expenditures. The State of Minnesota provided \$38.1 million for the 1999-2000 biennium.

The Metropolitan Council sets policy to ensure that Metro Mobility services comply with state and federal law. The Council staffs and manages the Metro Mobility Service Center (MMSC), which evaluates and certifies ADA eligibility applications, provides customer service support and manages the overall program.

Grant Programs:

Livable Communities Act Grant Programs

(651) 602-1615, Elizabeth Ryan, Director of Housing and Livable Communities. The 1995 Minnesota Legislature created the Metropolitan Livable Communities Act (*Minnesota Statutes*, Ch. 473.25) to address a number of regional needs in the areas of housing, employment and community development. The law established three separate accounts for metropolitan communities to draw upon to meet specific needs in their community.

- **The Tax Base Revitalization Account** provides grants to help clean up polluted sites and return the land to beneficial uses. From 1996 through 2000 the Council awarded \$31.4 million in 77 grants to 21 communities, leveraging \$940 million in private investment and a \$20 million increase in net tax capacity from 8,700 new jobs. For more information call Wayne Nelson, Planning Analyst, at **(651) 602-1406**.

- **The Livable Communities Demonstration Account** provides loans or grants for a variety of community development initiatives such as affordable housing, redevelopment and infill development, and compact, mixed-use projects based on Smart Growth principles. From 1996 through 2000 the Council awarded \$27.2 million in 39 grants to 20 communities and two multi-city coalitions, leveraging \$700 million in private investment and almost \$214 million in other public investment. Included were more than 5,400 new and 400 rehabilitated housing units (apartments, townhomes, live-work housing, etc.) and 48 public housing (Hollman) units. For more information call Joanne Barron, Planning Analyst, at **(651) 602-1385**.

- **The Local Housing Incentives Account** provides grants to help cities work toward affordable and life-cycle housing goals through a voluntary program. From 1996 through 2000 the Council awarded \$6.2 million in 38 grants to 30 communities, leveraging nearly \$124 million in total development investment. The funds helped create more than 1,200 new or rehabilitated affordable housing units and approximately 400 new or rehabilitated ownership units, among other benefits. For more information call Guy Peterson, Planning Analyst, at **(651) 602-1418**.

- **Inclusionary Housing Account** Additionally, from a new one-time **Inclusionary Housing Account** created by the 1999 Minnesota Legislature, the Council awarded 11 grants to eight communities totaling \$4.2 million in 2000, leveraging \$106 million in total development investment. Included were 112 new affordable condominiums and 475 new rental units, almost half deemed affordable.

By 2010, the Council anticipates investing a total of \$170 million in 400 grants through the all the Livable Communities accounts, leveraging \$4.5 billion in private and other public investments in these programs. The overarching public benefit of these Smart Growth initiatives is building stronger communities through the redevelopment of brownfields, increasing the regional tax base, creating new jobs, and leveraging private and public investment that provide more affordable and life-cycle housing.

MetroEnvironment Partnership Grant Program

Metropolitan Council Environmental Services (MCES) established the MetroEnvironment Partnership Grant Program in 1999 to provide grants to improve the water quality of Twin Cities-area lakes and rivers by reducing nonpoint source pollution. Grant applicants are encouraged to work cooperatively with other local government and non-government organizations to develop joint, multi-purpose projects. MCES's watershed coordinators are available to discuss project proposals before they are submitted; for information contact the MCES Environmental Planning and Evaluation Department at (651) 602-1274.

The grants support technical, educational and research and development projects that reduce levels of phosphorus in area rivers and lakes, protect taxpayer investment in the regional wastewater treatment system, and advance Smart Growth principles of using natural resources wisely and preserving the environment.

The MetroEnvironment Partnership Grant Program superseded MCES's Twin Cities Water Quality Initiative (TCQI) Grant Program, which ended in 1999 after awarding 114 grants totaling \$9.3 million since 1993. In 2000, the MetroEnvironment Partnership Grant Program awarded approximately \$1.7 million in 28 water quality improvement grants, which leverage additional public and private funding. The grants are part of a five-year program that will award a total of \$7.5 million.

For more information call Joe Mulcahy, Environmental Grants Coordinator, **(651) 602-1104**.

Metropolitan Right-of-Way Acquisition Loan Fund (RALF)

In 1982 the Minnesota Legislature authorized the Metropolitan Council to levy a regional property tax to establish a revolving loan fund for advance acquisition of metropolitan highway rights-of-way threatened by imminent development. The funds are used by the Council to make loans to counties, towns and cities to purchase property within rights-of-way of mapped state trunk highways. The loans, interest free, are repaid to the Council before highway construction begins.

The first proceeds of the tax, about \$1 million annually, were available in July 1983. Since then, more than 50 loans totaling \$22 million dollars have been made to metropolitan communities to purchase land meeting the appropriate state and regional criteria.

For more information call Ann Braden, Senior Transportation Planner, **(651) 602-1705**.

Transportation Equity Act for the 21st Century (TEA-21)

U.S. Congress approved the Transportation Equity Act for the 21st Century (TEA-21) in 1998 to further develop a national intermodal transportation system that is economically efficient, environmentally sound, safe, and provides a firm foundation for the nation to compete in the emerging global economy. TEA-21 supercedes a former program with similar goals known as the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991. Most importantly for the Met-

ropolitan Council, TEA-21 continues a strong role for regional planning agencies in the use of federal funds.

The Metropolitan Council is the metropolitan planning organization (MPO) for the seven-county Twin Cities metropolitan area and, working with the Minnesota Department of Transportation, allocates federal and state transportation improvement funds.

For more information call Carl Ohrn, Transportation Planning Analyst, (651) 602-1719.

Advisory Committees

The Council is assisted by several advisory committees that have been created to study specific issues of importance to the Council and the region. In most cases, Metropolitan Council members are responsible for nominating and approving committee members. The committees are listed here with a brief description of their purpose and meeting schedule. For more information call the Data Center at (651) 602-1140.

• Housing and Land Use Advisory Committee

This 24-member committee meets monthly to advise the Council on issues related to land use and comprehensive planning, metropolitan significance and regional housing issues, including housing redevelopment (HRA).

• Transportation Accessibility Advisory Committee

This 16-member committee meets monthly to advise the Council on transportation accessibility issues, policies and special transit services for people with disabilities.

• Transit Providers Advisory Committee

The TPAC was created for current transit providers to advise the Council on issues related to planning and prioritizing transit services. Each current provider can appoint a voting member to the committee, subject to Council ratification. The committee, which meets monthly, may also periodically review existing transit services, the development of new policies and services, and capital and operating funds.

• Livable Communities Advisory Committee

This 15-member committee was created to assist the Council by reviewing and recommending funding awards for Livable Communities demonstration sites. Members are drawn from across the metro with expertise in local and county government, finance, development, transportation and the environment.

• **Mayors' Housing Task Force** Convened in May 2000, the Mayors' Housing Task Force is composed of 16 mayors who represent a wide spectrum of communities in the metro area - from core cities to suburbs to rural communities. The group's charge was to determine what must change to achieve regional and local affordable housing goals, and to develop proposals for policies, programs and legislative recommendations to achieve the goals. The group also meets to exchange information and follow the progress of their past recommendations. (Visit: www.metrocouncil.org/planning/housingplan.htm)

Transportation Advisory Board (TAB)

The Metropolitan Council created the Transportation Advisory Board in 1974 to provide a forum for deliberations on transportation issues among state, regional and local officials, modal interests and the public. The TAB advises the Metropolitan Council in preparing transportation plans, and provides coordination and direction to the agencies responsible for implementing regional transportation plans.

The board consists of 33 members including a chair. Members include 10 municipal elected officials, seven county elected officials, eight citizen representatives, three from state or regional agencies, two representing transit, one representing freight movement and one representing non-motorized transportation.

Among its key responsibilities are selecting and monitoring projects using federal TEA-21 funds (see entry above). The board also coordinates development of the Regional Transportation Improvement Program (TIP) and adopts the program.

For more information call Kevin Roggenbuck, Transportation Coordinator, (651) 602-1728.

Metropolitan Parks and Open Space Commission

The Metropolitan Parks and Open Space Commission was created by the Minnesota Legislature in 1974 to advise the Metropolitan Council on issues related to the regional recreation open space system. The commission consists of eight members that represent geographic precincts encompassing the metro area, and a chair that serves at-large.

The commission meets twice a month to help the Council develop a long-range plan and an acquisition and development program, with funding priorities, for regional parks. It coordinates closely with the 10 regional park implementing agencies that own and operate regional parks. The commission reviews grant applications from the park agencies, and also seeks public input to identify problems and issues in planning for regional parks.

For more information call Arne Stefferud, Parks Planning Analyst, (651) 602-1360.

[SEE ALSO the entry for Metropolitan Parks and Open Space Commission a few pages following this entry.]

Regional Data Center

(651) 602-1140 / TTY (651) 291-0904

Website: www.metrocouncil.org

Email: data.center@metc.state.mn.us

The Council's Regional Data Center provides data and information about the seven-county Twin Cities metro area in the areas of demographics, the economy, housing, government, minority populations, natural resources, parks and open space, and transportation. Information is available in publications, brochures, newsletters and maps, and on computer discs. The Data Center provides custom tabulations of computerized information to businesses, agencies or individuals. There are nominal sliding fees charged for custom research and information for student, government and business customers. The Data Center is open to the public during regular business hours. Some publications and reports are available at no charge; some documents require a nominal fee.

Special Public Service Publications:

• **2000 Aerial Photographs CD-ROMs.** Aerial b/w photos from May 2000 on CD-ROMs of entire metro area, up to four digital orthophotos for a USGS quadrangle on each of 78 discs. An excellent tool for assessing land use or development, or for marketing. Users can overlay roads and boundaries, etc. Cost: \$25 each or \$1,400 for all 78 discs, plus tax.

• **Census Data Resource.** 1990 (and 2000 as data becomes available). The Council is an official recipient and analyst of data from the U.S. Census Bureau for the Twin Cities metropolitan area. The Council provides data upon request for the seven-county metro area. Data is also available for cities, townships, census tracts and census blocks in the metro area.

• **The Twin Cities Economy in Profile.** 2000. Booklet gives a quick snapshot of information about region's economy. Cost: \$2.50

• **Report to the Minnesota Legislature on Affordable and Life-Cycle Housing in the Metro Area.** 1999. Cost: \$8

• **Generalized Land Use Map of the Metro Area (1997 data).** 2000. Cost: \$10

- **Regional Blueprint.** 1996. Describes the Council's overall strategic plan for helping keep the metro area vital in the coming decades. An update is planned for 2002.
- **Annual Report.** Available in late January for the previous year's accomplishments.
- **Smart Growth summary.** 2001. An 8-page overview entitled, "One of the best places to live, work, raise a family and do business."
- **Policy Plans and Policy Statements.** Including transportation, land use, planning, aviation, water quality, recreation and open space, and others.
- **Fact Sheets on Smart Growth.** Fact sheets and flyers describing regional Smart Growth.
- **Smart Growth Twin Cities.** 2000. Fact sheets and flyers describing Smart Growth Twin Cities.
- **Transit Oriented Development Guidebook.** 2000. A 160-page report addressing a broad range of issues related to site selection, land use patterns, street configuration and design details for creating transit-oriented development. Cost: \$10.00
- **Regional Parks Map.** 2001. A 32 x 37 inch map of the seven-county area lists regional parks and the type of activities offered at each.
- **Bicycling Map.** 2001. Map shows suggested bicycle routes in the core cities, especially for bicycle commuters. Cost: \$4 (\$6 mailed).
- **For more publications:**
Visit www.metrocouncil.org/metroarea/pubmain.asp

Metropolitan Mosquito Control District

2099 University Avenue W., St. Paul, MN 55104-3431

Phone: (651) 645-9149; Fax: (651) 645-3246

Website: www.mmcd.org

Email: mmcdmosq@visi.com

Joseph F. Sanzone, Director

Minnesota Statutes, Sections 473.701-716

METROPOLITAN MOSQUITO CONTROL DISTRICT (MMCD) promotes the health and well-being of people in the metropolitan area by protecting the public from disease and annoyance caused by mosquitoes, biting gnats and ticks, in an environmentally safe manner. The district includes all of Anoka, Dakota, Hennepin, Ramsey, Scott and Washington Counties, and the eastern third of Carver County.

Agency Services include:

- **Survey for and control nuisance** mosquitoes and biting gnats, and mosquitoes that transmit human disease or dog heart worm;
- **Monitor deer tick populations** in the metro area and provide education about Lyme and other tick-borne-diseases;
- **Public education** about all aspects of district programs, with emphasis on ways to reduce risk of mosquito and tick-borne diseases.

Background and Structure

Created in 1958, MMCD is governed by a 17-member board of elected county commissioners, each representing his/her respective county board in setting yearly budgets, developing policy and overseeing district operations.

Contact Information:

General Information, Service Requests, Complaints: Phone: (651) 645-9149

Adult mosquito control information Hotline (taped message updated daily during the mosquito control season): (651) 643-8383.



Quadriga of the State Capitol, looking southwest.

Metropolitan 9-1-1 Board

Metro Counties Government Center, 2099 University Avenue W., Suite 201, St. Paul, MN 55104-3431

Phone: (651) 603-0100; Fax: (651) 603-0101

Email: npollock@mn-metro911.org

Nancy Pollock, executive director (651) 603-0106

Minnesota Statutes, Chapter 403 and Section 471.59; *Minnesota Rules*, Chapter 1215

THE METROPOLITAN 911 BOARD WAS ESTABLISHED BY Joint Powers Agreement for the purpose of overseeing the 911 system in the metropolitan area of Minneapolis/St. Paul. The Board consists of Commissioners from the counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington Counties.

The Board is authorized to exercise authority as is necessary and proper to effectively achieve the goals and objectives of its mission: The goals and objectives are to implement the 911 plan of each county to install, operate and maintain the regional 911 system; and is authorized to exercise those powers required to discharge the duties imposed by *Minnesota Statutes* Chapter 403, rules and regulations promulgated by the State of Minnesota, Department of Administration, and *Minnesota Statutes*, section 471.59.

The Metropolitan 911 Board also administers the metro region EMS (Emergency Medical Service) program through a grant from the EMS Regulatory Board.

The metropolitan 911 system is one of the largest integrated systems in use today, providing 911 service to a seven county metropolitan area.

Each county in the metropolitan area, through its designated 911 Planning Committee has developed a 911 Plan for their respective county. County plans address areas of collaboration among response agencies, service boundaries, information about emergency contact personnel, costs, methods of operation, and system configuration and design.

System Configuration

The metropolitan area's 9-1-1 network consists of eighty three originating central offices of twenty-two landline telephone companies, six wireless carriers, two selective routing tandem switches, and twenty five Public Safety Answering Points (PSAP's).

Because dedicated circuits are used throughout the network, circuits are available to receive and transmit 9-1-1 calls even if the serving telephone company public switched network is busy with other calls during an extraordinary high call volume event.

The design of the 9-1-1 system provides a finite number of dedicated 911 trunks which limits the number of calls that could be placed at any one time and ensures that a single major event that would result in a very high volume of 911 calls cannot block the network or overwhelm an individual PSAP.

The 9-1-1 circuits making up the network are to be installed and maintained by the telephone companies with diversity whenever such diversity can be achieved using existing facilities. If no diversity is available, an alternate means of transmitting the 911 call to a PSAP is provided. In addition, the tandem selective routing switches are configured to ensure that loss of one switch will allow 911 calls to continue to be processed through the network.

Complaints are handled by the agency that answered the 9-1-1 call. To file a complaint, contact your local government officials operating the 9-1-1 system in their jurisdiction.

The size of the network is depicted by the following Metro Area 911 System Statistics:

Population:	Approx. 2.5 million
Cities and Townships:	185
Telephone Companies - landline:	22
Telephone Companies - wireless:	6
Central Offices:	105
Telephone Access Lines:	Approx. 1.6 million
911 Voice Circuits:	540
911 Tandem Offices:	2
PSAPs:	26
911 Data Circuits:	52
911 Data Base Records:	Approx. 1.7 million
MSAG Address Entries:	Over 28,000
Emergency Service Zones - ESNs:	255
Annual 911 Calls:	Approx. 1.2 million
No Record Found:	Approx. .5%
Misrouted 911 Calls:	Approx. .05%

Metropolitan Parks and Open Space Commission

230 East Fifth St., Mears Park Centre, St. Paul, MN 55101

Phone: (651) 602-1360; Fax: (651) 602-1464

Website: www.metrocouncil.org.

Email: data.center@metc.state.mn.us

Chair Dave Engstrom; Planning Analyst-Parks Arne Stefferud

Minnesota Statutes, Sections 473.301-.341

THE COMMISSION IS A NINE-MEMBER CITIZEN ADVISORY group, established by the state legislature to advise and assist the Metropolitan Council in developing long-range policy and capital improvement plans for outdoor recreation open space facilities in the region that complement state and federal lands.

Recreation Open Space Policy Plan

The guiding document for the program is the *Recreation Open Space Policy Plan* which identifies those recreation open space sites and facilities in the metropolitan area deemed to be of regional significance, which along with state and federal lands will reasonably meet the outdoor recreation needs of metropolitan area residents and visitors. The plan also contains a 6-year capital improvement program which prioritizes land acquisition and recreation facility redevelopment and development projects based on council funding priority policies. The capital improvement program also proposes how each project should be financed with a combination of state appropriations, Metropolitan Council bonds and federal Transportation Efficiency Act (TEA-21) grants. The policy plan is revised every five years and the capital improvement program is revised every two years. A brochure about the commission and copies of the Recreation Open Space Policy Plan are available at the Metropolitan Council Data Center, (651) 602-1140.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

METROPOLITAN PARKS AND OPEN SPACE COMMISSION -

The commission assists the Metropolitan Council in planning the regional recreation open space system, advises the council on grants for the acquisition and development of facilities, and reviews the master plan for facilities. The nine members include eight members selected from districts of equal population and a chair representing the region at large. Members may not be members of any other metropolitan agency, board or commission, or hold judicial office. Members must reside in the district to which appointed, except the chair. Meetings are held twice monthly, first and third Tuesdays at 4:00p.m. for two hours at Mears Park Centre. The commission does not expire. **Appointing Authority:** Metropolitan Council. **Compensation:** \$50 per diem. *Minnesota Statutes* 473.303. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. Mears Park Centre, 230 E. 5th Street, St. Paul, MN 55101. (651) 602-1000.

The regional recreation open space system includes regional parks between 100 and 500 acres in size, park reserves of 1,000 acres or more, regional trails and regional special recreation features including the Como Zoo and Conservatory, the Noerenberg Floral Display Garden, Square Lake, and Gale Woods Special Recreation Features. Facilities for the following recreation activities are provided: swimming, boating, fishing, picnicking, camping, nature interpretation and trail activities.

The Recreation Open Space Policy Plan, last revised in 2001, plans for a system of 40 regional parks, 12 park reserves, 18 regional trails and three special recreation features. It calls for the acquisition of approximately 55,000 acres of land. In mid-2000, 50,000 acres had been acquired by regional park implementing agencies that own and operate portions of the regional recreation open space system: Anoka, Carver, Dakota, Ramsey, Scott and Washington Counties, the cities of Bloomington and St. Paul, the Minneapolis Park & Recreation Board and the Suburban Hennepin Regional Park District. Master plans for each site are prepared by the park implementing agencies and reviewed and recommended for approval by the commission if they are consistent with the Recreation Open Space Policy Plan. Capital improvement grants to implement the master plans are recommended for Metropolitan Council authorization if funds have been appropriated and they are consistent with the council's recreation open space capital improvement program.

Background

Since its creation in 1974, the commission has been responsible for regional recreation open space system planning, reviews of master plans and capital improvement programming. Initial funding for capital improvements came from \$38.5 million of bonds issued by the Metropolitan Council in 1974-75. State bonds were the primary funding source until 1991 when the council reissued \$15 million in bonds. Since 1994, a combination of state appropriations (bonds and Environmental Trust Fund revenue) and Metropolitan Council bonds along with federal TEA-21 grants for trail projects have been used to finance capital improvements.

As of December 1, 2000, a total of \$339 million in capital improvement grants had been authorized to park implementing agencies by the Metropolitan Council with the advice of the commission. The grants were financed with \$85.2 million of Metropolitan Council bonds, \$213.2 million of state appropriations and \$40.6 million of interest earnings on council and state appropriations.

Since 1985, the state legislature has appropriated between \$2 million and \$4.5 million annually for supplementary operations and maintenance grants to the regional park implementing agencies under a formula contained in *Minnesota Statutes* 473.351. The supplemental appropriations cover between 5.4% and 10.5% of the cost to operate and maintain the regional recreation open space system. The commission reviews the outcome of the formula and advises the Metropolitan Council to disburse the funds by August 1 each year an appropriation is made. In 2000, the Fiscal Year 2001 appropriation was \$4.5 million. The Legislature also appropriated \$5.5 million of lottery fund revenue for park system operations and maintenance in 2000 for FY 2001. These funds were disbursed using the formula contained in MN Statute 473.351.

The commission usually meets on the second and fourth Monday afternoons of the 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 Julie Opsahl, (651) 602-1630, in the office of the Metropolitan Council chair for more information.

A map of the regional recreation open space parks and trails now open for public use has been published, entitled "Regional Parks: A Map and Guide to the Regional Parks in the Twin Cities Metropolitan Area." This map shows the location of each park and trail, who operates them, and what recreational facilities are available. Copies may be obtained free of charge from the Metropolitan Council Data Center. Mail orders cost \$1.00 for postage and handling.

Regional Parks and Park Preserves

Anoka County Parks and Recreation

550 Bunker Lake Blvd., Andover, MN 55304
(763) 757-3920

- Anoka County Riverfront Regional Park
- Bunker Hills Regional Park
- Central Anoka County Regional Trail
- Coon Rapids Dam Regional Park (Anoka Co. portion)
- Lake George Regional Park
- Martin-Island-Linwood Lakes Regional Park
- Mississippi River Regional Trail
- Rice Creek Chain of Lakes Park Reserve
- Rice Creek North Regional Trail
- Rice Creek West Regional Trail
- Rum River Central Regional Park

City of Bloomington

Department of Community Services, Parks and Recreation
Division, (952) 948-8877

2215 West Old Shakopee Road, Bloomington, MN 55431

- Hyland-Bush-Anderson Lakes Park Reserve (Bush and Normandale Lake portion)

Carver County Parks

10775 County Road 33, Young America, MN 55397
(952) 467-4200

- Baylor Regional Park
- Lake Minnewashta Regional Park
- Lake Waconia Regional Park

Dakota County Parks Department

8500 127th Street East, Hastings, MN 55033
(651) 438-4660

- Big Rivers Regional Trail
- Lake Byllesby Regional Park
- Lebanon Hills Regional Park
- Mississippi River Regional Trail
- Spring Lake Park Reserve

Hennepin Parks

12615 County Road 9, Plymouth, MN 55441-1248
(763) 559-9000

- Baker Park Reserve
- Bryant Lake Regional Park
- Carver Park Reserve
- Clifton E. French Regional Park
- Coon Rapids Dam Regional Park (Hennepin Co. portion)
- Crow-Hassan Park Reserve
- Elm Creek Park Reserve
- Fish Lake Regional Park

- Gale Woods Special Recreation Feature
- Hyland-Bush-Anderson Lakes Park Reserve (Hyland and Anderson Lake portion)
- Lake Minnetonka Regional Park
- Lake Rebecca Park Reserve
- Noerenberg Floral Garden
- North Hennepin Regional Trail
- North Mississippi Regional Park
- Scott County-Hennepin Park Advisory Board
 - Cleary Lake Regional Park
 - Murphy-Hanrehan Park Reserve
- Scott County West Regional Trail
- Southwest LRT Regional Trails

Minneapolis Park and Recreation Board

200 Grain Exchange, 400 South 4th Street, Minneapolis, MN 55415; (612) 673-4875

- Bassett's Creek Regional Trail
- Cedar Lake Regional Trail
- Central Mississippi Riverfront Regional Park
- Kenilworth Regional Trail
- Minneapolis Chain of Lakes Regional Park
- Minnehaha Parkway Regional Trail
- Minnehaha Regional Park
- Mississippi Gorge Regional Park (within Minneapolis)
- Nokomis-Hiawatha Regional Park
- North Mississippi Regional Park
- Theodore Wirth Regional Park
- Wirth-Memorial Parkway Regional Trail

Ramsey County

Parks and Recreation Department, 2015 Van Dyke Street, Maplewood, MN 55109; (651) 748-2500

- Bald Eagle-Otter Lake Regional Park
- Battle Creek Regional Park
- Birch Lake Regional Trail
- Bruce Vento Regional Trail (outside St. Paul)
- Highway 96 Regional Trail
- Long Lake Regional Park
- Phalen-Keller Regional Park (Keller portion)
- Rice Creek West Regional Trail
- Vadnais-Snail Lake Regional Park

City of St. Paul

Division of Parks and Recreation, 25 West 4th Street, Room 300, St. Paul, MN 55102; (651) 266-6400

- Como Regional Park (Zoo and Conservatory)
- Bruce Vento Regional Trail (within St. Paul)
- Hidden Falls-Crosby Farm Regional Park
- Lilydale-Harriet Island Regional Park
- Mississippi Gorge Regional Park (within St. Paul)
- Phalen-Keller Regional Park (Phalen portion)

Washington County Parks Division

1515 Keats Avenue North, Lake Elmo, MN 55042
(651) 430-8368

- Cottage Grove Ravine Regional Park
- Hardwood Creek Regional Trail
- Lake Elmo Park Reserve
- Square Lake Special Recreation Feature

State and Federal Lands:

Minnesota Dept. of Natural Resources

500 Lafayette Rd. Box 40, St. Paul, MN 55155; (651) 296-6157

Motor vehicle entry permit required at most locations:

- Afton State Park (651) 436-5391
- Fort Snelling State Park (651) 725-2390
- Gateway Segment of Munger State Trail (651) 296-6157
- Luce Line Trail (651) 296-4776
- Minnesota Valley State Trail Park (651) 296-4776
- William O'Brien State Park (651) 433-0500

U.S. Fish and Wildlife Service

3815 East 80th Street, Bloomington, MN 55425

(952) 335-2323

- Minnesota Valley National Wildlife Refuge

Minnesota Zoo (entrance fee)

13000 Zoo Blvd., Apple Valley, MN 55124; (651) 432-9000

Metropolitan Sports Facilities Commission

900 South 5th Street, Minneapolis, MN 55415

Phone: (612) 332-0386; Fax: (612) 332-8334

Email: matowin@msfc.com

Chair Kathryn R. Roberts; Executive Director William J. Lester

Minnesota Statutes, Sections 473.551-.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.

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 negotiable depending on the event. 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 approximately 20,000 vehicles. The Metrodome parking lot can handle up to 230 buses at any one time.

The commission owns and operates the Hubert H. Humphrey Metrodome. From the revenues generated by Metrodome operations as listed above, the commission is able to pay for capital improvements, and cost of stadium operations with no dependence on an on-going tax. The debt on the Metrodome was retired in March of 1998. The operating surplus in prior years resulted in the suspension of the hotel/motel/liquor tax in the city of Minneapolis since January 1, 1985. Since the Metrodome opened in 1982, over 57 million people have purchased tickets for various events.

The commission members' term of appointment 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. Committee meetings are held as needed and are also open to the

public. The organizational structure includes committees on capital improvements, intergovernmental relations, concessions, marketing, and personnel.

The commission publishes an annual review and a quarterly newsletter. Also, various Metrodome photographs, slides, brochures and pamphlets are available upon request. For more information, contact the commission administrative offices.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

METROPOLITAN SPORTS FACILITIES COMMISSION - The Metropolitan Sports Facilities Commission is responsible for the location, design, construction, and operation of the Hubert H. Humphrey Metrodome. The chair is appointed by the governor, and six commissioner members are appointed by the Minneapolis City Council. Members must file with the Ethical Practices Board. Regular commission meetings are held on the third Wednesday of the month at 9:00 a.m. in the commission office conference room. Committee meetings on an as needed basis. The commission does not expire. **Appointing Authority:** Governor and Minneapolis City Council. **Compensation:** \$50 per diem plus expenses. *Minnesota Statutes* 473.553. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. Hubert H. Humphrey Metrodome, 900 South. 5th Street, Minneapolis, MN 55415. (612) 332-0386.

Department of Military Affairs (Minnesota National Guard)

Veterans Service Building, 4th Floor,
20 W. 12th Street, St. Paul, MN 55155-2098

Phone: General (651) 282-4666; Fax: (651) 282-4541

Website: www.dma.state.mn.us

Adjutant General Major General Eugene R. Andreotti

Minnesota Statutes, Chapters 190-195

THE DEPARTMENT OF MILITARY AFFAIRS CONSISTS OF THE National Guard military forces of the State of Minnesota (12,000 men and women), the Office of the Adjutant General, civilians employed for administration and maintenance and the National Guard 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 assist Minnesota citizens during emergencies, at the direction of the Governor. The federal mission of the National Guard is to provide units for mobilization to augment the active Army and Air Force.

The Adjutant General, the military chief of staff to the Governor, heads the Department of Military Affairs and is responsible for the National Guard fulfilling its state and federal missions. The Adjutant General accepts federal resources 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, facility improvement and maintenance programs.

The adjutant general, deputy and assistant adjutant generals are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Executive Director, Minnesota National Guard

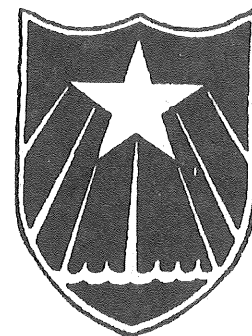
(651) 282-4671 Colonel Dennis J. Lord. The Executive Director assists the Adjutant General in the general management and operation of the Military Affairs Department with specific oversight for all state and certain federal fiscal matters. The Executive Director is also the primary liaison with the State Legislature, the Minnesota congressional delegation and other federal and state agencies.

Air National Guard State Headquarters

(651) 282-4673 Colonel John W. Carlson, Executive Staff Support Officer. This office is the link between the Adjutant General and the two Air National Guard bases/flying wings. The office processes major Air Guard personnel actions including enlistments, separations and discharges. The office also develops policies and directives for the Minnesota Air National Guard and provides guidance in ensuring that applicable U.S. Air Force regulations are adhered to by all Minnesota Air Guard units. The office oversees Air Guard logistics, training, operations, maintenance, personnel recruiting and personnel retention.

Chief of Staff, Army Guard

(651) 282-4665 Colonel Thomas D. Cochran, Chief of Staff. The Chief of Staff, Minnesota Army National Guard, manages the total mission for the Minnesota Army Guard, and insures that essential services and support are available for Army Guard functions. He/she also manages the Minnesota Army National Guard headquarters staff to insure that all assigned missions are accomplished.



U.S. Property and Fiscal Office

(320) 632-7331 Colonel Verne P. Burque, U.S. Property and Fiscal Officer. All federal resources issued to the Minnesota Army and Air National Guard must pass through this office, which is located at Camp Ripley, a Minnesota National Guard training facility near Little Falls, Minnesota. The office maintains all necessary records concerning receipt, disbursement and accounting of resources loaned to or used by the Minnesota National Guard.

Directorate of Military Support

(651) 282-4554 Lieutenant Colonel Gary L. Sigfrinius, Director of Military Support. The Military Support 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 office also manages drug demand reduction (DDR) and counter drug programs. The DDR program teams up with Drug Abuse Resistance Education (DARE) units at community police agencies around the state to provide a program to elementary school students on making good choices in life. The counter drug program provides various types of assistance to local law enforcement agencies across the state to help stem the flow of illegal drugs into and out of Minnesota.

Human Resources Management Office

(651) 282-4668 Lieutenant Colonel William Kolbinger, Director of Human Resources. This office provides human resource management services to the federally financed full-time employees who support the Minnesota Army and Air National Guard.

Public Affairs Office

(651) 282-4684 Lieutenant Colonel R. Denis Shields, Director of Public Affairs. This office handles public information, community relations and internal information for the Minnesota Army and Air National Guard. News media and other public inquiries should be directed to this office.

Staff Judge Advocate

(651) 282-4683 Major John Brossart. The Staff Judge Advocate is responsible for managing all legal matters pertaining to the Minnesota National Guard. The office works closely with the Minnesota Attorney General's Office, as well as federal legal offices.

State Comptroller

(651) 282-4678 Mr. Terrence Palmer, Comptroller. This office manages all of the state budget of the Minnesota Department of Military Affairs. It takes care of all personnel and finance records for National Guard state employees. This office also oversees the Minnesota State Armory Building Commission, which finances the construction of new National Guard training and community centers. The Commission also manages and maintains those structures until the

bond debt has been retired and the property is transferred to the State of Minnesota

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA STATE ARMORY BUILDING COMMISSION - Law provides: The commission acquires property for armory use, exercises the right of eminent domain, issues bonds for the construction and equipping of new armories, can sue or be sued and pays the cost of operating, maintaining and improving commission-owned armories. The Adjutant General is chair. Membership is made up of not less than two officers of the national guard of the state, above the grade of major, to be selected by the adjutant general. The commission elects a secretary and a treasurer from its members other than the adjutant general. *Minnesota Statutes*, Chapter 193. (651) 282-4678; Veterans Service Building, St. Paul, MN 55155 Terrence J. Palmer, executive director, Email: palmert@mn.ngb.army.mil

Camp Ripley Training Site

(320) 632-7321 Colonel Terry Dorenbusch, Camp Commander. Camp Ripley is the state-owned National Guard training site located seven miles north of Little Falls, Minnesota. This 53,000-acre installation has accommodations to house 10,500 troops during moderate weather and 3,500 for winter training. The camp has a number of automated small arms ranges used by the military as well as local and state law enforcement agencies. The camp also has a 20 classroom education center which has an overall capacity of 700 students. The building is equipped with audio-visual equipment and

computer facilities. It is able to handle interactive audio and visual teleconferencing sessions. It is available for use by federal agencies as well as other state agencies.

Minnesota National Guard Major Commands

34th Infantry Division

(651) 282-4702 Major General Larry Shellito, Commander. The 34th Infantry Division, one of our nation's eight Army National Guard Divisions, is headquartered in Rosemount, Minn. The division has units in Minnesota, Iowa and Wisconsin. Almost 9000 Minnesota Army National Guard soldiers are assigned to the Division. The 34th consists of infantry, armor, field artillery, aviation, engineer and support and service units.

133rd Airlift Wing

(612) 713-2500 Colonel Terry Heggemeier, Commander. The 133rd Airlift Wing, located at the Minneapolis/St. Paul International Airport, flies four-engine C130H transport airplanes. The 1000 men and women assigned to the 133rd perform tactical airlift missions with both personnel and equipment.

148th Fighter Wing

(218) 723-7200 Colonel Tim Cossalter, Commander. The Duluth-based 148th Fighter Wing maintains 15 mission-ready F-16 jet fighters. The unit's mission is to intercept and identify hostile airborne targets and launch an attack with conventional air-to-air munitions. A permanent detachment consisting of two aircraft and 17 personnel are assigned to Tyndall Air Force Base, Florida. The mission at Tyndall is 24-hour alert to protect the airspace over the southeast United States.



Workers at base of statue for Gov. Johnson.

Department of Natural Resources

500 Lafayette Road, St. Paul, MN 55155-4001

Phone: DNR Information Center (651) 296-6157; 1-888-646-6367

Fax: (651) 297-3618

Website: info@dnr.state.mn.us

Commissioner Allen Garber

Minnesota Statutes, Chapters 84, 84A, 85, 86, 86A, 88-94, 97-112;

Minnesota Rules, Chapters 6100-6299



"WE WILL WORK WITH PEOPLE TO MANAGE THE STATE'S diverse natural resources for a sustainable quality of life."

That vision statement, adopted by the Department of Natural Resources in 1992, focuses the department's efforts in managing the state's resources. The DNR strives to work with people to conserve natural systems and maintain biodiversity while providing for the ethical use of the resources for social and economic purposes. The DNR works to balance developmental needs with the need to protect natural resource values; preserve unique, threatened, and endangered resources; preserve unique cultural, historical, and archaeological resources; improve and restore degraded environments, and mitigate environmental losses; and integrate all natural resource concerns and perspectives in decision-making processes.

The resources are managed for a sustainable quality of life by balancing human needs and natural systems to ensure the needs of present generations are met without compromising the ability of future generations to meet their needs; and maintaining the integrity of natural systems to ensure a productive and healthy living environment.

The DNR staff works in partnership with constituents to manage the state's ecosystems. Maintaining a sustainable quality of life is a shared responsibility of all citizens, as well as public and private organizations.

Background

Minnesota's natural resources include about 16.7 million acres of forest land; 15,293 lakes of 10 acres or larger; tens of thousands of miles of rivers; diverse game animals; prized game fish; rare plant and animal species; rich mineral deposits; 66 state parks and six state recreation areas; and hundreds of areas for camping, hiking, snowmobiling, and other outdoor recreation.

The agency was established in 1931 as the Department of Conservation. It was renamed the Department of Natural Resources in 1971 to better reflect the agency's broader responsibilities. Today the stewardship of Minnesota's resources is handled by about 2,100 full-time DNR employees and approximately 890 additional part-time and seasonal employees, working in partnership with volunteers and organizations throughout the state.

While the DNR is headquartered in St. Paul, a majority of staff work out of more than 350 offices throughout the state, including six regional offices located in Bemidji, Grand Rapids, Brainerd, New Ulm, Rochester, St. Paul. The DNR 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

(651) 296-2549 Allen Garber, commissioner;

(651) 296-2540 Steven Morse, deputy commissioner;

(651) 296-2549, Kim Bonde, special assistant to the commissioner.

FAX: (651) 296-4799

The DNR commissioner has authority over public lands, state parks, timber, waters, minerals, and wildlife of the state, and their use,

sale, leasing, or other disposition. The commissioner has jurisdiction over 66 state parks, eight waysides, and six state recreation areas; 1,328 state-owned wildlife management areas; lands within state forest boundaries; and more than 18,000 miles of recreational trails. The commissioner also is responsible for providing fire protection within the state's forested areas. The deputy commissioner is next in charge.

The commissioner, deputy and assistant commissioners are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

LAKE SUPERIOR CENTER AUTHORITY - The authority is a nonprofit established for state bonding for the construction of the Lake Superior Center - Duluth Aquarium. It has general corporation powers defined by Minnesota statutes, with the exception that the corporation may not act as a general partner in any partnership. Appointments were made in 1992. The council consists of five members. One of the five directors is the commissioner of the Dept. of Natural Resources, the remaining four directors are appointed by the governor. The authority meets biannually for six hours, with additional meetings as required. The council does not expire. *Laws of 1990, Chapter 535.*
Required to file Statements of Economic Interest: members. Chairman: Thomas Spence 52 Cliff Cove Road, Schroeder, MN 55613. (218) 663-7452.

Administration

(651) 296-9556 Kurt Ulrich, assistant commissioner for administration. This office provides administrative and support services to the department through the bureaus of field services and engineering, management information systems, and information and education and licenses.

Operations

(651) 296-5229 Brad Moore, assistant commissioner for operations. This position oversees management of the nine DNR Divisions: enforcement, fish, wildlife, ecological services, forestry, lands & minerals, parks, trails & waterways and waters. In addition, the assistant commissioner is responsible for the DNR's six geographic regions. Responsibilities include: implementation of department vision, goals and strategies, policy development and communications with external stakeholders.

Office of Professional Standards

(651) 284-3338; FAX : (651) 284-3340 (vacant), supervisor. The mission of the Office of Professional Standards is to promote lawful

and ethical conduct by all DNR employees by identifying needs for education, training or changes in procedures and by conducting investigations into circumstances suggesting serious employee misconduct. The Office of Professional Standards will endeavor at all times to carry out this mission with the highest degree of fairness, consistency and confidentiality, and in accordance with the provisions of collective bargaining agreements and/or Plans.

Agricultural Policy

(651) 297-8341 Wayne Edgerton, director. This official plans and directs a consistent communication and coordination program between the DNR commissioner's office and the state's agricultural constituents. The agricultural policy director works closely with agricultural interests in solving common problems and preserving the resources.

Executive Offices:

Legislative Services

(651) 296-0915 Michelle Beeman, director.

Field Operations

(651) 215-6069 Laurie Martinson, manager.

Affirmative Action, Diversity and Outreach

(651) 296-6294 Trancey Williams, director. **(651) 297-4745 South East Asian Outreach**

Communications

(651) 297-4884 Dennis Stauffer, director.

Regional Offices

Region I: (218) 755-3955; FAX: (218) 755-4024
Paul Swenson, director
2115 Birchmont Beach Road Northeast
Bemidji, Minnesota 56601

Region II: (218) 327-4455; FAX: (218) 327-4263
John Guenther, director
1201 East Highway 2
Grand Rapids, Minnesota 55744

Region III: (218) 828-2561; FAX: (218) 828-2439
Charles (C.B.) Bylander, director
1601 Minnesota Drive
Brainerd, Minnesota 56401

Region IV: (612) 359-6000; FAX: (507) 359-6018
Cheryl Heide, director
261 Highway 15 South
New Ulm, Minnesota 56073

Region V: (507) 285-7420; FAX: (507) 285-7144
Larry Nelson, director
2300 Silver Creek Road NE
Rochester, Minnesota 55906

Region VI: (612) 772-7900; FAX: (651) 772-7977
Kathleen Wallace, director
1200 Warner Road
St. Paul, Minnesota 55106

Bureau of Information, Education and Licensing

(651) 296-3336; Fax: (651) 296-0902 Internet: info@dnr.state.mn.us
(651) 296-0907 Tom Baumann, administrator;
(651) 296-0901 Pat Delkoski, administrative assistant;
(651) 296-0907 Kim Elverum, asst. director Boat & Water Supervisor;
(651) 297-4941 Karen Beckman, asst. to the director, administration.

The bureau's mission is to serve as a bridge between the DNR and its customers by providing information and communication services that facilitate understanding of resource issues and understanding of customer needs. The bureau provides news and information to the media and the public concerning Minnesota's natural resources and DNR programs, policies, activities, and regulations.

It has the responsibility for issuing licenses and recreational vehicle registrations and titles to both residents of Minnesota and non-residents directly from the central office of the DNR in St. Paul and through ELS point of sale equipment throughout the state.

Boat and Water Safety Unit

(651) 296-0905 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 12 to 17-year-olds; water surface use management; informational programs on boat and water safety; and in-service training programs for safety and enforcement personnel. The unit collects and interprets statistical data on boat and water accidents and boating in general. There is one boat for every 6 residents in Minnesota, the highest per capita boat registration figure in the country.

DNR Information Center

(651) 296-6157 or 1-888-646-6367 (in Greater Minnesota). Robin Persons, supervisor. Nine information specialists answer approximately 150,000 questions and 20,000 e-mails annually on Minnesota's natural resources and outdoor recreational opportunities. The Information Center provides DNR brochures, maps and other information to the public, including the most up-to-date reports on river levels and snow depths. Walk-in visitors are welcome from 8 a.m. to 4:30 p.m. Monday through Friday.

Creative Services Section

(651) 297-1899 Adele Smith, supervisor. Three graphic art specialists and one electronic desktop publishing coordinator provide graphic design services to other DNR units, including layout and design of books, brochures, posters, signs, displays, printing assistance, and project consultation. Two information officers, Dale Newton and Deb Rose providing; photography for publication, photo lab service, photo library, video production, slide show production, sound recording, media video recording, video duplication, equipment loan and project planning for DNR staff.

Conservation Volunteer Magazine

(651) 296-0894 Kathleen Welfen, Chief editor; Greg Breining, managing editor. Minnesota Conservation Volunteer, official bimonthly magazine of the DNR, circulates free to 120,000 Minnesota subscribers, including all public schools and libraries in the state. The magazine features stories on Minnesota's woods, waters, and wildlife.

Communication Services Section

(651) 296-0903 Scott Pengelly, supervisor

Media Unit

(651) 296-0903 Scott Pengelly, news editor; Sheila Gebhard, information officer; Bob Bystrom, education specialist. This section coordinates media relations activities for the DNR, including the distribution of news releases and story tips. The unit also provides editing and communications planning services; revenue generation through the sale of advertising; intellectual property rights and information access management; and other related publication and communication services. This unit also helps coordinate DNR environmental education efforts, and produces the DNR employee newsletter "DNR Review".

Marketing Unit

(651) 282-6861 Susan Balgie & Melanie Backman This section works to improve public awareness of current DNR services, to measure public perception, and to help DNR units modify existing services to better meet public needs. The Marketing Unit coordinates efforts within the DNR to develop and implement programs and services that reflect the needs and expectations of citizens of Minnesota. The unit gathers public input through customer satisfaction surveys and focus groups, and provides quality improvement advice.

The unit assists in the development and implementation of marketing and communication plans for DNR sections or projects. The unit also coordinates DNR mailing list sales; develops revenue-generating products for sale; and helps coordinate DNR special events, including the DNR Building at the Minnesota State Fair.

Licensing Section

(651) 297-8700; FAX: (651) 297-8851 Tom Keefe supervisor. Licenses are required for harvesting wild rice, hunting, fishing, and trapping. The licensing section oversees the statewide sale of hunting and fishing licenses through its electronic licensing system (ELS). Licenses are issued immediately when evidence of eligibility are provided. The section also manages commercial licensing, hunting lotteries, and the lifetime license programs..

Registration and Titling Unit

(651) 296-4511 Wendy Cochran, supervisor. This section supervises agent activity in watercraft titling and recreational vehicle registration and provides information to agents and the general public regarding titling and registration laws, regulations, requirements and procedures. Registering and licensing boats, snowmobiles, all-terrain vehicles (ATVs), off-highway motorcycles (OHM's) and off-road vehicles (ORV's) are provided in this section. The department requires licenses for the use of boats, snowmobiles, ATV's, OHM's, and ORV's within the state.

License Counter and Shipping Unit

(651)297-4938 Steve Michaels, supervisor. The DNR maintains a license and registration center in the St. Paul Central office. Customers may purchase all game and fish licenses and register boats, ATV's, etc., at the counter. Hours of operation are 8:00am-4:30pm., Monday through Friday.

This section, includes the Bureau's of shipping and warehousing, Boat and Water Safety warehousing, shipping, Information Center mailing and shipping and Field Services shipping and receiving. Public information and service systems including phone systems, walk-up service counters, website, e-mail response functions, ect., will be incorporated under this umbrella.

2000 Minnesota Hunting & Fishing Licenses

Guide to Issuing Agents

Sale Price Plus Type of License Price Issuing Fee

<u>Type of License</u>	<u>Sale Price Plus Price Issuing Fee:</u>	
Res. Senior Citizen Small Game	\$10.00	\$11.00
Res. Senior Citizen Angling	\$ 6.50	\$ 6.50
24-Hour Angling Res./Nonres.	\$ 8.50	\$ 9.50
Res. Individual Angling	\$17.00	\$18.00
Res. Combination Fishing	\$25.00	\$26.00
Res. to Spear from Dark House	\$17.00	\$18.00
Res. Whitefish, Tullibee or Herring	\$10.00	\$11.00
Res. Dark House or Shelter	\$11.50	\$12.50
Res. Dark House or Shelter (rental)	\$26.00	\$27.00
Nonres. Shelter	\$33.00	\$34.00
Nonres. Shelter (7 Day)	\$19.00	\$20.00
Nonres. Individual Fishing	\$34.00	\$35.00
Nonres. Family Fishing	\$46.00	\$47.00
Nonres. 14-Day Married Couple Angling	\$35.00	\$36.00
Nonres. Short Term Angling (7 day)	\$24.00	\$25.00
Nonres. Short Term Angling (3-Day)	\$20.00	\$21.00
Trout Stamp	\$ 8.50	\$ 8.50
Res. Small Game	\$16.00	\$17.00
Res. Youth Firearms	\$ 5.50	\$ 6.50
Res. Deer Firearms	\$25.00	\$26.00
Res. Deer Archery	\$25.00	\$26.00
Res. Regular Trapping (18 Years and older)	\$20.00	\$21.00
Res. Junior Trapping (over 13 & under 18)	\$ 6.00	\$ 7.00
Res. Multi-Zone Buck	\$50.00	\$51.00
Res. Individual Sports	\$27.00	\$28.00
Res. Combination Sports	\$36.00	\$37.00
Nonres. Small Game	\$77.00	\$78.00
Nonres. Deer Firearms	\$125.00	\$126.00
Nonres. Deer Archery	\$125.00	\$126.00
Nonres. Furbearer Hunting	\$155.00	\$156.00
Migratory Waterfowl Stamp	\$ 5.00	\$ 5.00
Pheasant Stamp	\$ 5.00	\$ 5.00
Wild Rice Harvesting	\$12.50	\$13.50
Res. No-quota Bear	\$38.00	\$39.00
Nonres. No-quota Bear	\$195.00	\$196.00
Res. Firearm Management	\$12.50	\$13.50
Nonres. Firearm Management	\$62.50	\$63.50
Res. Archery Management	\$12.50	\$13.50
Nonres. Archery Management	\$62.50	\$63.50
Res. Intensive Harvest Permit	\$12.50	\$13.50
All Season Buck	\$66.00	\$67.00
Goose Permit	\$ 4.00	\$ 4.00

Watercraft Titling Fee Schedule

Watercraft title (one-time fee)	\$18.50
Corrected title	\$13.50
Transfer (existing Minnesota title)	\$13.50
Add lienholder to existing title	\$13.50
Lien reassignment	\$ 4.50
Duplicate title	\$ 7.50

(Note: All fees listed above include a \$3.50 filing fee, effective July 1, 1995. This filing fee is collected once for each watercraft transaction)

Watercraft Registration Fee Schedule

Any watercraft more than 19' for hire	
with an operator	\$57.00
Pleasure watercraft 40' or more	\$67.00
Dealer's license	\$52.00
Pleasure watercraft 26' but less than 40'	\$52.00
Pleasure watercraft over 19' but less than 26'	\$37.00

Pleasure watercraft 17' & up to and including 19'	\$25.00
Pleasure watercraft less than 17'	\$19.00
Canoes, kayaks, sailboats, sailboards, rowing shells and paddleboats up to and including 19'	\$14.00
Rental or lease watercraft up to and including 19'	\$13.00
Rental or lease Personal watercraft (Jet ski's etc.)	\$32.00
Watercraft owned by non-profits; water-safety training, Boy Scouts, Girl Scouts, etc.	\$10.00
Transfer or duplicate of any non-titled watercraft. No milfoil surcharge collected.	\$ 5.00
Non-motorized watercraft 9' or less are exempt from licensing	\$ 0.00

Snowmobile Registration Fee Schedule

New/unregistered or renewal registration	\$47.00
Renewal and transfer	\$51.00
Transfer or duplicate	

Off-Highway Motorcycle Registration Fee Schedule

New/unregistered or renewal registration	\$32.00
Renewal and transfer	\$36.00
Transfer or duplicate	\$ 6.00

All-Terrain Vehicle Registration Fee Schedule

New/unregistered or renewal registration	\$20.00
Renewal and transfer all-terrain vehicle	\$24.00
Transfer or duplicate all-terrain vehicle	\$ 6.00

Agricultural/ATV

Agricultural all-terrain vehicle	\$ 8.00
Duplicate agricultural all-terrain vehicle (<i>note: there are no transfers on an agricultural ATV</i>)	\$ 6.00

Off-Road Vehicle Registration Fee Schedule

New/unregistered or/renewal registration	\$32.00
Renewal & Transfer	\$36.00
Transfer or duplicate	\$ 6.00

(note: All recreational vehicle fees listed above (unless otherwise indicated) include a \$2.00 filing fee effective July 1, 1995. This includes tax-exempt registrations.)
(*Fee Chart as of January 1, 2000*)

Qualifications and Special Licenses

The License 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.

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 License Bureau for information on necessary hunting or trapping 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. 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 97A.441, subdivision 1 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 416, Paragraph (I)(1) or Section 423(d) or is a recipient of worker'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 Annual licenses are issued by Special ELS-POS Agents. All permanent licenses are issued at the DNR only. Besides the License Bureau, recreational hunting and fishing licenses are available from county auditors and 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 Dec. 31 of the following year. Licenses for boats, snowmobiles, ATVs, OHMs and ORVs 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 DNR's regional headquarters.

Enforcement Division



(651) 296-6157; FAX: (651) 297-3727 Bill Bernhjelm, 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; enforce boat and water laws, snowmobiles, off-road vehicles, and all-terrain vehicles (ATV); and enforce laws dealing with

alterations of beds of lakes and streams and wetlands. The division supervises the Firearms Safety Training Program, the Snowmobile Safety Program, Off Road Motorcycles Training Program, the ATV Training Program, and Advanced Hunter Education Program.

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 sales to dispose of furs, firearms, 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 phone numbers are listed in local directories or can be contacted through the Minnesota State Patrol dispatchers or local sheriff's offices. For information on the safety programs offered by the division or for the items and locations of disposal sales, contact the division. There are no forms or fees. Many requests can be handled immediately.

Motor Vehicle-Killed Wildlife

A law passed and implemented during 1987 shifts most of the responsibility for the pick-up of vehicle-killed deer from DNR conservation officers to local road authorities, and provides for no-cost deer possession. Under the law, DNR conservation officers coordinate the program, and will issue six-month possession permits to be distributed by state and local authorities.

In addition to transferring this responsibility for the pick-up of vehicle-killed deer to local road authorities, the law also requires the department to issue possession permits that allow the driver claiming a salvageable animal to keep it at no charge. The carcass can 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 that 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 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 vehicle-killed deer, all other salvageable big game will be sold for the highest price obtainable. These animals will be sold and reported on confiscation and sale reports. The minimum prices for these animals include moose (\$50) and bear (\$10), plus \$1 per claw if sold with the animal.

Turn In Poachers (TIP)

Statewide Toll-Free:

1-800-652-9093,

24-hours-a-day,

365-days-a-year

Turn In Poachers, TIP Inc. is a private, non-profit organization of conservationists concerned about poaching problems. TIP Inc. provides all reward monies for the program. The division cooperates with the TIP program, which was established to encourage the public to report natural resource violations. The information and the person reporting can 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 may be eligible for a reward of up to \$1,000, depending upon the seriousness of the crime. The reward amount will be determined by an impartial panel. Since its inception in 1981, this program has been a deterrent to the senseless waste of wildlife and is extremely beneficial to the DNR Enforcement Division.



Special Investigation Unit

(651) 296-6092 Bill Spence, operations manager. This unit concentrates its covert/overt investigations on illegal commercialization and interstate trafficking of wildlife. It manages the division's forensic research and analysis program. The unit also coordinates enforcement with the U.S. Fish & Wildlife Service and other law enforcement agencies. Investigations relating to license fraud and recreational vehicle theft are initiated through this unit. In addition, it provides investigative training and equipment to uniformed conservation officers.

Arrests and Confiscations Unit

(651) 296-0657 Patty Holt, supervisor. This unit is responsible for the proper disposition of nonperishable articles confiscated from violators of Minnesota game and fish laws.

A **Firearms Auction** is held periodically; it is open to Federally licensed firearms dealers.

The unit also provides a summary of **Confiscated Animals**, such as 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.

Enforcement Education Programs

This section provides training and course materials for youth and adults in firearm safety, advanced hunter education, bowhunter education, snowmobile, all-terrain vehicle (ATV) and off-highway motorcycle. The objective of these training programs is to provide recreational learning opportunities for youth and adults to ensure safer and more responsible use of our natural resources.

Firearm Safety Training consists of at least 12 hours of instruction in safe handling of firearms, which includes firing on a rifle range, hunter responsibility, 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 that is used in lieu of a license to hunt small game. This certificate must also be presented if the youth wishes to obtain a big game hunting license. The course cost is \$5 and is also open to adults. For metro class listings only, call (651) 296-4819. For general information on firearm safety training classes or classes outside the metro area, call 1-800-366-8917 or your local conservation officer.

Advanced Hunter Education instructs hunters ages 14 years or older. Ages 14 and 15 must have completed and passed a firearm safety training class. The Advanced Hunter Education Program covers hunter responsibility and safety skills, wildlife ways, survival skills, maps and compass, and current issues concerning hunting. This course meets all other states' hunter education requirements. The course cost is \$15. For a statewide class listing call (651) 296-5015. For general information on the Advanced Hunter Education Program, call (651) 296-0890.

Bowhunter Education instructs hunters ages 12 years or older. Ages 12-15 must have completed and passed a firearm safety training class. The Bowhunter Education Program covers bowhunting techniques, equipment, bowhunting safety and hunter responsibility. The course meets all other state's bowhunter education requirements. The course cost is \$5. For a statewide class listing, call (651) 295-5015. For general information on the Bowhunter Education Program, call (651) 296-0890.

Recreational Vehicles. Snowmobile, ATV and Off-highway Motorcycle Safety is taught to promote safe, courteous participation in these sports. These safety courses emphasize responsibility, pre-season maintenance, nomenclature, proper clothing, laws, general operations, safe operation, protection of the environment and problems one may encounter while riding. The snowmobile course is taught by volunteer instructors and has a hands-on field test for operators ages 12-17. The ATV and off-highway motorcycle safety courses are mail order courses for students ages 12-15. Each course costs \$5. An Adult Snowmobile Safety class is offered to fulfill a statutory requirement that all snowmobile operators born after December 31, 1979, possess a safety certificate. The course is a one-night seminar and has a \$10 fee. For metro snowmobile class listings only, call (651) 296-4819. For general information on snowmobile safety training classes or classes outside the metro area, call 1-800-366-8917, or the local conservation officer. To receive a mail order course for ATV or off-highway motorcycle, call 1-888-646-6367.

For duplicate firearms safety certificates, call 1-800-366-8917. For duplicate snowmobile safety certificates, call 1-800-766-6000 or (612) 297-4897. For hunter education or bowhunter education certificates, call 1-800-766-6000 or (612) 296-0890. For ATV or off-highway motorcycle certificates, call 1-800-766-6000 or (612) 297-4897.

Bureau of Engineering, Field Services and Youth Programs

(651) 296-0614; FAX: (651) 297-5818 **Elaine Johnson, administrator.** This bureau provides services to the operating divisions and employees of the DNR. The services include engineering and surveying; safety, equipment, fleet and facilities management; and work crews made up of young people serving in the conservation corps. While offering traditional services such as construction plan and specification preparation, the bureau is also involved in contract management for department construction projects of all types, as well as facility operations, maintenance and repair management. Land surveys for acquisition, land exchanges, land management and development are also carried out within the bureau.

The **Public Recreation Information Mapping Program (PRIM)**, which maps recreational activities for the entire state, is also among the bureau's list of services. PRIM maps are available for sale statewide at sporting goods outlets, some convenience stores, and the **DNR Gift Shop**, 500 Lafayette Road, St. Paul; (651) 228-9165, and Minnesota's Bookstore. A complete set of U.S.G.S. quadrangle maps, related high altitude photos, and extensive information relating to Public Land Corners, resides at the bureau.

The bureau also manages the DNR's safety program and the DNR's equipment management program (which includes 4000 + fleet vehicles and equipment, radios, fuel, and related items). The materials management program includes warehouse operations, uniform issues, inventory of the DNR's 25,000 fixed assets, and disposal of surplus property. DNR forms supply, interoffice mail, management of office equipment contracts in the DNR's central office, coordination of the recycling program, and sign programs are also among the diverse services offered by the bureau.

The **Youth Programs** arm of the bureau consists of the **Minnesota Conservation Corps (MCC)** programs and other youth programs available to the DNR. The corps has two main objectives: to enhance and protect the state's natural resources, and to provide meaningful environmental public service employment opportunities to the state's young people.

The MCC has two components: a summer program for high school students, and a year-round program for 18- to 26-year-old young adults. In the summer program, youth serve 35 hours each week and receive five hours of environmental and career exploration education. In the year-round program, the young adults are eligible to serve 40 hours a week for up to 12 months and receive on-the-job as well as formal training opportunities. The youth in the summer program receive the federal minimum wage plus room and board. The young adults receive a living stipend, health and child care coverage, and a post-service education award.

The youth work on trails, fisheries and wildlife projects, campground development, and often are summoned to assist with natural disaster relief such as fighting forest fires, controlling floods and tornado clean-up. Activities can include: planting and thinning forests, preventing soil erosion, preserving historic sites, building foot bridges and constructing trail shelters.

The **Youth Corps Advisory Committee** (*Minnesota Statutes* 84.0887, subd. 4) advises the commissioner on the **Youth Corps Program**. The committee consists of 11 members, including one member from each congressional district and three at-large members.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State.]:

YOUTH CORPS ADVISORY COMMITTEE - The committee will advise the commissioner on the Youth Corps program. The sixteen members include one member from each congressional district and eight at-large members. Applications from diverse communities are encouraged. Youth representation is mandatory. Members should be interested in youth programs. Meetings are held on a quarterly basis for four hours at the Dept. of Natural Resources headquarters. The committee expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioner of Natural Resources. **Compensation:** Expenses. *Minnesota Statutes* 84.0887, Subd. 4. Dept. of Natural Resources, 500 Lafayette Rd., St. Paul, MN 55155-4004. (651) 296-6195.

The bureau operates from the six DNR administrative regions to deliver these internal support services on a statewide basis.

Office of Management and Budget Services

(651) 296-8889, Agency financial director.

Financial and Managerial Accountability

The bureau provides leadership, direction, services and oversight to all accounting and contracting operations within the department. It develops and maintains financial/administrative policies and procedures to maximize the effective and efficient utilization of DNR financial resources. It provides financial management systems and other tools and information to assist Divisions and Bureaus in financial administration and budget management. It provides financial and programmatic structures consistent with legislative intent. It insures timely and accurate reimbursement of Federal disaster funds.

Interdisciplinary Policy Development

The bureau works to provide decision makers with the best scientific information and tools available for resource decision making. It works with others to help ensure a sound scientific basis for sustainable resource management. It manages and assists projects that cross traditional boundaries; it helps bring disciplines together to find common solutions to complex management issues. At all levels of the organization, it helps develop solid baseline information and indicators needed to measure progress toward outcome-based goals. It creates and facilitates processes that allow all participants' interests to be discussed, data to be analyzed and the achievement of interdisciplinary solutions.

Integrating Planning, Budgeting and Evaluation

The bureau works to lead and assist planning (both strategic and operational) at the Department, Divisions, and Regional levels. It facilitates citizen and employee involvement in plan development and ensures that plans are outcome-based. Those outcomes form a basis for evaluation and when coupled with identified performance measures allow evaluation, accountability, and adaptive management. It guides all Department Capital and Operational budgeting and spending plan processes to focus staff and dollar resources toward the outcomes through specified program strategies.

Community and Environmental Assistance

The bureau works with local communities, private organizations, other state agencies and other DNR units to provide financial, technical and volunteer assistance for a variety of environmental and recreational activities. It works to extend the financial and technical exper-

tise and resources of the state beyond the boundaries of DNR administered areas. Those interested in volunteer opportunities should call (651) 297-1449 for additional information. Those interested in obtaining a financial assistance directory should call (651) 296-0565.

Division of Ecological Services

(651) 296-2835; FAX: (651) 296-1811 **Lee Pfannmuller, director.** The Division of Ecological Services collects, analyzes, and delivers vital ecological information to Minnesota citizens, leaders, and decision makers. We help locate and manage rare resources (endangered and threatened species, critical habitats, high quality natural communities), and manage threats posed by harmful exotic species, and fish and wildlife diseases. We help manage and restore important ecological processes in river systems and on key natural areas, and we help build deeper understanding about Minnesota's ecosystems and their significance to a sustainable quality of life.

Ecological Services, along with Fisheries and Wildlife, used to be Sections within the old DNR Division of Fish and Wildlife. In June of 2000, it was announced by the DNR Commissioner that the three Sections would be elevated to Division status. For Ecological Services, this means a new level of accountability and a new opportunity to promote the management and protection of Minnesota ecosystems.

Ecological Services staff has a wide range of professional knowledge and experience. The staff are organized into programs, and many of these programs are designed to deliver products and services directly to citizens. For complete information about these programs and our products and services, please consult the DNR website: www.dnr.state.mn.us. A number of our programs have home page space, but look for Ecological Services in the "About DNR" section of the DNR home page.

You can also contact the Division of Ecological Services in any of our Central, Regional, or Area Offices. Here are those phone numbers:

Ecological Services Area Offices:

- Central Office, **St. Paul**, MN (651) 296-2835;
- Region 1, **Bemidji**, MN (218) 755-3955;
- Region 2, **Grand Rapids**, MN (218) 327-4455;
- Region 3, **Brainerd**, MN (218) 828-2561;
- Region 4, **New Ulm**, MN (507) 359-6000;
- Region 5, **Rochester**, MN (507) 359-7420;
- Region 6, **St. Paul**, MN (651) 772-7977;
- **Fergus Falls Area Office** (218) 739-7576;
- **Two Harbors Area Office** (218) 834-6612;
- **Lake City Area Office** (651) 345-3331.

Ecological Services has over twenty different programs. Here are brief program descriptions. Again, please consult the DNR website (www.dnr.state.mn.us) for more complete information:

- The **Ecosystem Education Program** is a statewide effort to build greater understanding about Minnesota's ecosystems and their significance to a sustainable quality of life.
- The **Nongame Wildlife Program** protects, manages, and restores populations and natural communities of Minnesota's native wildlife species that are not traditionally hunted or harvested. Funding for this program is derived primarily from the Nongame Wildlife Checkoff on Minnesota state income tax and property tax forms.
- The **Minnesota County Biological Survey** identifies significant natural areas, collects and interprets data on the distribution and ecology of rare plants, rare animals, and native plant communities.
- The **Natural Heritage and Nongame Research Program** collects, manages, and interprets information about nongame animals, native plants and plant communities to promote the wise stewardship of these resources.
- The **Scientific and Natural Areas Program** administers a system of nature preserves called Scientific and Natural Areas. This system is found across Minnesota's landscape. The program also helps protect

native prairie on private land through technical assistance and conservation easements.

- The **Environmental Review Program** implements the formal process of gathering natural resource information and presenting it to permit authorities for their consideration during decision-making.
- The **Lake Superior Habitat Coordination Program** identifies, protects, and restores important plant and animal habitat in the Minnesota portion of the Lake Superior Watershed.
- The **Lake Mapping Program** provides accurate lake maps for use in fisheries management, wildlife management, research, environmental review, and general public use.
- The **Mississippi River Resource Protection and Restoration Program** addresses long-term ecological sustainability of the river, and also focuses on protection and management of native mussels in the Mississippi River and key tributary systems.
- The **Long Term Resource Monitoring Program** provides long term trend information on the Upper Mississippi River, insuring its survival as a viable floodplain river ecosystem.
- The **Stream Habitat Program** gathers and provides information on Minnesota's 90,000 miles of rivers and streams, helping to protect and restore them.
- The **Biocriteria Program** is a cooperative effort with the Minnesota Pollution Control Agency to develop biological indicators for water quality assessment.
- The **Wetlands Program** coordinates review of wetland replacement plans, provides technical assistance on wetland mitigation, promotes wetland conservation, and develops a statewide wetlands management plan.
- The **Exotic Species Program** curbs the spread and minimizes the harmful effects of exotic species that threaten native species in their natural communities and threaten public use of natural resources.
- The **Aquatic Plant Management Program** protects native vegetation and the aquatic environment while allowing lakeshore owners to control some aquatic vegetation in order to get recreational water access.
- The **Aeration Program** ensures the safe winter operation of lake aeration systems and ensures the appropriate use of aeration technology.
- The **Fish and Wildlife Pathology Laboratory** investigates fish and wildlife die-offs, provides fish health inspection and diagnostic services to state and private fish hatcheries, and diagnostic services on fish and wildlife problems to commercial fishermen, minnow dealers, tropical fish dealers, University of Minnesota, Como and Minnesota zoos, and the fishing and hunting public.
- The **Aquatic Invertebrate Biology Laboratory** collects and analyzes aquatic invertebrates (crayfish, aquatic insects such as dragonflies, mayflies and others, zooplankton) from lakes and streams throughout the state.
- The **Fish Contaminant Monitoring Program** determines the levels and distribution of mercury and polychlorinated biphenyls (PCBs) in fish populations from Minnesota's lakes and streams.
- The **Pollution Spills Prevention Program** investigates and seeks restitution for the value of fish and wildlife killed in pollution incidents.

For more information on these programs and specific products and services of the Division of Ecological Services, please call any of our offices (listed above) or check the DNR website (www.dnr.state.mn.us).

Fisheries Division

(651) 296-3325; FAX: (651) 297-4916 **Ron Payer, director.** The division manages the state's 3.8 million acres of fishing waters used by 2.3 million anglers. Its field force operates from six regional and 28 area offices. A fish survey program is operated to provide current information on the status of the fish populations, angling pressure and harvest, and as a basis for the distribution of management effort. A fisheries research program is conducted to develop new management

methods, improve techniques and supply basic information for understanding problems. Projects include the improvement of fish habitat, propagation and distribution of fish, and lake rehabilitation. This division is located at 500 Lafayette Road, St. Paul, MN 55155-4012.

- **The development of spawning areas**, trout stream improvement and acquisition of aquatic management areas (AMAs) play important roles in management. Easements along trout streams provide access corridors for trout fishing.

- **The big five walleye lakes** - Lake of the Woods, Mille Lacs, Winnibigoshish, Leech, Rainy - annually produce more than 1 million walleye for anglers.

- Each year, **about 325 million fish are raised and distributed**. To meet this production, the division may operate up to 14 walleye spawning stations, 2 muskellunge spawning stations, 4 sucker spawning stations (to supply food for muskellunge rearing), 15 walleye hatcheries (5 of which also hatch sucker eggs and 4 which also hatch muskellunge eggs), 5 trout hatching and rearing stations, 300 walleye rearing ponds, 113 controlled northern pike spawning areas, and 40 muskellunge rearing ponds.

- **Information on fishing**, kinds of fish, and other biological and physical features present in a certain lake or stream is available from the fisheries office in the area involved or web site.

- **Information on aquatic education** is available through MinnAqua, a cooperative program between the DNR, Minnesota Extension Service, Lake Superior Center, and others.

- **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, snails, leeches, and some aquatic plants 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** that 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.

- **Reports, guides, and other information are available** from the Fisheries central office, and the area and regional offices. Lake survey reports 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. Also visit their web site at www.dnr.state.mn.us.

Fisheries Area Headquarters Statewide

DNR Region I - Northwest:

Fisheries Regional Headquarters
2115 Birchmont Beach Road NE, Bemidji, MN 56601
(218) 755-3959; FAX: (218) 755-4024

• Fisheries Area Offices:

- **Baudette** - 204 Main St. E, 56623 (218) 634-2522
- **Bemidji** - 2114 Bemidji Ave., 56601 (218) 755-2974
- **Detroit Lakes** - 14583 Co. Hwy. 19, 56501 (218) 847-1579
- **Fergus Falls** - 1221 Fir Ave. E., 56537 (218) 739-7576
- **Glenwood** - 23070 N. Lakeshore Dr., 56334 (320) 634-4573
- **Park Rapids** - 301 S. Grove Ave., 56470 (218) 732-4153
- **Walker** - 07316 State 371 NW, 56484 (218) 547-1683

DNR Region II - Northeast:

Fisheries Regional Headquarters
1201 E. Highway 2, Grand Rapids, MN 55744
(218) 327-4414; FAX: (218) 327-4263

• Fisheries Area Offices:

- **Duluth/French River** - 5351 North Shore Dr., 55804 (218) 723-4785
- **Ely** - 1429 Grant McMahan Blvd., 55731 (218) 365-7280
- **Finland** - PO Box 546, 55603 (218) 353-7591
- **Grand Rapids** - 1201 E. Hwy 2, 55744 (218) 327-4430
- **Grand Marais** - PO Box 146, 55604 (218) 387-3056
- **International Falls** - 392 Hwy. 11 E., 56649 (218) 286-5220

DNR Region III - Central

Fisheries Regional Headquarters
1601 Minnesota Dr., Brainerd, MN 56401
(218) 828-2624; FAX: (218) 855-5072

• Fisheries Area Offices

- **Aitkin** - PO Box 138, 1200 Minnesota Ave. So., 56431 (218) 927-3751
- **Brainerd** - 1601 Minnesota Dr., 56401 (218) 828-2550
- **Hinckley** - PO Box 398, 306 Power Ave. No., 55037 (218) 384-7721
- **Little Falls** - 16543 Haven Rd., 56345 (320) 616-2450
- **Montrose** - 7372 State Hwy. 25 SW, 55363 (763) 675-3301

DNR Region IV - Southwest

Fisheries Regional Headquarters
261 Hwy. 15 So., New Ulm, MN 56073
(507) 359-6000; FAX: (507) 359-6018

• Fisheries Areas Offices

- **Hutchinson** - 20596 Hwy. 7, 55350 (320) 234-2550
- **Ortonville** - 410 Pine St., 56278 (320) 839-2656
- **Spicer** - PO Box 457, 56288 (320) 796-2161
- **Waterville** - PO Box 86, 50317 Fish Hatchery Rd., 56096 (507) 362-4223
- **Windom** - Rt. 2, Box 245, 56101 (507) 831-2919

DNR Region V - Southeast

Fisheries Regional Headquarters
2300 Silver Creek Rd. NE, Rochester, MN 55906
(507) 285-7427 FAX: (507) 285-7144

• Fisheries Area Offices

- **Lake City** - 1801 So. Oak St., 55041 (1-651) 345-3365
- **Lanesboro** - Rt. 2, Box 85, 55949 (507) 467-2442

DNR Metro Region - VI

1200 Warner Rd., St. Paul, MN 55106
(651) 772-7950; FAX: (651) 772-7974

• Fisheries Area Offices

- **Metro East** - 1200 Warner Rd., St. Paul 55106 (651) 772-7950
- **Metro West** - 9925 Valley View Rd., Eden Prairie 55344-3526 (952) 826-6771

Division of Forestry

(651) 296-4491; FAX: (651) 296-5954 **Robert Tomlinson, acting director**. The division manages and protects Minnesota's forest resources. Ecosystem-based 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. The forest management program includes wildfire protection on all but federally administered lands within the state; insect and disease protection on 16.7 million acres of forest land; management of 4.5 million acres of state forest and other

state-owned lands; management assistance to nonindustrial private forest landowners, counties, schools, and municipalities; and assistance to wood users to improve harvesting, utilization, and marketing of the timber resource.

The Forestry 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. Five regional forest managers and 40 area supervisors have line authority for field operations. St. Paul section managers provide direction for each of the division's three main program areas: administration, resource protection, and state land management. St. Paul staff also direct division efforts in areas like forest policy, legislative coordination, and public affairs. Special emphasis projects involve both field and St. Paul personnel.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State.]:

MINNESOTA FOREST RESOURCES COUNCIL - The council develops recommendations to the governor and to federal, state, county, and local governments with respect to forest resource policies and practices. The council consists of 17 members; one chair, two representatives of organizations representing environmental interests, one representative of an organization representing the interest of management of game species, one representative of a conservation organization, one representative of an association representing the forest products industry within the state, one commercial logging contractor active in a forest product association, one representative of a statewide association representing the resort and tourism industry, one faculty member or researcher of a Minnesota research or higher education institution, two owners of nonindustrial, private forest lands, one representative of the DNR, one county land commissioner who is a member of the Minnesota Association of County Land Commissioners, one representative of a U.S. Forest Service unit with land management responsibility in Minnesota, one representative of a labor organization with membership having an interest in forest resource issues, one representative of the American Indian Community (appointed by the Minnesota Indian Affairs Council), and one representative of the Secondary Wood Products Manufacturers. **Appointing Authority:** Governor. **Compensation:** Expenses. *Minnesota Statutes* Chapter 220. 2003 Upper Buford Circle, St. Paul, MN 55108, (651) 603-0108; FAX: (651) 603-0110

Forest Policy

(651) 297-2256 Jon Nelson, environmental review/legislative coordinator. This program provides analysis and coordination in the development of state forest resource policies. Program responsibilities include coordinating the implementation of Minnesota's recently completed Generic Environmental Impact Statement (GEIS) on Timber Harvesting and Forest Management; developing and implementing processes that engage stakeholders in the discussion and resolution of state forest resource policy issues; and providing analysis of, and input on, regional and national forest resource policy issues.

Information Management

(651) 297-3417 Tom Eiber, forest information systems supervisor. This unit is responsible for improving information and technology use in forest management. It provides computer training and support as well as information systems development and GIS services for the Division of Forestry.

Public Affairs

(651) 296-5958 Meg Hanisch, public affairs specialist. This program informs various public and clientele of division programs and services; supplements efforts made by the DNR 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.

Environmental Education

(651) 297-2214 Amy Kay Kerber, environmental education specialist/Project Learning Tree coordinator. Teachers, youth leaders, naturalists, and the community at large are provided with environmental education materials, resource referrals, and guidance on environmental education projects. This division program coordinates **Project Learning Tree** and supplementary environmental education curriculum and teacher/youth leader in-service training workshops; assists in the development of technical support for school forests (outdoor classrooms); provides support and staff training to division personnel in education efforts; and helps create education partnerships with other agencies, institutions, and environmental organizations.

Forest Administration Section

(651) 296-4491 Robert Tomlinson, assistant director. This section is responsible for business management including economics, statistics, planning, legislative coordination, and personnel development.

Business Management

(651) 296-4487 John Bouthilet, 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 of personnel transactions.

Economics and Statistics

(651) 296-4486 Doug Ford, forest economist. This position provides economic and statistical analysis for the Division of Forestry and is involved in determining the economic efficiency of various programs including forest management and fire protection.

Forest Resource Planning

(651) 297-2256 Jon Nelson, environmental review/legislative coordinator. Forest resource planning provides strategic and land management planning support for the Division of Forestry and for the DNR as a whole. Major planning activities include development and implementation of the Minnesota Forest Resources Plan, assistance in the development of statewide program plans, recreational plan development, annual work planning and accomplishment reporting, and policy review. The planning staff also provides administrative support, manual review and revision, and staff support to the director on numerous other special projects.

Environmental Studies

(651) 297-2256 Jon Nelson, environmental review/legislative coordinator. This position serves as the Forestry Division's technical representative on the DNR's Environmental Review Team and the Senior Managers Council. The Environmental Review Team is responsible for developing a department position on environmental issues and project proposals submitted from outside the DNR. The Senior Managers Council reviews division long-range plans, department policy statements, and management plans for parks, trails, wildlife management areas, and other units. Legislative responsibilities include monitoring and analyzing state and federal forestry legislation, coordinating legislative forestry field tours, and assisting in the development of state forestry legislation.

Human Resources Development

(218) 327-4450 David Schipper, personnel development coordinator. This program enables the division to affirmatively recruit and select qualified people for current and future vacant positions; provide its employees with education, training, and personnel development opportunities; and classify its positions in accordance with state policies and procedures.

Resource Protection Section

(651) 296-5966 S. Olin Phillips, section manager/assistant to the director. The Division of Forestry provides wildfire protection on all but federally administered lands within the state, operates two forest nurseries, provides insect and disease protection on nearly 17 million acres of forest land, and offers urban forest management assistance to municipalities and individuals statewide.

Fire Prevention

(651) 296-4490 George Meadows, fire prevention specialist. Directs, coordinates, and administers wildfire prevention activities statewide. This includes school prevention programs, the Smokey Bear program, fire data information, fire occurrence research, news media releases, and event planning. This position also makes prevention material available to metro area schools and metro area events like shows, parades, and conferences.

Fire Management

(651) 297-4467 Douglass Anderson, fire management coordinator. Handles concerns about open burning regulations, fire department burn training permits, and permanent burn sites. Coordinates prescribed burning within the division and is the division liaison with other divisions and agencies using prescribed burning as a management tool. Is the lead for determining fire danger rating systems and fire behavior in the state.

Federal Excess Property Program

(651) 297-3507 Joseph Daninger, coordinator. Through grants, contracts, and cooperative agreements, this program enables federal excess personal property to be loaned to local fire forces via the state. Property requests are generally filled on a first come, first served basis, with exceptions made for new fire departments just starting up or fire departments with unsafe equipment that needs replacing.

Minnesota Interagency Fire Coordination Center

(218) 327-4563 Jim Fletcher, coordinator. MIFCC was established to increase the efficiency and effectiveness of wildfire management by facilitating the interagency exchange of fire suppression and support resources; providing a common point for the collection and dissemination of fire intelligence; and streamlining dispatching procedures. These responsibilities include assigning state firefighting crews, tracking resource orders and their distribution, and dispatching air-tankers and helicopters to needed areas.

Nursery Operations:

- **Tree Sales: (218) 372-3183;**
- **General Andrews Nursery: (218) 372-3182;**
- **Badoura Nursery: (218) 652-2385**

The Division of Forestry operates two forest tree nurseries. General Andrews Nursery is located at Willow River. Badoura Nursery is at Akeley. Nursery tree shipments peaked at about 40 million trees per year in the early 1960s and then gradually declined to about 12 million trees per year in the late 1970s. Forest management intensification effort required considerable capital improvements at the nurseries to meet the demand for 18 million to 20 million seedlings per year during the 1980s. There is now a nursery round-table agreement that caps

state forest nursery production at 10 million native tree and shrub seedlings per year. Additional production needs will be done in partnership with the private nursery sector.

Minnesota landowners can order tree seedlings in quantity from the state nurseries (the minimum order size is 500). These seedlings can be used for reforestation, windbreaks and shelterbelts, erosion control, and wildlife habitat plantings.

Forest Insect and Disease Management

(651) 296-5966 S. Olin Phillips, supervisor. The division's forest pest management program provides guidelines, standards, examples, and management options for preventing, mitigating, or controlling diseases and pests on public and private forest lands. The unit publishes a newsletter and annual Forest Pest Report that is available upon request. Field specialists conduct pest surveys, evaluate pest management techniques, direct pest control projects, and work to reduce insect and disease problems.

Urban and Community Forestry Programs

(651) 772-7562 Peggy Sand, coordinator. The Division of Forestry annually 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.

Resource Management Section

(651) 296-5963 Bruce ZumBahlen, section manager/assistant to the director. This section consists of three major program areas: state land management, cooperative forest management assistance, and resource assessment.

State Land Management

(651) 296-4482 C. Barry Morse, supervisor. The state land management unit includes the silviculture, forest roads, timber harvesting, forest recreation, and aesthetic and cultural resource programs.

Silviculture

(651) 297-3513 Bob Pajala, program coordinator. Silvicultural specialists are located at regional offices in Bemidji, Grand Rapids, and Brainerd and at most areas in the north. They handle part of the increased workload generated by the BWCA forest management intensification program and work on improving the quality and efficiency of timber management on state lands.

Forest Roads

(218) 327-4449 Larry Nixon, program coordinator. The division is responsible for the planning, construction, and maintenance of over 2,000 miles of state forest roads. Although initially constructed for forest management access, 95 percent of the ongoing use of these roads is by people recreating in forested areas.

Timber Sales and Scaling

(651) 296-4498 Doug Ford, timber sales supervisor; (218) 327-4449 Richard Anttila, timber scaling specialist. The commissioner of natural resources has the authority to sell timber from state lands. Long-range timber harvesting plans are based on forest inventory data and incorporate the value of timber, wildlife, water quality, aesthetics, and cultural resources on a landscape basis. Some scaling is completed by field 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 monitored by the scaling supervisor.

Forest Recreation

(651) 297-3508 **Steve Simmer, specialist.** The division develops, maintains, and operates many outdoor recreation facilities on state forest land and other lands managed by the DNR. Many state forest recreation management projects are cooperative efforts between the division and other groups or agencies.

Cultural and Aesthetic Resource Program

(651) 296-4482 **C. Barry Morse, state land management supervisor.** This program provides field staff with the technical guidance and support they need to incorporate cultural and aesthetic resource values into forest management activities on state lands. Best management practices (BMPs) for visual quality are being implemented through county boards. A Historical Society archeologist works with the program.

Utilization and Marketing Program

(651) 296-6491 **John Krantz, consultant.** Program goals include increasing the use of Minnesota's wood resources, increasing the economic benefits derived from the industrial use of wood, and increasing the wood-using efficiency of Minnesota's forest products industry. Program strategies include identifying and promoting wood-related industrial development opportunities, promoting commercial wood energy, increasing the flow of market information, and providing wood product manufacturers with processing improvement assistance.

Environmental Protection Programs

(651) 297-4924 **Michael Phillips, consultant.** The Division of Forestry provides leadership on environmental issues related to protecting and managing water quality, wetlands, air quality, and forest productivity. Soil specialists integrate soils, landform, and vegetation information into forest management activities to ensure protection of soil and water resources while ensuring cost-effective management.

Private Forest Management Assistance

(651) 296-5970 **Tom Kroll, private forest management supervisor.** Over 15,000 of Minnesota's approximately 149,000 non-industrial private landowners are assisted annually with management plans and technical advice. 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, and preparing management plans.

Resource Assessment

(218) 327-4449 **David Heinzen, supervisor.** The Division of Forestry must have reliable inventory information to effectively manage the state's forest resources. The Resource Assessment Unit is involved in the development and maintenance of statewide forest inventory systems that have computerized data bases and programs to display inventory information in a variety of tabular and graphic formats. The unit takes aerial photographs of the state's forested counties that are available for sale to the general public. These photos are taken on an eight-year rotation basis. The unit also maintains a statewide base of satellite imagery to help determine land use.

Bemidji Region Forestry Headquarters

6603 Bemidji Ave. N., MN 56601
Phone (218) 755-2891; FAX: (218) 755-4063

Area Offices:

Alexandria - 2605 Aga Dr., Unit 6, MN 56308
(320) 762-7812; FAX: (320) 762-5689

Bemidji - 2220 Bemidji Ave., MN 56601
(218) 755-2890; FAX: (218) 755-2049

Bagley - Highway 92 N., Route 4, Box 186, MN 56621
(218) 694-2146; FAX: (218) 694-2945

Baudette - 206 Main St. E., MN 56623
(218) 634-2172; FAX: (218) 634-2563

Blackduck - HC3, Box 95B, MN 56630
(218) 835-6684; FAX: (218) 835-3170

Detroit Lakes - 14583 County Highway 19, MN 56501
(218) 847-1596; FAX: (218) 847-1588

Park Rapids - Box 113, 607 W. 1st St., MN 56470-0113
(218) 732-3309; FAX: (218) 732-5391

Warroad - 1101 NE. Lake St., MN 56763-2407
(218) 386-1304; FAX: (218) 386-1314

Wannaska - 16945 State Highway 89, MN 56761
(218) 425-7793; FAX: (218) 425-7797

Grand Rapids Region Forestry Headquarters

1201 E. Highway. 2, MN 55744
Phone (218) 327- 4418; FAX: (218) 327-4391

Area Offices:

Cloquet - 1604 S. Highway 33, MN 55720
(218) 879-0880; FAX: (218) 879-0894

Deer River - Box 157, 403 Division St., MN 56636
(218) 246-8343; FAX: (218) 246-2327

Effie - Box 95, MN 56639
Phone (218) 743-3694; FAX: (218) 743-1942

Grand Marais - Box 156, MN 55604
(218) 387-3037; FAX: (218) 387-3035

Hibbing - 1208 E. Howard St., MN 55746;
(218) 262-6760; FAX: (218) 262-6792

Littlefork - 421 3rd Ave., Box 65, MN 56653
(218) 278-6651; FAX: (218) 278-6211

Orr - P.O. Box 306, 4656 Highway. 53, MN 55771
(218) 757-3274; FAX: (218) 757-3276

Tower - P.O. Box 432, 609 N. 2nd St., MN 55790
(218) 753-4500; FAX: (218) 753-4517

Two Harbors - 1568 Highway 2, MN 55616
(218) 834-6600; FAX: (218) 834-6639

Brainerd Region Forestry Headquarters

1601 Minnesota Dr., MN 56401
Phone (218) 828-2616; FAX: (218) 828-2432

Area Offices:

Aitkin - P.O. Box 138, MN 56431
(218) 927-4040; FAX: (218) 927-4121

Backus - Box 6, MN 56435
(218) 947-3232; FAX: (218) 947-3525

Brainerd - 1601 Minnesota Dr., MN 56401
(218) 828-2565; FAX: (218) 828-2431

Cambridge - 800 Oak Savanna Lane, S.W., MN 55008
(763) 689-7100; FAX: (763) 689-7120

Hill City - P.O. Box 9, 454 N. Highway 169, MN 55748
(218) 697-2476; FAX: (218) 697-8112

Hinckley - 312 Fire Monument Rd., MN 55037
(320) 384-6146; FAX: (320) 384-6232

Little Falls - 16543 Haven Rd., MN 56345
(320) 616-2450; FAX: (320) 616-2473

Moose Lake - Route 2, 701 S. Kenwood Ave., MN 55767
(218) 485-5400; FAX: (218) 485-5406

Pequot Lakes - 30482 State Hwy 371, Box 27, MN 56472
(218) 568-4566; FAX: (218) 568-4921

St. Cloud - 940 Industrial Dr., Suite 103, Sauk Rapids, MN 56379; (320) 255-4279; FAX: (320) 255-3999

Rochester Region Forestry Headquarters

2300 Silver Creek Rd., N.E., MN 55906
(507) 285-7428; FAX: (507) 285-7144

Area Offices:

Caledonia - 603 N. Sprague St., MN 55921
(507) 724-5264; FAX: (507) 724-5448

Faribault - 1810 N.W. 30th St., MN 55021
(507) 333-2012; FAX: (507) 333-2008

Lake City - 1801 S. Oak, MN 55041
(651) 345-3216; FAX: (651) 345-3975

Lewiston - Box 279, MN 55952
(507) 523-2183; FAX: (507) 523-2951

Mankato - 1230 S. Victory Dr., MN 56001
(507) 389-6713; FAX: (507) 389-6093

New Ulm - P.O. Box 607, MN 56073
(507) 359-6057; FAX: (507) 359-6056

Preston - 912 Houston St. NW, MN 55965
(507) 765-2740; FAX: (507) 765-2740

Rochester - 2300 Silver Creek Rd., N.E., MN 55906
(507) 285-7428; FAX: (507) 285-7144

Willmar - 4566 Highway 71 N, Suite 1, MN 56201
(320) 231-5164; FAX: (320) 231-5485

Metro Region Forestry Headquarters

1200 Warner Rd., MN 55106
(651) 772-7925; FAX: (651) 772-7599

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, vault toilets, garbage cans and drinking water from a hand pump may be provided. Some campgrounds charge a fee per night per campsite. The honor system is used. A number of campgrounds are on lakes and rivers.

Beltrami Island State Forest

Bemis Hill Campground - from Warroad take County Road 5 south 12 miles to ranger station; turn west on gravel road 7 miles (not on a lake or river), (218) 425-7793. Shelter, ski slope, toboggan slide, four campsites, six picnic sites, ½ mile hiking trail. Forester, Highway 89S., RR Box 34A, Wannaska, MN 56761.

Blueberry Hill Campground - from Williams take State Highway 11 west 4 miles (not on lake or river), (218) 634-2172. Eight campsites, four picnic sites. Forester, R.R. 1, Box 1001, Baudette, MN 56623.

Faunce Campground - from Williams take County Road 2 S. 12 miles (not on lake or river), (218) 634-2172. Two campsites, one picnic site. Forester, R.R. 1, Box 1001, Baudette, MN 56623.

Big Fork State Forest

Harrison Landing Campground - from Wirt take County Road 29 E. 2 miles to County Road 14; continue east 2-1/2 miles (on Big Fork River), (218) 743-3694. Two campsites, dirt boat ramp, fishing, canoe route. Forester, Box 95, Effie, MN 56639.

Birch Lakes State Forest

Birch Lake Campground - from Melrose take County Road 13 N. 5 ½ miles to County Road 17; turn right (east) 10 ½ miles; turn left (north) 2 miles; turn right (east) on Forest Road, (320) 255-4276. Twenty-nine campsites, camp fee, eight picnic sites, swimming, concrete boat ramp, fishing, 2 miles of hiking trail. Forester, 4140 Theilman Lane, Suite 203, St. Cloud MN 56301.

Bowstring State Forest

Cottonwood Lake Campground - from Deer River take State Highway 6 N. 4 miles to County Road 19. Turn right (east) 3 miles; turn left (north) ½ mile; turn right (east) ½ mile; turn left (north) and follow signs about 1 mile, (218) 246-8343. Fifteen campsites, two picnic sites, swimming, concrete boat ramp, fishing. Forester, Box 157, Deer River, MN 56636.

Crazy Jim's Canoe Site - about ½ mile via Mississippi River from Little Winnibigoshish Lake, (no road access). Phone (218) 246-8343. Two campsites on canoe route. Forester, Box 157, Deer River, MN 56636.

Chengwatana State Forest

Snake River Campground - from Pine City take County Road 8 and 118 E. 9 miles and north ½ mile, (320) 384-6146. Twenty-six campsites, camp fee, on canoe route, fishing, hiking and horse trails. Forester, Route 2, Box 386B, Hinckley, MN 55037.

Cloquet Valley State Forest

Dr. Barney's Landing Campground - from Duluth 17 miles north on County Road R and 4 miles east on Carrall Trail, (218) 834-6600. Four campsites, boat access, canoe route, fishing. Forester, 120 State Road, Two Harbors MN 55616.

Indian Lake Campground - from Wales take County Road 55 west 5 ½ miles to County Road 44; turn right (north) 1 mile (on Cloquet River). (218) 834-6600. Nine campsites, camp fee, eight picnic sites, swimming, concrete boat ramp, fishing. Forester, 120 State Road, Two Harbors, MN 55616.

Crow Wing State Forest

Greer Lake Campground - from Crosby take State Highway 6 north 12 miles to County Road 36; turn left (west); 3 miles to County Road 14; turn left (south) 1 ½ miles; turn right (west) and follow signs 2 miles, (218) 828-2565. Thirty-four campsites, camp fee, two picnic sites, swimming, boat ramp, fishing, 1-mile hiking trail. Forester, 1601 Minnesota Drive, Brainerd, MN 56401.

D.A.R. State Forest

D.A.R. Campground - from Askov take State Highway 23 north-east 2 miles (not on lake or river), (218) 485-5400. Six campsites, three picnic sites, no fee. Forester, Route 2, 701 S. Kenwood, Moose Lake, MN 55767.

Finland State Forest

Eckbeck Campground - from Finland take State Highway 1 south 3 miles (on Baptism River), (218) 834-6600. Thirty-one campsites, camp fee, fishing. Forester, 120 State Road, Two Harbors, MN 55616.

Finland Campground - from Finland take County Road 6 east 1/4 mile (on Baptism River), (218) 834-6600. Twenty-one campsites, camp fee, 10 picnic sites, fishing. Forester, 120 State Road, Two Harbors, MN 55616.

Rocky Shores Campground - from Two Harbors take County Road 2 north 40 miles, (218) 834-6600. Four campsites, fishing, boat ramp. Forester, 120 State Road, Two Harbors, MN 55616.

Sullivan Lake Campground - from Two Harbors take County Road 2 north 36 miles to County Road 15; turn left (west) ½ mile; turn left (south) about ½ mile, (218) 834-6600. Ten campsites, two picnic sites, camp fee, fishing, boat ramp, 1-1/2 mile hiking trail. Forester, 120 State Road, Two Harbors, MN 55616.

General C.C. Andrews State Forest

Willow River Campground - in Village of Willow River take North Street east to service road of Interstate 35; turn left (north) ½ mile (on Willow River Flowage), (218) 485-5400. Forty-one camp-sites, camp fee, one picnic site, boat ramp, fishing. Forester, Route 2, 701 S. Kenwood, Moose Lake, MN 55767.

George Washington State Forest

Bear Lake Campground - from Nashauk take State Highway 65 north 23 miles to County Road 52 (Venning Rd.); turn left (west) 2 miles; turn left (south) ½ mile, (218) 262-6760. Thirty campsites, camp fee, swimming, boat ramp, fishing, two hiking trails. Forester, 1208 E. Howard, Hibbing, MN 55746. **Button Box Lake Campground** - from Togo take State Highway I west 4 ½ miles to ranger station, turn right (northwest) 4 miles, (218) 262-6760. Twelve campsites, three picnic sites, concrete boat ramp, fishing. Forester, 1208 E. Howard, Hibbing, MN 55746.

Larson Lake Campground - from Effie take State Highway 1 east 11 miles to Bass Lake Road; turn right (south) about 1 ½ miles to junction (½ mile south of Bass Lake); turn right (west) 1 mile, (218) 743-3694. Twelve campsites, camp fee, two picnic sites, concrete boat ramp, fishing. Forester, Box 95, Effie, MN 56639.

Lost Lake Campground - from Bigfork take Scenic Highway (County Road 7) southeast 10 miles to County Road 340; turn left (east) about 7 miles to ranger station; turn left (north) across from ranger station and follow signs 3 ½ miles, (218) 743-3694. Twenty-two campsites, camp fee, swimming, concrete boat ramp, fishing. Forester, Box 95, Effie, MN 56639.

Owen Lake Campground - from Bigfork take Scenic Highway (County Road 7) southeast 10 miles to County Road 340, turn left (east) 7 miles to ranger station, turn left (north) across from ranger station and follow signs 3 ½ miles, (218) 743-3694. Twenty-seven campsites, two hiking trails, camp fee, swimming, boat ramp, fishing. Forester, Box 95, Effie, MN 56639.

Thistledew Lake Campground - from Togo take Highway 1 west 4 ½ miles to ranger station, turn left (south) two miles, (218) 262-6760.

Twenty campsites, camp fee, nine picnic sites, swimming, concrete boat ramp, fishing. Forester, 1208 East Howard Street, Hibbing MN 55746.

Huntersville State Forest

Shell City Landing Campground - from Menahga take County Road 17 east 4 miles to County Road 23; turn left (north) 1 mile to County Road 18; turn right (east) 6 miles to County Road 25; turn left (north) 2 miles (on Crow Wing River on Crow Wing Saddle Trail), (218) 947-3232. Eighteen campsites, camp fee, boat access by portage, fishing, canoe route. Forester, Box 34, Backus, MN 56475.

Huntersville Forest Landing Campground - from Menahga take County Road 148 east 4 miles; continue east 3 miles on County Road 150; continue east ½ mile on Forest Road (on Crow Wing River on Crow Wing Saddle Trail), (218) 947-3232. Thirteen 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 miles by canoe on Crow Wing River, (218) 947-3232. Six campsites, camp fee, boat access on canoe route, fishing. Forester, Box 6, Backus, MN 56475.

Kabetogama State Forest

Ash River Campground - from Orr take U.S. Highway 53 north 26 miles to Ash River Road, (County Road 129); turn right (east) 9 miles, (218) 757-3274. Nine campsites, camp fee. Two picnic sites, concrete boat ramp, fishing. Forester, PO Box 306, 4656 Highway 53, Orr, MN 55771.

Hinsdale Island Campground - from Cook take County Road 24 north to County Road 78; turn right (east) 6 miles to County Road 540; continue east about 2 miles to public access (accessible only by boat in Vermilion Lake), (218) 753-4500. Eleven campsites, fishing, boat access. Forester, P.O. Box 432, 609 N. 2nd St., Tower, MN 55790.

Wakemup Bay Campground - from Cook take County Road 24 north 2 ½ miles to County Road 78; turn right (east) 3 miles; left (north) 1 mile (on Lake Vermilion), (218) 753-4500. Twenty-one campsites, camp fee, two picnic sites, fishing, swimming change houses, boat ramp. Forester, P.O. Box 432, 609 N. 2nd St., Tower MN 55790.

Woodenfrog Campground - from Orr take U. S. Highway 53 north 30 miles to County Road 122 (Gamma Rd.); turn right (north) and follow signs about 6 miles (on Kabetogama Lake), (218) 757-3274. Fifty-nine campsites, camp fee, five picnic sites, swimming, concrete boat ramp. Forester, Box 306, 4656 Highway 53, Orr, MN 55771.

Land O' Lakes State Forest

Clint Converse Memorial Campground - from Outing take State Highway 6 north 2 miles to County Road 48; turn left (west) 2 miles, (218) 568-4566. Thirty campsites, camp fee, seven picnic sites, swimming, fishing, boat ramp, 20 miles hiking trails. Forester, Box 27, Pequot Lakes MN 56472.

Mississippi Headwaters State Forest

Iron Bridge Landing Campground - from Bemidji take County Road 7 west about 7 ½ miles (on Mississippi River), (218) 755-2265. Two campsites, fishing, canoe routes, DNR-Trails, 2115 Birchmont Beach Road., N.E., Bemidji, MN 56601.

Pine Point Landing Campground - from Becida take County Road 3 north 3 miles to Stecker Forest Road; continue north ½ mile (on Mississippi River), (218) 755-2265. Two campsites, boat access by portage, fishing, canoe route. DNR-Trails, 2115 Birchmont Beach Rd., N.E., Bemidji, MN 56601.

Stumphes Rapids Campground - from Lake Itasca Take County Road 2, north 6 miles to County Road 40; turn right (east) 2 miles turn left (north) 1 ½ miles to Coffee Pot Landing, then north 8 miles (on Mississippi River), (218) 755-2265. Two campsites, fishing, canoe route, bring own water. DNR-Trails, 2115 Birchmont Beach Rd., N.E., Bemidji, MN 56601.

Wannagan Landing Campground - from Lake Itasca north 4 miles on County Road 2, west 1 ½ miles to landing (on Mississippi River), (218) 755-2265. Two campsites, boat access by portage, fishing. DNR-Trails, 2115 Birchmont Beach Road., N.E., Bemidji, MN 56601.

Nemadji State Forest

Gavert Campground - from Doquette take State Highway 23 northeast 3 miles to Nickerson; turn right (east) 2 ½ miles to Nett Lake Forest Road; turn right (south) 1 ½ miles; turn left (east) about ½ mile (on Pickerel Lake), (218) 485-5400. Nine campsites, camp fee, one picnic site, fishing, boat ramp. Forester, Route 2, 701 S. Kenwood, Moose Lake, MN 55767.

Paul Bunyan State Forest

Gulch Lake Recreational Area - from Lake George take County Road 4 south 2 ½ miles to forest road; turn left (east) 3 to 9 miles (comprised of six individual units on different lakes), (218) 755-2890. Eight campsites, 11 picnic sites, portages and ramps. Forester, 2220 Bemidji Ave., Bemidji, MN 56601.

Mantrap Lake Campground - from Park Rapids take County Road 4 north 12 miles to Emmaville (County Road 24); turn right (east) ½ mile to County Road 104; turn left (north) and follow signs ¾ mile, (218) 732-3309. Thirty-eight campsites, camp fee, five picnic sites, swimming, boat ramp. Forester, 607 W 1st St., Highway 34, Park Rapids, MN 56470.

Pillsbury State Forest

Rock Lake Campground - from Pillager take State Highway 210 west ½ mile to County Road 1; turn right (north) 6 miles; turn left (west) and follow road along lake, (218) 828-2565. Twenty-five campsites, camp fee, four picnic sites, swimming, boat ramp, fishing. Forester, 1601 Minnesota Drive, Brainerd, MN 56401.

Pine Island State Forest

Benn Linn Landing Campground - from Big Falls take County Road 13 north 1-1/2 mile; turn left (west) and follow signs 3 ½ miles (on Bigfork River), (218) 278-6651. Three campsites, boat access by portage, fishing, canoe route. Forester, 21 3rd Avenue, Box I, Littlefork, MN 56653.

Giant Pine Campground - from Big Falls take County Road 30 west 9 miles, then Twomey Williams Road 8 miles, Manila Forest Road north 3 miles (not on lake or river), (218) 278-6651. Three camp-sites. Forester, 21 3rd Avenue, Box I, Littlefork, MN 56653.

Gowdy Landing Campground - on Bigfork River. By boat from Sturgeon River Campground, (218) 278-6651. Two campsites, boat access, fishing, canoe route. Forester, 21 3rd Avenue, Box I, Littlefork, MN 56653.

Sturgeon River Landing Campground - from Big Falls take County Road 30 west 3 ½ miles; turn right (north) 1 ½ miles (at junction of Sturgeon & Bigfork Rivers), (218) 278-6651. Two campsites, boat access by portage, fishing, canoe route. Forester, 21 3rd Avenue, Box I, Littlefork, MN 56653.

Sand Dunes State Forest

Ann Lake Campground - from Elk River take State Highway 169 north to County Road 4 (Zimmerman); turn left (west) 6 miles; turn left (south) and follow signs 1 ½ miles, (612) 689-7100. Thirty-six campsites, group camp, camp fee, seven picnic sites, swimming, fishing, 18 miles hiking and horse trails. Forester, 800 Oak Savanna Lane S.W., Cambridge, MN 55008.

Savanna State Forest

Hay Lake Campground - from Jacobson take State Highway 65 south 2 ½ miles; turn left (east) 3 miles; turn right (south) 1 mile, (218) 697-2476. Twenty campsites, camp fee, group camping available, 10

picnic sites, swimming, boat ramp, fishing, hiking trail. Forester, P.O. Box 9, Hill City, MN 55748.

St. Croix State Forest

Boulder Campground - from Sandstone take County Road 30 east 17 miles to County Road 24 (Duxbury); turn right (south) 2 miles to County Road 25; turn left (east) 4 miles to County Road 173; turn right (south) 1 mile to Tamarack Forest Road; turn left (east) about 5 miles; (on Rock Lake on hiking and riding trail), (320) 384-6146. Nineteen campsites, camp fee, six picnic sites, boat ramp, 21 miles of hiking and riding trails. Forester, Route 2, Box 386 B, Hinckley, MN 55037.

Tamarack River Equestrian - from Sandstone take County Road 30 west 17 miles, then 2 miles south on County Road 24 and 3 miles east on County Road 25, then south ¾ mile, Tamarack Forest Road 4 miles (on Rock Lake), (320) 384-6146. Horse corral, 12 campsites, camp fee, horse trail. Forester, Route 2, Box 386 B, Hinckley, MN 55037.

Two Inlets State Forest

Hungry Men Lake Campground - from Park Rapids take State Highway 71 north 10 miles to County Road 41; turn left (west) ½ mile; turn right (north) 1 mile, (218) 732-3309. Fourteen campsites, camp fee, four picnic sites, swimming, concrete boat ramp, fishing. Forester, 607 W 1st St., Park Rapids, MN 56470.

White Earth State Forest area

Coffee Point Landing Campground - from Lake Itasca take County Road 2 north 6 miles to County Road 40; turn right (east) 2 miles; turn left (north) ½ mile (on Mississippi River), (218) 755-2265. Two campsites, boat access by portage, fishing, canoe route. DNR-Trails, 2115 Birchmont Beach N.E., Bemidji, MN 56601.

Gambler's Point Landing Campground - from Ball Club 1 ½ miles south on County Road 18 to bridge, two miles by boat on Mississippi, (218) 246-8343. Six campsites, boat access, fishing. Forester, Box 157, Deer River, MN 56636.

Island Point Landing Campground - from Bemidji take County Road 8 east 7 miles to County Road 411; turn left (north) ¾ mile to forest road; turn left (west) 1 mile (on Mississippi River), (218) 755-2265. Two campsites, boat access by portage, fishing, canoe route. Forester, 2115 Birchmont Beach Rd. N.E., Bemidji, MN 56601.

LeGrande Landing Campground - from Guthrie two miles east on County Road 16, south 2 miles (on Steamboat River), (218) 755-2265. Two campsites, boat access, fishing. Forester, 2115 Birchmont Beach Rd. N.E., Bemidji, MN 56601.

Moose Lake Campground - from Deer River take State Highway 6 north 4 miles to County Road 19; turn right (east) 5 ½ miles; turn left (north) 1 mile, (218) 246-8343. Thirteen campsites, camp fee, one picnic site, swimming, concrete boat ramp. Forester, Box 157, Deer River, MN 56636.

Waskish Campground - at Waskish just south of bridge (on Tamarack River), (218) 835-6684. Thirty-three campsites, camp fee, 22 picnic sites, boat ramp, fishing. Forester, Blackduck, MN 56630.

State Forest Campgrounds: Southern Minnesota

Dorier Memorial Hardwood State Forest

Kruger Recreation Area - from Wabasha take County Road 60 west 5 miles, then County Road 81 south ½ mile (on Zumbro River), (612) 345-3216. Eight campsites, camp fee, 13 picnic sites, boat access, fishing, on canoe route, 5 miles hiking and 4 miles horse trails. Forester, 1801 S. Oak, Lake City, MN 55041.

Webark Trail - from Houston go west 4.8 miles on County Road 13, (507) 724-5261. Has 8.8 miles of trails, five campsites, trail shelter, horse corral, bring own water, cross-country ski trail, horse trail, hiking. Forester, 601 Sprague St., Caledonia, MN 55921.

Human Resources Bureau

(651) 296-6493; FAX: (651) 296-6494; DNR job information line (651) 296-6492 Mary O'Neill, administrator. The bureau provides the DNR 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. Inquiries concerning job information and internships should be directed to this office.

Management Information Services Bureau

(651) 297-3906; FAX (651) 297-4946, Chief Information Officer. The Management Information Services Bureau (MIS) is responsible for providing the information infrastructure, tools, training and technical support that DNR employees need to make informed business decisions. The three major program areas include:

Networks and Operations

(651) 282-6095 Jack Shea, Manager. Provides network infrastructure and support to end users. Manages the operations for all servers including AS/400, Unix / Oracle and Novell Servers. Provides telephone maintenance and support as well as end user computer training.

Geographic Information Systems (GIS)

(651) 297-7877 Les Maki, Manager. Provides department level coordination of GIS planning, data development, training and application development; GIS hardware and software support; assistance and advice on GIS projects; organization and delivery of GIS training; management of the GIS lab; UNIX administration and support and leadership in state-level interagency GIS planning.

Applications

(651) 296-1305 Colleen Mlecoch, Manager. Develops and maintains new and legacy applications for the DNR; provides project planning; contract administration and application vendor management. Develops and maintains the DNR Web site.

Library Services

(651) 297-4929 Char Feist, director. The DNR Library provides cost-effective access to information needed by natural resource managers. The mission is to satisfy clients' requests with information tailored to meet their particular needs within their time frame. Services include: developing a dynamic collection of natural resource journals, books and other documents; providing access to this collection via state-wide catalog systems; conducting fact finding research using computer data bases and other information-finding tools; disseminating information relevant to client interest profiles; and obtaining requested materials through worldwide interlibrary loan networks. The public is welcome to use informational resources in the DNR library. Hours: Monday - Friday, 7:30 a.m. - 4:30 p.m.

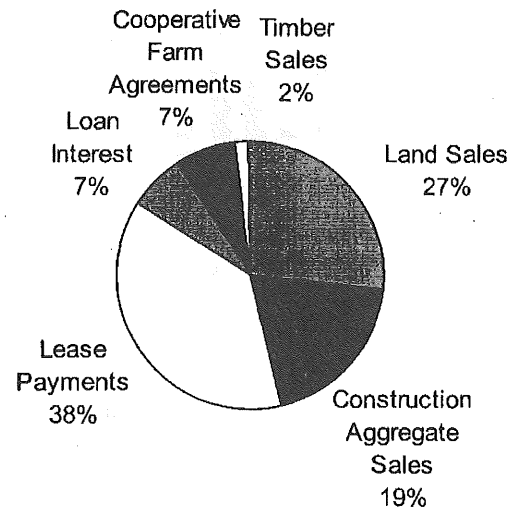
Division of Lands and Minerals

(612) 296-4807; FAX: (612) 296-5939 William Brice, director. The Division of Lands and Minerals provides real estate services for all units of the Department. It provides land transaction services in the areas of acquisition, sales, leasing, conservation and other types of easements, licensing, and land exchange. The Division is also engaged in leasing mineral rights for exploration and extraction of

minerals on state-owned minerals lands. It provides technical support to local governments on mining and reclamation issues. It manages a number of research and development programs supporting mineral research statewide.

Land Revenue FY 2000

\$3.07 Million



The Division also manages the state land records and mineral rights information, totaling approximately five million records, for state-owned and administered lands, including state acquired land, county-administered tax-forfeited land, and land held in trust for the Permanent School Fund and Permanent University Fund. It also has a fiduciary responsibility in the management of state Trust Fund lands.

The Division consists of several subsections providing lands- and minerals-related services: Appraisal Assignments and Analysis; Land and Mineral Transactions; Information Systems and Records; Regional Operations; Mineral Engineering; Mineral Potential; Mineland Reclamation; and Fiscal Management. There are also two subsections providing support services: Office Management; and Building Maintenance and Technical Support.

The Division provides land management direction for the Department, provides land information to the public, and manages all Department real estate transactions. It provides expert, timely real estate services in support of legislative mandates and department goals. The Division also generates revenue from state-owned lands by leasing lands for exploration and mining. It helps to encourage a strong mineral industry, and advocates use of environmentally sound mining practices.

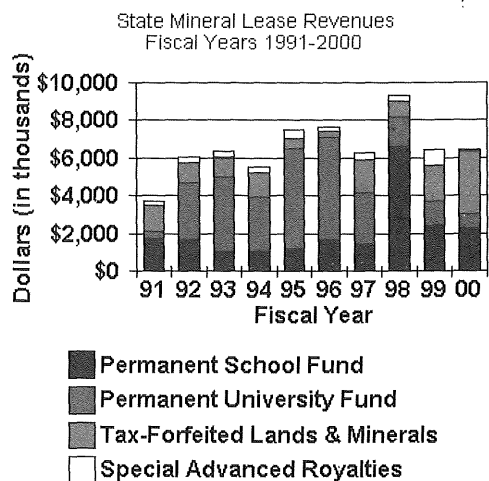
The Division of Lands and Minerals was first created as a part of the then-Department of Conservation in 1931. Since then, it has been merged and split twice. The most recent transition was a merger of the Bureau of Real Estate Management and the Division of Minerals, which took place starting in 1999.

Earned Revenues

Real estate-related activities generated about \$3.07 million in FY 2000. Revenue related to various types of sales and leases constituted 90 percent of the total. Cooperative farming agreements contributed to the remaining 10 percent. The chart illustrates the types and levels of activity that produced revenue in FY 2000.

Minerals revenue totaled \$6.5 million in FY 2000. The graph illustrates revenue generated from state mineral leases for the 10-year period through FY 2000. The revenues are depicted according to the

account in which the revenue is deposited, i.e., Permanent School Fund, Permanent University Fund, Tax-forfeited land fund, and the Special Advanced Royalties Account. Other accounts include the Consolidated Conservation Land Account and General Fund.



DNR Administered and County Administered State-Owned Lands by Land Type

School Trust	2,510,528.45
University Trust	25,950.13
Total Trust Lands	2,536,478.58 acres

Acquired Lands	1,349,817.00 acres
Con Con Lands	1,552,105.94 acres
Volstead Lands	31,787.74 acres

Total DNR-Administered Lands 5,470,189.26 acres

County Tax Forfeit Lands 2,858,651.15 acres

DNR-Administered and County Tax Forfeit (Surface) Lands in DNR Land System 8,328,840.41

(As of 12/5/2000)

Division organization

The Division has a central headquarters in St. Paul, and branch offices with field personnel throughout the state. It is organized under one director, who is accountable to the Commissioner of Natural Resources. The director has three assistant directors. The direct phone for general information is: (651) 296-4807; or fax numbers (651) 297-3507 (lands) and (651) 296-5939 (minerals). General information is also obtainable from the DNR website, located at: www.dnr.state.mn.us/lands_and_minerals/

Under the assistant director in the Hibbing office (218) 262-6767, located at 1525 - 3rd Avenue E., Hibbing, MN 55746) there are five subsections:

Regional Operations - manages and oversees land-related issues statewide through a staff located in all six DNR regions of the state. Staff work with regional and field managers in the coordination of land transactions. Contact: (218) 262-7342.

Minerals Engineering and Development - identifies and evaluates mineral resources to attract new industry to the state and develops mineral information for land-use decision making. Contact: (218) 262-7341.

Office Management (Hibbing) - manages clerical and other support services in the Hibbing office. Contact the office administrative specialist: (218) 262-7390.

Building Maintenance and Technical Support - manages the Hibbing buildings and support services related to mining exploration, research and reclamation activities of the Division. Contact the mining aide supervisor: (218) 262-6770.

Information Systems Support - works in conjunction with the Information Systems Support unit in Hibbing to supply GIS services, including maps and charts illustrating land and minerals ownership data, and to maintain about five million individual land records in a centralized database system. This section also specializes and maintaining and upgrading the hardware and software needed for the various Division computer needs, and supplies Geographic Information Systems (GIS) services to the Division on lands- and minerals-related issues. Contact the information systems and records supervisor: (651) 296-0656.

Under the assistant director for land-related activities in St. Paul (651) 296-297-2572, located at 500 Lafayette Road, Box 45, St. Paul, MN 55155), there are three subsections:

Lands and Minerals Transactions - is responsible for the land acquisitions, exchanges, sales of state lands, leases, licenses, easements and minerals leases. Specific forms and procedures are required for all transactions, and various fees apply depending on the type and complexity of the transaction. The Transactions sections works with regional staff and field staff from other division in coordinating and completing land transactions. Leases, licenses and easements are transacted at regional offices. Land acquisitions and exchanges are proposed starting at the local level, but require assistance of specific real estate expertise that may be available only through the central office. Acquisitions are done on a willing-seller basis. Land sales are conducted once annually, usually in the late summer or early fall. Contact the transactions manager: (651) 296-9564

Appraisal Assignments and Analysis - The Appraisal subunit oversees land appraisals submitted by staff or contract appraisers to establish market value for land transactions. The Analysis subunit manages long-term land projects, researches land policy issues, tracks lands- and minerals-related legislation, and is responsible for public education on lands- and minerals-related issues. Appraisals are required for most transactions, and are requested by field staff at the appropriate time in a transaction. Appraisal fees may be the responsibility of the landowner in some transactions. The state pays for the acquisition appraisals. Contact the appraisal and analysis manager: (651) 296-0625.

Under the assistant director for minerals-related issues in St. Paul (651) 296-9565), there are four subsections:

Mineral Potential - provides mineral resource data to the public and industry in digital formats that are easy to access and use. Works with the public and local governments by providing information to plan for future mineral resource use. Develops and presents mineral resource data in creative ways that promote the investment of private exploration and development funds. Works to improve the amount, quality, and availability of related mineral resource information, such as through refinement of low cost exploration techniques. Contact the senior geologist: (651) 297-1125

Mineland Reclamation - carries out activities to assure that reclamation standards are met for iron ore, taconite, nonferrous metallic minerals, and peat operations on all land - regardless of ownership - through an ongoing compliance program. The Division provides reclamation technical assistance to local governments and the industrial minerals sector. Contact the reclamation manager: (218) 262-7389 (Hibbing office).

Office Management - manages clerical and other support services in the St. Paul central office. Contact the office services supervisor: (651) 297-4953

Fiscal Management - deals with the budgeting for the Division and the accounting for numerous professional services, transaction costs, and other billings and payments. Contact the fiscal services supervisor: (651) 297-3505

Parks and Recreation Division

(651) 296-9223 **William Morrissey, director.** The division develops and manages a system of 72 state parks and state recreation areas, eight waysides and one state trail that contain examples of Minnesota's most scenic lands. Recreational facilities in parks include more than 4,300 campsites with semi-modern (showers and flush toilets) or rustic facilities (with water and vault toilets), 38 swimming beaches, naturalist programs, and more than 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 of every park are available free of charge from the DNR Information Center in St. Paul or from park offices. Maps are also available on the DNR website: www.dnr.state.mn.us.

Administrative Programs

Bill Brinker, business manager (651) 296-2760; **Karen Simmer, human resources representative** (651) 296-2561. This section manages the division's fiscal matters including budget development, spending plans, divisional reviews and concessionaire contracts. In addition, this section provides human resource support, labor relations involvement, training, exam development and various other personnel activities.

Park Development

(651) 296-8289 **John Strohkirch, manager.** This section implements state park development and land acquisition programs; reviews and determines new development and major rehabilitation projects.

Parks Operations

(651) 296-2609 **Ron Hains, manager; Steve Anderson, coordinator.** This section coordinates all parks maintenance, operations, resource management and interpretive programs, including law enforcement, campground reservations, policy development and compliance.

Interpretive Services

(651) 297-5256 **Joel Stedman, coordinator.** This section plans, develops, and administers the educational functions of the state park system. The interpretive services program provides park visitors opportunities to experience the geological, biological, historical and prehistoric heritage of Minnesota through a variety of educational and recreational programs.

Resource Management

(651) 297-1158 **Ed Quinn, coordinator.** This section administers the natural and cultural resource management program of the division, including research permits.

Planning and Management Information System

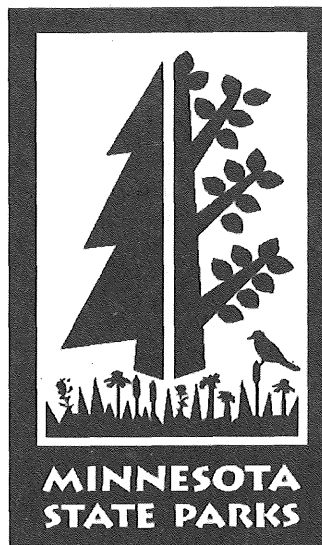
(651) 296-8162 **Patricia Arndt, manager.** This section manages the division's planning and management information systems programs.

Public Affairs and Marketing

(651) 297-7979 **Kate Brady, public affairs and marketing supervisor; Carmen Diestler, media relations** (651) 297-5257. This section administers the division's information, public relations, publications, media, fund-raising, and merchandising activities. (651) 297-8361 **Karen Hassett, merchandise coordinator.** This section plans and administers the division's merchandising and gift sales programs.

State Parks

Before You Make Your Reservation:



Minnesota State Parks offer a wide variety of facilities and experiences. Contact the DNR Information Center at (651) 296-6157 (Metro area) or 888-646-6367 (Minnesota toll-free), for brochures and information on Minnesota's State Parks. They can assist you with trip planning and suggest which parks fit your vacation plans. Once you decide where you would like to camp or vacation, contact The Connection, our state reservation system, to make your campsite or lodging reservation.

To make reservations for campsites and lodging at Minnesota State Parks call (952) 922-9000 (for Minneapolis/St. Paul residents) or 800-246-CAMP (out-of-state and Greater Minnesota).

Make Minnesota State Park camping or lodging reservations can be made 24-hours-a-day, seven days a week, by contacting the Connection®, a Minnesota-based company.

Camping reservations can be made up to 90 days in advance of arrival. Lodging reservations can be made one year in advance.

The reservation cost is \$7.25 per reservation and can be paid by Visa, MasterCard, or Discover credit cards; by check or money order. TDD/TTY numbers for Telecommunications Device for the Deaf are: (952) 890-2883 (Minneapolis/St. Paul area) or 800-334-7413 (Greater Minnesota and other states).

How To Make A Reservation:

After you have decided where and when you wish to camp:

1. **Call** (952) 922-9000 (for Mpls/St. Paul residents) 800-246-2267 (Greater Minnesota and other states).
2. **Give the operator your reservation request** and have your Visa, MasterCard or Discover card information ready, or pay by check or money order.
3. **Verify that your reservation** is for the correct type of campsite, arrival date, and length of stay.
4. **You will be given a confirmation number** to present at the park.

2001 Vehicle Permits

(Tax included. All prices subject to change)

Annual Permit: \$ 20.00
 * **Second vehicle:** \$ 15.00

Annual Special Permits:

* Minnesota handicapped plates or certificate required \$ 12.00

- Daily Permit:** \$ 4.00
(Same rate for all vehicles)
- Daily Group Permit:** \$ 2.00
* Group Rate (10 permit minimum, 24 hours notice. Check at park office for details.)

2001 Camping Fees (tax included)

- * Sites with showers \$12.00
* Rustic site (no showers, vault toilets) \$ 8.00
* Sites with electricity add \$ 3.00
* Backpack or canoe sites \$ 7.00

Special Camping Rate

Half-priced camping is available Sunday through Thursday for Minnesota resident seniors or physically disabled campers. This reduced rate applies to semi-modern and rustic sites only. For all visitors, the semi-modern campsite rate is reduced to a rustic rate during the off-season when showers and flush toilet facilities are not available.

Group Camp Reservations

Reservations for group camps or group centers must be made by calling the state park directly. Group camps are not reserved through The Connection. To reserve, contact the individual park in which the group camp is located.

State Parks: Metro Area

Afton State Park:

Grand oaks and delicate prairie flowers grace the rugged, rolling landscape of this park. Trails wind down deep ravines and rise up to the grassy ridgetops overlooking the scenic St. Croix River, perfect for hikers, horseback riders, and cross-country skiers. Located just 30 minutes from the Twin Cities, the park offers visitors a swimming beach, backpack campsites, and a visitor center with interpretive displays. (1,702 acres) Contact: Park Manager, 6959 Peller Avenue S., Hastings, MN 55033; (651) 436-5391.

Fort Snelling State Park:

Located in the heart of the Twin Cities, this park offers extensive biking, hiking, and skiing trails. Canoe on Gun Club Lake, golf, swim in Snelling Lake, or hike on Pike Island, where the Mississippi and Minnesota rivers converge. Stop by the Thomas C. Savage Visitor Center to see interpretive displays or attend interpretive programs. Then hike up to the historic Fort Snelling for a view of pioneer life in the 1820s. No camping available at this park. (3,400 acres) Contact: Park Manager, #1 Post Road, St. Paul, MN 55111; (612) 725-2389.

Lake Maria State Park:

Lake Maria is made up of extensive woodlands and wetlands. It is home to the Blanding's turtle, a threatened species, whose shell is spotted with bright yellow. The park is perfect for hikers, horseback riders and cross-country skiers who enjoy the challenge of the rolling wooded terrain. The park contains one of the few remaining stands of Big Woods, a maple oak, basswood forest that once covered part of southern Minnesota. Backpack sites and year-round camper cabins are located on remote lakes and ponds throughout the park, are just two miles from the trailhead parking area. Located near the Twin Cities, the park is about 8 miles west of Monticello. (1,590 acres) Contact: Park Manager, 11411 Clementa Ave. NW, Monticello, MN 55362; (763) 878-2325.

Minnesota Valley State Recreation Area:

Just minutes from the Twin Cities, this state recreation area preserves part of the Minnesota River Valley. The area links to other public lands by the Minnesota Valley Trail and is ideal for hiking, biking, cross-country skiing, mountain biking and snowmobiling. The landscapes are just as diverse as the trail system, including flat grasslands,

river bottom cottonwoods, and blufftop oak savanna. Wildlife observation and birdwatching are popular activities year-round. Located between Jordan and Belle Plaine. (5,490 acres) Contact: Park Manager, 19825 Park Boulevard, Jordan, MN 55352; (952) 492-6400.

William O'Brien State Park:

A great get-away park only one hour from the Twin Cities, William O'Brien provides a beautiful setting for quality recreation along the banks of the St. Croix River. Hiking trails offer quiet exploration of the park's rolling, wooded hills. For anglers, the channels of the St. Croix have northerns, walleye, bass, and trout. Ideal for canoeing, the river is also a migratory pathway that offers visitors diversity of sights and sounds. In the winter, snowshoeing, skiing, and camping attract enthusiasts. (1,520 acres) Contact: Park Manager, 16821 O'Brien Trail N., Marine-on-St. Croix, MN 55047; (651) 433-0500.

State Parks: Northern and Central Minnesota

Banning State Park:

Just minutes off I-35. Hike along the Kettle River amid dramatic sandstone rock formations and lush ferns. Watch daring canoeists and kayakers shoot the turbulent rapids of Blueberry Slide, Mother's Delight, Dragon's Tooth, and Hell's Gate. Take in the historic ruins of Banning Sandstone Quarry, where workers once chiseled sandstone into massive blocks. Explore Wolf Creek Falls, the Log Creek Arches, and Robinson's Ice Cave. Park has camping and lodging available. (6,237 acres) Contact: Park Manager, P.O. Box 643, Sandstone, MN 55072; (320) 245-2668.

Bear Head Lake State Park:

Secluded in the north woods, this park contains pristine lakes, home to black bears, nesting eagles, timber wolves and moose. Stands of white and red pine tower over the birch, aspen, and fir complemented by spruce, cedar and tamarack bogs. Explore miles of shoreline by canoe. Swim at the beach, picnic in the shelter building, or fish for walleyes, bass, crappies or trout. Trails in the park link up with the Taconite State Trail and offer snowmobilers, skiers, and hikers plenty to enjoy. Rent a camper cabin or three-bedroom guest house any season of the year. (4,535 acres) Contact: Park Manager, 9301 Bear Head State Road, Ely, MN 55731; (218) 365-7229.

Big Bog State Recreation Area:

(Big Bog SRA is currently under development.) The 9,100-acre recreation area is a paradise for birders and flower lovers. The SRA's fragile ecosystem is home to several plants and animals species that are on Minnesota's endangered, threatened and special concern species list. Development plans include upgrading the existing campground, beach and visitor center. Contact: Matt Langan, Park Planner, (651) 215-9035.

Buffalo River State Park:

Trails wind through one of Minnesota's finest and largest remnant prairies. Listen for bobolinks, prairie chickens, marbled godwits and upland sandpipers. A picnic area, swimming area and campground are located in the hardwood forest along the Buffalo River. (1,367 acres) Contact: Park Manager, Box 352, Glyndon, MN 56547; (218) 498-2124.

Cascade River State Park:

Thundering, spectacular falls shoot out of the Sawtooth Mountains, squeeze through a twisting, narrow gorge and drop 225 feet in a quarter mile. Cascade offers a rushing river, grand waterfalls, and verdant forest with lush moss and ferns growing on black volcanic rock formations. Hike the trail through birch, spruce and white cedar and stop to see the views of Lake Superior, the largest freshwater lake in the world. Trails that connect with the Superior Hiking Trail and the

North Shore State Trail make this park popular among hikers and cross-country skiers. Drive-in and backpack campsites are available. (2,813 acres) Contact: Park Manager, 3481 W. Highway 61, Lutsen, MN 55612; (218) 387-3053.

Charles A. Lindbergh State Park:

Located on the Mississippi River, this park offers a quaint picnic area with a historic stone water tower and WPA log buildings. Fish the waters of the Mississippi, camp, canoe Pike Creek, or walk the trails amid beautiful white and red pine, aspen and oak. Look for bald eagles in the spring and fall. Stop in the historic home of Charles Lindbergh Sr., father of the famous aviator. (330 acres) Contact: Park Manager, P.O. Box 364, Little Falls, MN 56345; (320) 616-2525.

Crow Wing State Park:

Explore prairie, pine and hardwood forests or camp in the park's 60+ site campground. View the Mississippi River from historic and picturesque "Chippewa Lookout." Walk along the historic Wood Trail, where ox carts once carried supplies from St. Paul to the Red River Valley. Discover the story of the once prosperous town of Crow Wing. Novice canoeists can paddle the calm waters of the Crow Wing and Mississippi rivers. (2,077 acres) Contact: Park Manager, 3124 State Park Rd. S.W., Brainerd, MN 56401; (218) 829-8022.

Cuyuna Country State Recreation Area:

Abandoned by mining companies more than 20 years ago, this area of former mining pits and rock deposit stockpiles now boasts regenerated vegetation and clear lakes that draw a wide range of recreation enthusiasts. Trout, northerns, bass, crappies, sunfish, and wall-eyes inhabit the lakes and 16 miles of undeveloped shoreline can be explored by boat or canoe. As Minnesota's newest state recreation area, Cuyuna's 5,000 acres are undeveloped and uncharted. Most of the current facilities are locally owned and operated, including a public campground and historical park. Cuyuna Country State Recreation area is located off Highway 210 near the towns of Crosby and Iron-ton. (5,000 acres) Contact: Park Manager, P.O. Box 404, Iron-ton, MN 56455; (218) 546-5926.

Father Hennepin State Park:

Mille Lacs Lake stretches across this 318-acre park, so there's plenty of water recreation for visitors. Cast a line to catch northerns, bluegills, crappies, bass, walleyes, and muskies. Boaters can access the lake from two boat launches. Enjoy the sandy beach, swimming area, and drive-in campsites. (318 acres) Contact: Park Manager, Box 397, Isle, MN 56342; (320) 676-8763.

Franz Jevne State Park:

Secluded and peaceful, this park offers picturesque views of Ontario and the Rainy River. Short paths and a boat launch offer access to the river for fishing, where anglers catch walleyes, northerns, small-mouth bass, and sturgeon. Pitch a tent in the rustic campsites, equipped with a hand pump for water and vault toilets. Located east of Birchdale on State Highway 11. (118 acres) Contact: Park Manager @ Zippel Bay State Park, 3684 54th Ave. NW, Williams, MN 56686; (218) 783-6252.

Garden Island State Recreation Area:

Located 19 nautical miles from shore on Lake of the Woods, Garden Island SRA is a convenient resting spot for anglers and excursion boats. Garden Island is day-use only recreation area is currently under development. Contact: Park Manager, Zippel Bay State Park, 3684 54th Ave. NW, Williams, MN 56686; (218) 783-6252

George Crosby Manitou State Park:

Come to this north-country wilderness park in the state's North Shore highlands, where waterfalls cascade through a volcanic canyon

surrounded by majestic forest. The trails, carved through a forest of fir, cedar, spruce and northern hardwoods, are steep and challenging for hikers and backpackers. Secluded campsites are for backpackers only. Trout (brown, rainbow, and brook) and splake (a hybrid of brook and lake trout) reside in Benson Lake. Watch for moose, deer, bear, and wolves. (5,259 acres) Contact: Tettegouche State Park at (218) 226-6365.

Glacial Lakes State Park:

Stand on top of the scenic glacial hills and experience the vast, open prairie that once dominated Minnesota. Wildflowers and prairie grasses blanket the landscape from spring through fall. Swim, fish or boat in the fresh, clear waters of 56-acre Mountain Lake. A shady, spacious campground is available; horseback riders can camp at the trail center and at remote sites. Canoe rental available. (1,850 acres) Contact: Park Manager, 25022 County Road 41, Starbuck, MN 56381; (320) 239-2860.

Glendalough State Park:

With more than nine miles of undeveloped shoreline and six lakes, this angler's paradise is one of the last large tracts of undeveloped lakeshore and land in western Minnesota. During spring and fall migration, the park becomes a major waterfowl staging area. Hiking trails take visitors through tall and short grass prairie areas, oak and northern hardwoods. Camp at the park's 22 cart-in campsites or stay in one of the four seasonal camper cabins. (1,924 acres) Contact: Park Manager, 25287 Whitetail Lane, Battle Lake, MN 56515; (218) 864-0110.

Gooseberry Falls State Park:

Gooseberry Falls is the gateway to the North Shore. Listen to the thunderous roar of the Upper and Lower Falls of the Gooseberry River as it plummets through a rocky gorge. Hike or ski to the Fifth Falls through a forest of conifers, aspen, and birch. Visitors enjoy camping, picnicking, and trout fishing from Lake Superior or the river. Stop by the park's visitor center to see the park's interpretive displays, pick up a schedule of naturalist programs, or shop for clothes, jewelry, books and gifts in the Center's Nature Store. (1,675 acres) Contact: Park Manager, 3201 Highway 61, Two Harbors, MN 55616; (218) 834-3855.

Grand Portage State Park:

Torrents of wild water plummet 120 feet over High Falls to the Pigeon River. The falls, the highest in the state, presented a serious obstacle to river travel so a "carrying place" or portage was necessary. American Indians created a nine-mile trail from Lake Superior to bypass the falls. This trail became known as the "grand portage." Today, visitors of all abilities can take a ½-mile trail and boardwalk to the falls overlook area. The park is designed for day use only and contains mixed hardwood-conifer forests, hiking trails along the banks of the Pigeon River, fishing, picnicking and spectacular scenery. Located 6 miles northeast of Grand Portage on State Highway 61 on the U.S./Canada border. (300 acres) Contact: Park Manager, 9393 E. Highway 61, Grand Portage, MN 55605; (218) 475-2360.

Hayes Lake State Park:

Some days it's just you, loons, and moose, while you explore areas around Hayes Lake. Fed by the north fork of the Roseau River, the lake supports crappie, sunfish, and northern pike. Birdwatchers have spotted more than 200 species in or near the park. The summer is a perfect time to look for orchids, gentians, and blueberries (visitors may pick the berries but not the flowers). Visitors can swim and canoe in the lake, camp or stay overnight in one of the park's two seasonal camper cabins. Trails for hiking, skiing, snowmobiling, and horseback riding connect with the Beltrami Island State Forest. (2,950 acres) Contact: Park Manager, 48990 County Road 4, Roseau, MN 56751; (218) 425-7504.

Hill Annex Mine State Park:

Go down in history with a tour of the Hill Annex Iron Mine. Open pit mine tours are offered every 1-1/2 hours. Visitors make a spectacular descent into mining's past. Learn about the mine operation, the people who worked there, and where they came from. Discover marine fossils in northern Minnesota. Get a sense of the mine's deep, rich history. Learn how this national historic site played an important role in state, national, and world history. (635 acres) Contact: Park Manager, P.O. Box 376, Calumet, MN 55716; (218) 247-7215.

Interstate State Park:

Pioneer environmentalists from Minnesota and Wisconsin recognized the need to preserve the Dalles of the St. Croix River. Working together in the late 1800s, they established the first interstate park in the nation: Minnesota Interstate in 1895 and Wisconsin Interstate in 1900. Today, the swirling whitewater, deep potholes, and the steep river gorge are protected. Take a paddleboat ride down the river, watch kayakers shoot the rapids, canoe the calm waters, or learn about the area's rich cultural history in the park visitor center. Guided tours of the glacial potholes are given during the summer months. Canoe rental available. (293 acres) Contact: Park Manager, P.O. Box 254, Taylors Falls, MN 55084; (612) 465-5711.

Itasca State Park:

Established in 1891, Itasca is Minnesota's first state park. Today the park is a 32,000-acre wilderness with more than 100 lakes. Walk across the mighty Mississippi as it starts its winding journey 2,552 miles to the Gulf of Mexico. Stand under towering pines at Preacher's Grove or Peace Pipe Vista. Visit the Itasca Indian Mounds or Wegmann's Cabin, landmarks of centuries gone by. Camp under the stars, or stay the night at the historic Douglas Lodge or cabins. Explore Wilderness Drive past the 2,000-acre Wilderness Sanctuary, one of Minnesota's seven National Natural Landmarks. (32,690 acres) Contact: Park Manager, HCO5, Box 4, Lake Itasca, MN 56460-9702; (218) 266-2100.

Jay Cooke State Park:

Park trails link up with the Willard Munger State Trail at the north edge of the park; perfect for backpackers, bikers (both mountain and tour), hikers, horseback riders and skiers. Check out the wildflowers in the spring and the vivid colors in the fall. Walk on the swinging suspension bridge, high above the raging St. Louis River. Visit the historic cemetery and the gorge at Thomson Dam. (8,818 acres) Contact: Park Manager, 500 Highway 210 E., Carlton, MN 55718; (218) 384-4610.

Judge C. R. Magney State Park:

Come for the quiet, the solitude, and the famous Devil's Kettle waterfall on the Brule River. Black, volcanic rock divides the rushing river to form a 50-foot waterfall. Anglers catch brook and rainbow trout with regularity. The park offers camping, picnicking and hiking along the river. (4,514 acres) Contact: Park Manager, 4051 E. Highway 61, Grand Marais, MN 55604; (218) 387-3039.

Lake Bemidji State Park:

This park is the perfect playground any time of year. It offers visitors swimming, boating, fishing, birdwatching, hiking, camping, biking, picnicking, snowmobiling, cross-country skiing and year-around naturalist-led activities. Hikers can explore the beauty of a tamarack bog carpeted with showy lady's slippers, pitcher plants, dragon's mouth, grass pink, and insect-eating sundews. (1,688 acres) Contact:

Park Manager, 3401 State Park Rd. N.E., Bemidji, MN 56601; (218) 755-3843.

Lake Bronson State Park:

From the observation tower, view the prairie and aspen-oak forests or watch for deer, sharp-tailed grouse, moose, eagles, and sandhill cranes. The Two Rivers flow into Lake Bronson, offering visitors swimming, fishing, boating, and a tranquil backdrop for the picnic grounds. Trails for hiking, biking, cross-country skiing, and snowmobiling are available. Be sure to stop in the park's new visitor center for more information. Located near the town of Lake Bronson, the park access is on County State Highway 28. (2,983 acres) Contact: Park Manager, Box 9, Lake Bronson, MN 56734; (218) 754-2200.

Lake Carlos State Park:

Sculpted by ancient glaciers, Lake Carlos State Park contains a tamarack bog, marshes, woodland ponds and lakes. Clear and deep, Lake Carlos offers visitors a perfect setting for swimming, fishing, boating, camping, hiking and horseback riding. In the winter, ski from the tamarack bog to a maple-basswood forest. (1,236 acres) Contact: Park Manager, 2601 County Road 38 N.E., Carlos, MN 56319; (320) 852-7200.

McCarthy Beach State Park:

Come to McCarthy and you'll remember the lakes. Dig your toes into the sandy beach on Sturgeon Lake-rated one of the top 17 beaches in North America by Highways Magazine. Camp overnight or launch a boat to explore Side Lake and the four connected lakes of the Sturgeon chain. Hikers, cross-country skiers, and snowmobilers enjoy the scenic trails winding through stands of large red and white pines. For longer ventures, head out on the Taconite Trail for access to hundreds of miles of additional trails. Located near Hibbing. (2,311 acres) Contact: Park Manager, 7622 McCarthy Beach Rd., Side Lake, MN 55781; (218) 254-7979.

Maplewood State Park:

The maple forest turns brilliant shades of orange, gold and red in the fall. Eight major lakes and many ponds offer water lovers places to swim, fish, boat and simply relax. Lake Lida has a sandy beach and large picnic areas for visitors. Drive along the scenic route to observe the wildlife. The park is host to 150 bird species and 50 species of mammals. The extensive trail system attracts hikers, horseback riders, and cross-country skiers. (9,250 acres) Contact: Park Manager, Route 3, Box 422, Pelican Rapids, MN 56572; (218) 863-8383.

Mille Lacs Kathio State Park:

This 10,000-acre park offers an outstanding woodland trail system that is a favorite of hikers, skiers, snowmobilers, and horseback riders. Climb to the top of the 100-foot observation tower for a spectacular view of Mille Lacs Lake and the surrounding area. Visit the interpretive center to learn the fascinating story of 5,000 years of human activity in this national historic landmark. (10,585 acres) Camp at any of the park's 73 sites or stay in one of the five year-round camper cabins. Contact: Park Manager, 15066 Kathio State Park Road, Onamia, MN 56359-9534; (320) 532-3523.

Moose Lake State Park:

Rolling hills, surrounded by fields and woods, ponds and fishing lakes, make this park popular for hikers, anglers, canoeists, swimmers and campers. Quiet Echo Lake is ideal for catching bass, northerns, and panfish. The Willard Munger Trail is located two miles west of the

Old Mill State Park:

A steam-powered flour mill dating back to 1889 and a log cabin are bold landmarks from the past. The grist mill still gets fired up once a year to grind flour. The Middle River meanders through the park and visitors can see deer, beaver, and moose. Enjoy the prairie and the ever-changing parade of flowers along wooded trails. A swimming area, swinging bridge, picnic grounds, campground, and interpretive displays are popular among visitors. Located between Argyle and Newfolden. (406 acres) Contact: Park Manager, Route 1, Box 43, Argyle, MN 56713; (218) 437-8174.

Red River State Recreation Area:

(Red River Valley SRA is currently under development.) Devastated by flooding in 1997, the area is now being redeveloped as a state recreation area. Plans include hiking and biking trails, fishing access, habitat improvement, historic sites and a visitor area that will feature flood plain history and interpretive programs. The Red River Valley SRA will also showcase a rare remnant of the flood plain forest and tallgrass prairie. Contact: Helen Cozzetto, Project Consultant, (218) 773-0214.

St. Croix State Park:

With more than 34,000 acres and two great rivers, the St. Croix River, a national wild and scenic river, and the Kettle River, a state wild and scenic river, there's so much to do. Explore the rivers by canoe or with a fishing pole. Swim at Lake Clayton or climb a fire tower. The park has miles of trails for hikers, horseback riders, bicyclists, snowmobilers and cross-country skiers. Campers can reserve drive-in, walk-in, backpack and horseback campsites. Large groups can reserve the modern group centers or the primitive group camps. Overnight guests may also choose from cabins or guest house for lodging accommodations. (34,037 acres) Contact: Park Manager, Route 3, Box 450, Hinckley, MN 55037; (320) 384-6591.

Savanna Portage State Park:

Walk the Savanna Portage Trail, a historic trail traveled more than 200 years ago by fur traders, Dakota and Ojibwe Indians, and explorers. The Continental Divide Trail marks a great division of water: water to the west flows into the Mississippi River; water to the east runs into Lake Superior. The park has camping and lodging facilities, including backpack sites; miles of hiking, mountain bike, cross-country ski, and snowmobile trails; a beach at Loon Lake; and a playground. (15,818 acres) Contact: Park Manager, 55626 Lake Place, McGregor, MN 55760; (218) 426-3271.

Scenic State Park:

With seven pristine lakes, virgin pines, swimming beach and nesting osprey this park is aptly named. Hike the Chase Point Trail for hypnotic views of Coon and Sandwick lakes and see the giant pines. Overnight facilities include campsites (boat-in, drive-in, backpack) and a lakeshore cabin. Stop by the historic lodge which has displays and summer interpretive programs or the forest fire tower. (3,560 acres) Contact: Park Manager, 56956 Scenic Highway 7, Bigfork, MN 56628; (218) 743-3362.

Schoolcraft State Park:

This secluded northwoods park is the perfect place to unwind. Quiet and peaceful, the Whisper Trail leads hikers through the virgin pine forest that includes a white pine more than 300 years old. Canoeists and anglers can enjoy the gentle waters of the Mississippi River. A boat access, picnic area, canoe and drive-in campsites are available to visitors. (295 acres) Contact: Park Manager at the Hill Annex State Park; (218) 247-7215.

Soudan Underground Mine State Park:

A century slips by when you visit this park. Visitors wear hard hats and journey down 2,400 feet in a lift cage. On the 27th level, ride the rails back into the mine and listen to the stories of the mining days. Above ground, explore the dry house, drill shop, crusher house and engine house. Then hike the trails in the park through a northern hardwood conifer forest and past the famous Soudan iron formation. (1,300 acres) Contact: Park Manager, P.O. Box 335, Soudan, MN 55782; (218) 753-2245.

Split Rock Lighthouse State Park:

This park is reminiscent of the Maine coast with its historic light-house perched on the edge of a rocky peak. The park offers more than nautical history. Visitors can cart in their supplies to pristine campsites along Lake Superior. Hiking trails along the lake link up to the spectacular Superior Hiking Trail. Anglers cast their lines for lake trout, salmon, and brown trout. The rocky beach is perfect for skipping stones into Lake Superior. (2,075 acres) Contact: Park Manager, DNR, 3755 Split Rock Lighthouse Rd., Two Harbors, MN 55616; (218) 226-6377.

Temperance River State Park:

Take the trail that winds along the edge of the Temperance River gorge and view the rushing waterfalls, surrounded by pine, spruce, cedar and birch forest. The rapidly flowing river cut deep potholes in and along the riverbed. Hike the trail to Hidden Falls or connect up with trails into Superior National Forest and the Cross River Wayside. Visitors come to camp and picnic along the North Shore. Winter brings cross-country skiers and snowmobilers to tackle the hilly terrain. Carlton Peak, a recent addition to the park, offers even more recreation opportunities to park visitors. (539 acres) Contact: Park Manager, Box 33, Schroeder, MN 55613, (218) 663-7476.

Tettegouche State Park:

Come to Tettegouche for a great sense of the North Shore. The spectacular overlooks at Shovel Point; rocky, steep cliffs and inland bluffs; the cascading 60-foot High Falls of the Baptism River; and the historic Tettegouche Camp where visitors can stay the night. This is a hiker's paradise, with miles of trails that overlook the Sawtooth Mountains and wind down to four quiet inland lakes, accessible only by foot. The Palisade Valley Unit features broad scenic vistas coupled with an expanse of multi-use, four-season trails. Two more trout lakes complement the fishing opportunities within the rest of the park. The park is also known for quality birdwatching in the spring, summer, and especially the fall. (9,346 acres) Contact: Park Manager, 5702 Highway 61, Silver Bay, MN 55614; (218) 226-6365.

Wild River State Park:

Anglers, canoeists and hikers come to Wild River to enjoy the beautiful St. Croix River, one of the eight original National Wild and Scenic Rivers. The park contains a diversity of oaks, pines and prairie which attract eagles, woodcock, ruffed grouse, bluebirds, beaver and otter. Modern, backpack, canoe, horse and group camp opportunities are available. Camper cabins and a guest house with modern amenities can also be rented. Enjoy 35 miles of trails and the all-season trail center. Stop by the visitor center to discover the natural and cultural history of the area. (6,803 acres) Contact: Park Manager, 39797 Park Trail, Center City, MN 55012; (651) 583-2125.

Zippel Bay State Park:

Visitors remember the sunsets and the miles of white sand beach. Located on the shores of Lake of the Woods, the park has a fish cleaning house, marina and stone jetty for boaters. Watch for summer residents: sandhill cranes and piping plovers. The park offers drive-in campsites and a group camp. (2,906 acres) Contact: Park Manager, 3684 54th Ave NW, Williams, MN 56686; (218) 783-6252.

State Parks: Southern Minnesota

Beaver Creek Valley State Park:

Nestled in the bluffs of the southeast, Beaver Creek Valley is known for its trout stream fed by an artesian spring. In the spring, blooming wildflowers blanket the woodland hills and valleys attracting migratory songbirds like the Acadian flycatcher and Louisiana water-thrush. Hiking trails meander along the stream and up into a maple-basswood and oak forest. (695 acres) Contact: Park Manager, 15954 County 1, Caledonia, MN 55921; (507) 724-2107.

Big Stone Lake State Park:

Big Stone Lake, Minnesota's 10th largest lake and the source of the Minnesota River, is known for its excellent walleye fishing. The northern section of the park, called Bonanza, offers hiking, a boat launch, and a group camp. The Meadowbrook area, where the park headquarters is located, has a modern campground, swimming beach, and boat launch. (1,118 acres) Contact: Park Manager, RR 1, Box 153, Ortonville, MN 56278-9708; (320) 839-3663.

Blue Mounds State Park:

Experience prairie solitude where a herd of bison still roam. Hike the many grassy trails in this birder's paradise. View a multitude of wild-flowers, grasses, and wildlife. Bison calve in May and cactus blooms in late June. Spectacular bluish Sioux quartzite rock outcroppings offer both vistas and climbing opportunities. Stop by the park's culturally and geographically unique interpretive center. Camping and swimming are also popular. (2,028 acres) Contact: Park Manager, RR 1, Box 52, Luverne, MN 56156-9610; (507) 283-1307.

Camden State Park:

Maple, basswood, oak, and cottonwood trees dominate this park. Sun-drenched prairies and marshes offer added diversity. A trail look-out gives a great view of fall colors in the valley. Fish for trout in the Redwood River; bass or bluegills at Brawner Lake. Cool off in the spring-fed pool. The park provides picnic areas, campgrounds (drive-in, horseback, and group). (1,745 acres) Contact: Park Manager, 1897 County Road 68, Lynd, MN 56157-9719; (507) 865-4530.

Carley State Park:

Beauty and quiet is the essence of Carley. In the spring, delicate *mertensia* (bluebells) and other wildflowers carpet the valley with a profusion of color. Hike along the trail which follows the gentle White-water River and enjoy the grand old white pines. Listen for the sweet songs of orioles, song sparrows and indigo buntings. Rustic campsites are located around the picnic area. (204 acres) Contact: Whitewater State Park.

Flandrau State Park:

The gentle flowing Cottonwood River meanders through this southern park in New Ulm. The terrain offers views of wooded river bottoms, oxbow marshes and scenic prairies. Hikers and skiers enjoy the flat trails on the bottom of the valley or the more challenging routes on the oak-shaded bluffs. The park also offers a sand-bottom swimming pool and picnic area that attracts many visitors. Visit the historic stone buildings, crafted by the WPA. (805 acres) Contact: Park Manager, 1300 Summit Avenue, New Ulm, MN 56073-3664; (507) 233-9800.

Forestville/Mystery Cave State Park:

See this park's natural wonders, both above and below ground. In the summer beat the heat and explore the world of Mystery Cave, complete with stalactites, stalagmites and underground pools. Above ground visit Historic Forestville, a restored 1800s village operated by the Minnesota Historical Society. Fish three blue-ribbon trout streams. Enjoy the soft pastels of wildflowers in the spring or the bold colors of the forest in the fall. Winter invites visitors to ski or snowmobile the bluff country. (3,112 acres) Contact: Park Manager, Route 2, Box 128, Preston, MN 55965; (507) 352-5111; Mystery Cave: (507) 937-3251.

Fort Ridgely State Park:

Visit the historic fort site and learn about the U.S.-Dakota Conflict of 1862. For recreation, this park offers plenty: golfing on a nine hole course, hiking, horseback riding, winter sliding, skiing, snowmobiling, volleyball, baseball, fishing and camping (drive-in and backpack). (584 acres) Contact: Park Manager, Route 1, Box 65, Fairfax, MN 55332-9601; (507) 426-7840.

Frontenac State Park:

Located along the bluffs of the Mississippi River flyway, Frontenac is a birdwatcher's paradise. Lake Pepin and its diverse habitats attract numerous bald eagles, hawks, warblers, waterfowl and shorebirds in the spring and fall, with the eagles often staying nearly throughout the winter. Hikers, skiers and snowmobilers can enjoy spectacular views of the river valley. Other activities include fishing, boating, waterskiing, and picnicking. Circle tours around the lake and boat tours are available nearby. (2,773 acres) Contact: Park Manager, 29223 County 28 Blvd., Lake City, MN 55041; (651) 345-3401.

John Latsch State Park:

On the bluffs overlooking the Mississippi River Valley, this park offers splendid views up and down the river as well as across the river to Wisconsin. Rustic camping and picnicking are available in the mixed hardwood forest that is home to a rich variety of tree species and shrubs. (1,654 acres) Contact: Whitewater State Park.

Kilen Woods State Park:

Blooming coneflowers, butterfly weed and oak savanna prairie are highlights. Hike the cool woodland trail that meanders along the tranquil Des Moines River or view the river valley from Dinosaur Ridge Overlook. Visitors can camp, canoe, fish, picnic and hike. Climb the lookout tower for a bird's-eye view of the surrounding countryside. In the winter, tube down the long, steep hill. (228 acres) Contact: Park Manager, Route 1, Box 122, Lakefield, MN 56150-9566; (507) 662-6258.

Lac qui Parle State Park:

Lac qui Parle is a French translation of the name given to the lake by the Dakota Indians who called it "the lake that speaks." Visit in the spring or fall and you'll understand why; the lake is a stopover for thousands of migratory geese and other water-fowl. Paddle the lake, or cast a line and catch walleyes, northerns, perch, or crappie. Travel the trails by foot or horseback. Explore the historic Fort Renville and Lac qui Parle mission sites. (1,057 acres) Contact: Park Manager, Route 5, Box 74A, Montevideo, MN 56265-9804; (320) 752-4736.

Lake Louise State Park:

Lake Louise draws hikers, horseback riders, skiers and snowmobilers to its trails wind through open landscapes and lush hardwoods. Two rivers converge in the park- the Little Iowa and Upper Iowa-so it's ideal for water recreation. Swim, boat or fish in the lake's clear waters. Hiking and horseback riding are also popular. (1,168 acres) Contact: Park Manager, 12385 766th Ave., Leroy, MN 55951; (507) 324-5249.

Lake Shetek State Park:

The word "Shetek" is Ojibwe for pelican, a bird that resides at Lake Shetek during the summer and fall. The park is adjacent to the largest lake in southwestern Minnesota, a body of water that also forms the headwaters of the Des Moines River. Expect good fishing for walleyes, northerns, crappies and bullheads. Loon Island, a 45-acre bird sanctuary, is accessible by a causeway. The park includes a swimming beach, boat launch and campgrounds. Visit the Koch cabin and monument memorializing pioneer settlers. (1,109 acres) Contact: Park Manager, 163 State Park Road, Currie, MN 56123-9715; (507) 763-3256.

Minneopa State Park:

Minneopa's twin waterfalls plunge 45 feet into the steep wooded valley of Minneopa Creek and offer visitors a scenic spot to picnic. Take a stroll on the loop trail, which provides scenic overlooks of the falls. Other trails lead visitors through prairie and oak savanna to the confluence of the Minnesota River and Minneopa Creek. Visit the historic Seppmann Windmill, a Dutch-style mill constructed from native stone and lumber. Located west of Mankato. (2,689 acres.) Contact: Park Manager, 54497 Gadwall Rd., Mankato, MN 56001-8219; (507) 389-5464.

Monson Lake State Park:

Anglers cast your line for walleyes, northerns, bass, and sunfish. Birdwatchers look for pelicans, herons, western grebes and songbirds in this diverse landscape of wetlands and hardwood forests. The park includes a campground and wooded picnic area. (187 acres) Contact: Park Manager, 1690 15th St. NE, Sunburg, MN 56289-8118; (320) 366-3797.

Myre Big Island State Park:

This park has something for everyone. The trails take visitors through oak savanna and open grassland, around wetlands, and atop a glacial esker. Albert Lea Lake draws thousands of waterfowl and pelicans during migration. Wooded trails on Big Island offer spring wildflower viewing in the remnant big woods community. Come camp, hike and canoe in the park. (1,548 acres) Contact: Park Manager, Route 3, Box 33, Albert Lea, MN 56007; (507) 379-3403.

Nerstrand Big Woods State Park:

Enjoy this park any season of the year. In the spring, the park is a floral garden with hepatica, bloodroot, Dutchman's breeches, and the dwarf trout lily, which is found only in southeast Minnesota. Relax by Hidden Falls in the summer. The autumn brings a burst of red, orange and gold in the old-growth maple-basswood forest, one of the last extensive stands of the big woods. Camp, hike or picnic in the summer and fall. When winter comes, ski or snowmobile the trails through picturesque woods. (2,825 acres) Contact: Park Manager, 9700 170th Street East, Nerstrand, MN 55053; (507) 334-8848.

Great River Bluffs State Park:

This is bluff country. Hike to King's Bluff for a scenic view of the Mississippi River Valley. Bring binoculars; the river valley is a major flyway for waterfowl, eagles and hawks. Camp in any of the park's 31 campsites and explore the diversity in this park: oak-hickory woods, pine plantations, fields and goat prairies offer visitors excellent hiking and wildlife observation for ruffed grouse, wild turkeys, coyotes and many songbirds. (2,835 acres) Contact: Park Manager, Route 4, Winona, MN 55987; (507) 643-6849.

Rice Lake State Park:

Long ago, American Indians harvested rice from this lake. Today, the shallow waters and marshy edges of Rice Lake attract many water-fowl during the spring and fall migration as well as many nesting through the summer. Visitors enjoy camping under the tall hardwoods, photographing the spring wildflowers, picnicking in the shade, and swimming. Paddle across the lake and camp in one of the canoe campsites. (1,056 acres) Contact: Park Manager, 8485 Rose St., Owatonna, MN 55060; (507) 445-5871.

Sakatah Lake State Park:

Sakatah Lake Singing Hills State Trail traverses this park and offers miles of trails to hike, bike, cross-country ski and snowmobile. Canoeists can paddle the winding Cannon River and anglers can catch walleyes, bass, northerns and panfish. Spring and fall offer radiant colors in the prairie and the big woods, a maple-basswood forest. Enjoy camping, picnicking and swimming. (882 acres) Contact: Park Manager, 50499 Sakatah Lake State Park Rd., Waterville, MN 56096; (507) 362-4438.

Sibley State Park:

Hike to Mount Tom, one of the highest points in the area, and see a patchwork of forest, farmland, prairie knolls and lakes. Summer visitors thrive on swimming, boating and fishing on Lake Andrew. A canoe route invites adventurers to portage and canoe on Henschien Lake and Swan Lake. The park offers campgrounds, a group camp and modern group center, horseback camps, picnic areas, and year-round interpretive programs. (2,936 acres) Contact: Park Manager, 800 Sibley Park Rd. N.E., New London, MN 56273-9664; (320) 354-2055.

Split Rock Creek State Park:

Swim, fish, or boat the waters of Split Rock Lake, the largest body of water in Pipestone County. The shady campground and picnic area are located adjacent to the lake. April is the best time to see waterfowl in their breeding plumage. Winter offers ice skating, ice fishing, sledding, snowshoeing and cross-country skiing. (1,303 acres) Contact: Park Manager, 336 50th Ave., Jasper, MN 56144-9343, (507) 348-7908.

Upper Sioux Agency State Park:

What remains of the Upper Sioux (or Yellow Medicine) Agency stands as a reminder of the U.S.-Dakota Conflict of 1862. A memorial to Dakota Chief Mazomani, who died while trying to make peace, stands above the river valleys where the Minnesota and Yellow Medicine rivers meet and flow together. His burial site in this area is revered by the Dakota people. From the valley vistas, visitors can enjoy the flowing rivers, blooming prairie flowers, and hawks in flight. Visitors can camp overnight or stay in one of the park's two tipis. Trail activities include horseback riding, hiking, and snowmobiling. (1,280 acres) Contact: Park Manager, 5908 Highway 67, Granite Falls, MN 56241-9565; (320) 564-4777.

Whitewater State Park:

Regal limestone bluffs and deep ravines make Whitewater a very popular southeastern park. The park has few mosquitoes and plenty of trout swimming in the spring-fed Whitewater River and Trout Run Creek. Visitors can enjoy a sandy swimming beach, hikes, a seasonal camper cabin, camping (modern or walk-in), a group camp, and a modern group center with winterized cabins. (2,700 acres) Contact: Park Manager, Route 1, Box 256, Altura, MN 55910; (507) 932-3007.

Trails and Waterways Division

(651) 297-1151; FAX: (651) 297-5475 Dennis Asmussen, director. Trails and Waterways division is responsible for the operations of more than 3,000 miles of forest trails and state trails, more than 1,500 water access sites, and 23 designated canoe and boating routes, which offer over 2,900 miles of river for recreation.

Through grants-in-aid funding, with local units of government, the division administers more than 19,000 miles of snowmobile, OHV and ski-touring trails. In cooperation with other state agencies, the division publishes individual boat access maps by county; maps listing hiking, biking, OHV, and snowmobile trails; and maps of Minnesota rivers for boaters and canoeists. As a service to canoeists and kayakers, the division also provides river level reporting from April 15 to October 30.

State Trails

Trail maps are available for the following developed state trails in Minnesota:

- **Arrowhead State Trail**, from Tower to International Falls, has 135 miles open to snowmobiling with 69 miles available for hiking and horseback riding.

- **Douglas State Trail**, near Rochester, has 13 miles of parallel paved and un-paved treadway and is open to hiking, bicycling, in-line skating, snowmobiling, horseback riding and cross-country skiing.

- **Gateway State Trail**, in Ramsey and Washington counties, provides 18 miles of paved treadway for hiking, bicycling, in-line skating and cross-country skiing along with 10 miles of adjacent unpaved treadway for horseback riding.

- **Glacial Lakes State Trail**, provides 22 miles of hiking and snowmobiling between Willmar and Richmond; 12 miles have been paved for bicycling and in-line skating between Willmar and New London; and six miles between New London and Hawick have been surfaced with crushed aggregate.

- **Harmony-Preston Valley State Trail**, provides 18 miles of paved trail for hiking, bicycling, in-line skating and cross-country skiing from the Root River State trail through Preston and on to Harmony.

- **Heartland State Trail**, provides 27 miles of parallel paved and un-paved treadways for hiking, bicycling, in-line skating, horseback riding and snowmobiling between Park Rapids and Walker; from Walker to Cass Lake is 22 miles of un-paved trail open for hiking, horseback riding and snowmobiling.

- **Luce Line State Trail**, from Plymouth to Cosmos (Meeker County), is 63 miles long and allows snowmobiling on all but the first seven miles out of Plymouth which is open to cross-country skiing. The first 30 miles between Plymouth and Winsted is surfaced with crushed limestone and is used for bicycling and hiking. The entire trail is open to horseback riding.

- **Minnesota Valley State Trail**, extends for 26 miles from Shakopee to near Belle Plaine for hiking, horseback riding and snowmobiling. Four miles are paved for bicycling and in-line skating from Shakopee to Chaska. There are two loop trails primarily for hiking and cross-country skiing, one at Carver Rapids Wayside and the other is at Lawrence Wayside.

- **North Shore State Trail**, from Duluth to Grand Marais, 146 miles are open to snowmobiling and some hiking.

- **Paul Bunyan State Trail**, from Baxter to Bemidji, approximately 100 miles is open for hiking and snowmobiling; 48 miles of the trail are paved from Baxter to Hackensack providing hiking, bicycling, and in-line skating opportunities.

- **Root River State Trail**, from Fountain to Houston, provides 42 miles of paved trail developed for cross-country skiing, hiking, bicycling and in-line skating.

- **Sakatah Singing Hills State Trail**, between Mankato and Faribault, providing 39 miles of paved trail developed for hiking, bicycling, in-line skating and snowmobiling.

- **Taconite State Trail**, Grand Rapids to Ely, has 163 miles open to snowmobiling and some hiking. Approximately four miles are paved from Grand Rapids to Coleraine providing bicycling and in-line skating opportunities.

- **Willard Munger State Trail**, between Hinckley and Duluth, provides 149 miles for hiking and snowmobiling, 65 miles for horseback riding and 63 miles are paved from Hinckley to Duluth providing hiking, bicycling and in-line skating opportunities.

Public Water Access Program

(651) 297-1151. This program has become very popular with anglers and recreational boaters. 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 almost all accesses have ramps for launching boats from trailers, some require carrying boats or canoes to the water.

Boats 12- to 18-feet long can be launched at most accesses with launch ramps. DNR accesses remain open 24 hours a day unless other-wise 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.

Another component of the program is to provide angling opportunities through fishing piers and shoreline improvements for those without a boat, including special populations such as persons with disabilities, the elderly, and children. Potential shore fishing sites are evaluated for the type of improvement needed: floating fishing pier, permanent pier, shore platform, or shoreline modifications. Fishing piers and shoreline enhancements are barrier-free and, generally, operated and maintained by local units of government.

Water access maps that identify public boat launches in 55 counties, a Metro Shore Fishing Map, and a Statewide Fishing Pier Map are available through this division or the DNR Information Center listed at beginning of the DNR section. All maps are free, but persons are asked to limit their requests only to those maps they will use in a year. A checklist is sent out to general inquiries. The division is located at 500 Lafayette Road, St. Paul, MN 55155-4052.

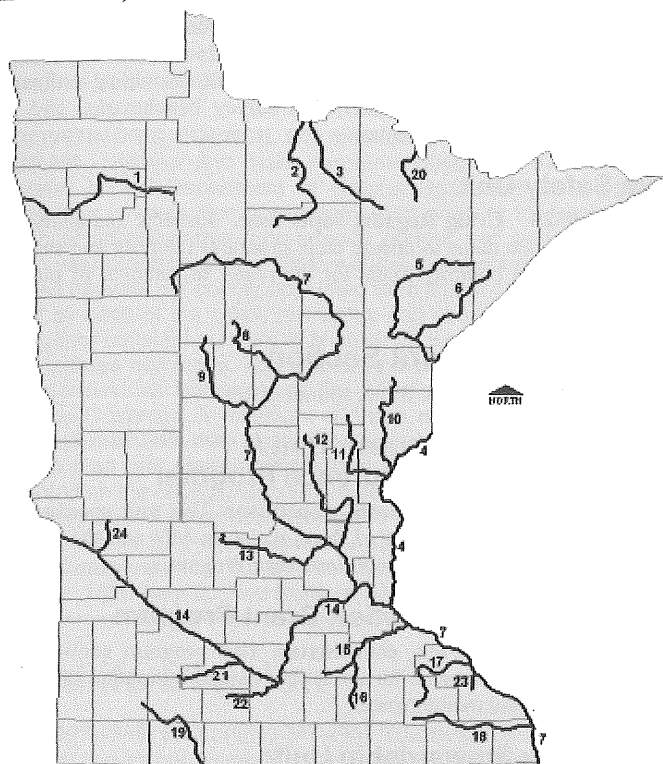
Mapped Canoe Routes

The rivers listed below have been mapped. Each map indicates facilities provided and marks potential hazards. The Mississippi River is mapped in 14 sections from the headwaters at Lake Itasca to the Iowa border. The St. Croix River starting in Trego, Wisc., 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 in the Twin Cities.

A rapids classification system rating canoe routes ranges from Class I (easy, small waves, few obstructions) to Class VI (cannot be attempted without great risk to life). Note: high water levels can make some rapids far more treacherous.

Weekly river level reports are prepared for designated canoe rivers. The reports note whether the water levels are sufficient for canoeing or whether they are dangerously deep and swift. To hear these

reports call the DNR Information Center (651) 296-6157, or (toll-free in Minnesota) 1-888-646-6367. Call or write for more information.



Minnesota Canoe Routes

- | | |
|---------------------|---------------------------------|
| 1 Red Lake River | 13 North Fork of the Crow River |
| 2 Big Fork River | 14 Minnesota River |
| 3 Little Fork River | 15 Cannon River |
| 4 St. Croix River | 16 Straight River |
| 5 St. Louis River | 17 Zumbro River |
| 6 Cloquet River | 18 Root River |
| 7 Mississippi River | 19 Des Moines River |
| 8 Pine River | 20 Vermilion River |
| 9 Crow Wing River | 21 Cottonwood River |
| 10 Kettle River | 22 Watonwan River |
| 11 Snake River | 23 Whitewater River |
| 12 Rum River | 24 Pomme de Terre River |

Big Fork River - (165 miles) - From Dora Lake to Rainy River on the Canadian border. Quiet upper section amid wild rice marsh and tamaracks. From Big Fork to Big Falls, Class I and II rapids along densely wooded banks and rock outcroppings. Wilderness campsites. Not recommended for canoeing in high water.

Cannon River - (80 miles) - From Hwy 13 bridge west of Sakatah Lake to Mississippi River north of Red Wing. Three man-made lakes, several dam portages. Twists and turns through rolling farmland, wooded valleys, and a deep picturesque gorge with rocky bluffs more than 250 feet above the river. Some Class I rapids, good for novice canoeists except during high water.

Cloquet River - (65 miles) Above Island Lake, remote forested, short stretches of rapids; (36 miles) Below Island Lake, forest, some farmland and towns, good fishing.

Crow Wing River - (115 miles) - From 10th Crow Wing Lake near Akely to Mississippi River. Popular sandy-bottomed river for novice canoeists. A chain of lakes in headwaters gives way to a gentle river

cutting through lush forest and marshes. Numerous campsites along route, small towns.

Crow River North Fork - (126 miles) - From Lake Koronis to Mississippi River near Dayton, suitable for novice canoeists with some Class I rapids and dam portages. Watch for fallen trees, sharp bends in river. Above Kingston, river is small, shallow, winds through prairie, farmland and wooded lowlands. Lower portion broader, meanders through wooded floodplain. Many campsites in Wright County provide excellent day trips.

Des Moines River - (70 miles) - From Lake Shetek through Kilen Woods, farmland, with areas of hills, woods, bluffs.

Kettle River - (55 miles) From Hwy 27 near Moose Lake to the St. Croix River, wild and scenic river with densely forested banks. Intermittent Class I rapids above Banning State Park suitable for novices, expert whitewater skills needed southward to Sandstone, then Class I-II rapids below suitable for intermediate paddlers.

Little Fork River - (140 miles) - From northwestern St. Louis County into Koochiching County and the Rainy River, farmland to remote pine forest, good fishing.

Minnesota River - (368 miles) - Ortonville to Granite Falls (81 miles) broad, bottomland forest, bluffs, farmland; Granite Falls to Hwy 4 (91 miles) bottomland forests, ancient rock outcroppings; Hwy 4 to LeSueur (109 miles) broad bottomland forest; LeSueur to Fort Snelling/St. Paul (87 miles) broad, sandy banks, bottomland forest, power boats. Cottonwood River, Pomme de Terre River and Watonwan River are included on this map.

Mississippi River - (752 miles) - From Lake Itasca to Iowa border pine and hardwoods forests, marshlands, lakes, eagle nests, bluffs, islands, sandbars and farmland. From Itasca to Bemidji, wilderness river ideal for novice to intermediate canoeists; a few small rapids. South of Bemidji, good river for novice canoeing, although canoeists should be cautious on the large lakes. Those running the Sauk Rapids above St. Cloud should exercise caution as well.

Pine River - (52 miles) - Clear water, hardwood and pine forest.

Red Lake River - (195 miles) - Farmland to forest and bluffs.

Root River - (111 miles) - From Chatfield to the Mississippi River south of La Crescent, hardwood forests, high limestone bluffs, and wooded pastures. Class I rapids can be negotiated by novices, although high water levels may require greater skill.

Rum River - (145 miles) - From Mille Lacs Lake (Mille Lacs Kathio State Park) to the Mississippi River at Anoka, excellent novice route lined with pine and hardwood forests, except for periodic Class I and II rapids from Mille Lacs to Princeton. Several dam portages.

St. Croix River - (189 miles) - Above William O'Brien State Park (140 miles) National Scenic Riverway offers wilderness-like canoeing close to Twin Cities. North of Taylors Falls, clear, shallow waters swiftly flow past heavily wooded banks, many campsites, requires novice to intermediate skills; rapids near St. Croix State Park require intermediate skill. One-mile portage around dam and rapids at Taylors Falls. Class II-IV rapids below dam requires expert whitewater skills. Broad waters in bluffs region beyond requires novice skills, some motorboats.

St. Louis River - (94 miles) - Remote upper stretch, lowland forest, good fishing.

Snake River - (85 miles) - Many rapids, dense forest.

Straight River - (34 miles) - Narrow and quiet through wooded farmland, good day trip.

Vermilion River - (39 miles) - Long quiet stretches interrupted by rapids ranging from Class I-VI, many of which may be portaged. Flows between Superior National Forest and Kabetogama State Forest, wilderness areas with pine forests and marshy shores, scenic falls and gorge. Good route for both expert canoeists and novices careful to portage around rapids.

Zumbro River - (115 miles) - Deep valley, high limestone bluffs, dense forest. Whitewater River is included on this map.

Waters Division

(651) 296-4810 Kent Lokkesmoe, director. The Division of Waters is the principal water resources management agency of state government involved primarily with water quantity and regulatory issues, including ground and surface water appropriation or diversion, dam safety, construction in public water, and water-related land-use issues.

The division's mission is to maintain surface water and ground water supplies that meet long-term requirements for basic necessity, environmental protection, and economic production. Visit the division web site at: www.dnr.state.mn.us/waters.

Water Information Systems Unit

(651) 296-2773 Joe Gibson, supervisor. This unit provides planning, coordination and implementation of data systems for the division.

Regional Waters Hydrologists

Region I - Larry Kramka, 2115 Birchmont Beach Rd. N.E., Bemidji, MN 56601; (218) 755-3973

Region II - Daniel G. Retka, 1201 East Highway 2, Grand Rapids, MN 55744; (218) 327-4416

Region III - David L. Hills, 1601 Minnesota Drive, Brainerd, MN 56401; (218) 828-2605

Region IV - Dave Leuthe, Box 756, Highway 15 South, New Ulm, MN 56073; (507) 359-6050

Region V - P.O. Box 6247, Rochester, MN 55903; (507) 285-7430

Region VI (Metro) - Dale Homuth, 1200 Warner Road, St. Paul, MN 55106; (651) 772-7910

Ground Water and Climatology Section

(651) 297-2431 Sarah Tufford, administrator.

Ground Water Unit

(651) 296-0434 Brian Rongitsch, supervisor. The basic mission of the Ground Water Unit is to provide technical support for the ground water portion of the Division of Waters appropriation permit program; assess the impacts of resource development on ground water; initiate studies to quantify ground water supply potential; provide the technical framework for ground water/surface water resources management.

Climatology Unit

(651) 296-4214 Jim Zandlo, state climatologist. This unit addresses questions involving the climate of Minnesota. Archives, retrieves, and analyzes historical temperature and precipitation data. It also produces weekly, seasonal, and special condition maps to assess current conditions.

Surface Water and Hydrographics Section

(651) 296-4806 Mel Sinn, administrator.

Surface Water Unit

(651) 296-0437 David Ford, supervisor. Provides lake level and stream flow information, hydrologic modeling, maintains a statewide lakes database and monitors surface water technology.

Hydrographics Services Unit

(651) 296-4805 Glen Yakel, supervisor. provides hydrographic surveys, state-owned lake outlet control structure inspections and maintenance, division graphic arts-printing needs and drafting needs. It also provides technical information about lakes including ordinary high water, highest known water, and survey benchmarks, and is responsible for geographic names.

Dam Safety Unit

(651) 296-0525 Craig Regalia, supervisor. Inspects and analyzes public and private dams to ensure their structural integrity and safety. Administers state bonding funds for the repair or removal of public dams.

Water Management Section

(651) 296-0440 John Linc Stine, administrator

Flood Plain Management Unit / National Flood Insurance Program

(651) 296-0444 Ogbazghi Sium, supervisor. This unit coordinates the mapping and management of flood plains in MN and the state's participation in the National Flood Insurance Program.

Flood Damage Reduction Grant Program

(651) 296-0528 Ed Fick, coordinator. This program administers grants to local governments for the reduction and mitigation of flood damages and stream maintenance.

Community Stewardship Unit

(651) 296-4802 Steve Johnson, supervisor. This unit assists federal, state and local governments in the development, adoption and administration of lake/shoreland and river management zoning and management programs.

Water Use and Management Unit

(651) 297-2835 Jim Japs, supervisor. This unit oversees the administration of the public waters and water appropriations permitting programs and water use, allocation and conservation activities.

Project WET (Water Education for Teachers)

(651) 297-4951 April Rust, coordinator. Project WET is a nationally-sponsored water and natural resources education/curriculum program for K-12 teachers.

Water Management Policy, Planning and Research Unit

(651) 296-0515 Bruce Gerbig, supervisor. This unit coordinates policies, data and research efforts to assist in implementing county-based water plans, wetlands conservation and water resource management.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

GOVERNOR'S COUNCIL ON MINNESOTA'S COASTAL PROGRAM - Review and make recommendations to the Commissioner of the Department of Natural Resources on program priorities, on selection of programs and projects for funding, on annual administrative (non-project) budget and participation in two-year program review. Twelve of the members shall consist of three persons per county appointed from a pool of names submitted by each of the cities, townships and counties with the Lake Superior coastal boundary in Minnesota. Each entity may submit up to three nominees. Three at-large members shall be selected from individuals nominated by the public statewide and submitted to the Governor. A minimum of three and a maximum of five council members may represent any one county at any time. No more than one elected official from each county shall be represented on the council. Quarterly meetings or as necessary at various locations. The council expires on May 3, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Governor. **Compensation:** Reimbursed for expenses. *Executive Order 99-12.* 1568 Hwy. 2, Two Harbors, MN 55616. (218) 834-6625.

Wildlife Division

(651) 297-4960; FAX: (651) 297-4961 **Tim Bremicker, director.** The division carries out research and management programs affecting all state wildlife species. The formulated programs are carried out by the regional and area personnel. The division acquires, develops, and manages wildlife management areas, most of which are open to public hunting during established seasons. The division recommends hunting and other wildlife related regulations, census, survey and research programs, and promotes wildlife habitat protection and development on public and private lands. This division 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 Division, 500 Lafayette Road, St. Paul, MN 55155-4007.

Farmland Wildlife Populations and Research Group, Madelia

(507) 642-8478; FAX: (507) 642-3178. 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.

The group is located 5 miles south and 2 miles west of Madelia on State Trunk Highway 60 and Watonwan County Road 109. The facility is open weekdays. 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, Rural Route 1, Box 181, Madelia, MN 56052-9744.

Forest Wildlife Populations and Research Group, Grand Rapids

(218) 327-4432; FAX: (218) 327-4263 **Mark Lenarz, 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.

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, Bemidji

(218) 755-2973; FAX: (218) 755-2605, **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 preseason banding of waterfowl in the early fall and helps conduct brood counts in the Chippewa National Forest.

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 N.E., Bemidji, MN 56601
(218) 755-3958; FAX: (218) 755-4024

• Wildlife Area Offices:

- **Baudette** - 204 Main St. E., MN 56623, (218) 634-1705
- **Bemidji** - 2114 Bemidji Ave., MN 56601, (218) 755-2964
- **Crookston** - 203 West Fletcher St., MN 56716, (218) 281-6063
- **Detroit Lakes** - 14583 Co. Hwy. 19, MN 56501-7121, (218) 847-1578
- **Fergus Falls** - 1221 Fir Ave. E., MN 56537, (218) 739-7576
- **Glenwood** - 23070 N. Lakeshore Dr., MN 56334, (320) 634-0342
- **Karlstad** - P.O. Box 154, MN 56732, (218) 436-2427
- **Middle River** - Thief Lake WMA, HCR #3, Box 17, MN 56737, (218) 222-3747
- **Park Rapids** - 301 S. Grove, MN 56470, (218) 732-8452
- **Roosevelt** - Red Lake WMA, Box 100, MN 56673, (218) 783-6861
- **Roseau** - Roseau River WMA, 27952 - 400th St., MN 56751-8057, (218) 463-1557
- **Thief River Falls** - 123 Main Ave. N., MN 56701, (218) 681-0946

Region II - Northeast

Regional Wildlife Headquarters
1201 East Highway 2, Grand Rapids, MN 55744
(218) 327-4413; FAX: (218) 327-4263

• Wildlife Area Offices:

- **Cloquet** - 1604 S. Highway 33, MN 55720, (218) 879-0883
- **Ely** - 1429 Grant McMahn Blvd., MN 55731, (218) 365-7280
- **Eveleth** - 2005 Highway 37, MN 55734, (218) 744-7448
- **Grand Marais** - P.O. Box 156, MN 55604, (218) 387-3034
- **Grand Rapids** - 1201 E. Highway 2, MN 55744, (218) 327-4428
- **International Falls** - 392 E. Highway 11, MN 56649, (218) 286-5434
- **Two Harbors** - 1568 Highway 2, MN 56616, (218) 834-6619

Region III - Central

Regional Wildlife Headquarters
1601 Minnesota Drive, Brainerd, MN 56401
(218) 828-2615; FAX: (218) 828-6043

• Wildlife Area Offices:

- **Aitkin** - P.O. Box 138, MN 56431, (218) 927-6915
- **Brainerd** - 1601 Minnesota Dr., MN 56401, (218) 828-2555
- **Cambridge** - 800 Oak Savanna Ln. S.W., MN 55008, (763) 689-7104
- **Hinckley** - P.O. Box 398, MN 55037, (320) 384-6148
- **Little Falls** - 16543 Haven Rd., MN 56345, (320) 616-2450
- **Onamia** - Mille Lacs WMA, 29172 - 100th Ave., MN 56359, (320) 532-3537
- **St. Cloud** - 940 Industrial Dr., Ste. 103, Sauk Rapids, MN 56379, (320) 255-4279

Region IV - Southwest

Regional Wildlife Headquarters
261 Highway 15 South, New Ulm, MN 56073 (507) 359-6030; FAX: (507) 359-6018

• Wildlife Area Offices

- **Appleton** - 25 N. Munsterman St., 56208, (320) 289-2493
- **Dundee** - Talcot Lake WMA, 40249 County Road 7, MN 56131, (507) 468-2248
- **Madison** - National Guard Armory, 504 3rd St., MN 56256, (320) 598-7641
- **Marshall** - 1400 E. Lyon, P.O. Box 111, MN 56258, (507) 537-6250
- **Nicollet/Mankato** - 501 Ninth St., P.O. Box 79, MN 56074, (507) 225-3572
- **Redwood Falls** - 1241 E. Bridge St., MN 56283, (507) 637-4076

- **Slayton** - 2431 26th St., #3, MN 56172, (507) 836-6919
- **Watson** - Lac qui Parle WMA, 14047 - 20th St. NW, MN 56295, (320) 734-4451
- **Willmar** - 4566 Highway 71NE, Ste. #1, MN 56201, (320) 231-5163
- **Windom** - Route 2, Box 245, MN 56101, (507) 831-2917

Region V - Southeast

Regional Wildlife Headquarters
2300 Silver Creek Road NE, Rochester, MN 55901 (507) 285-7435; FAX: (507) 285-7144

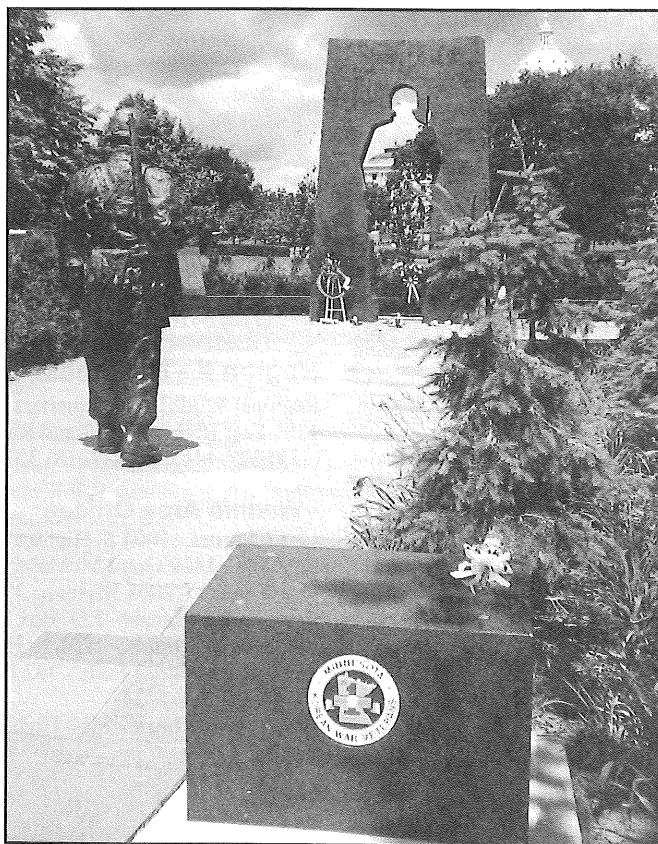
• Wildlife Area Offices:

- **Altura** - Whitewater WMA, RR2, Box 333, MN 55910, (507) 932-4133
- **Owatonna** - Rice Lake State Park, 8485 Rose St., MN 55060, (507) 455-5841; FAX: (507) 455-5870
- **Winona** - 411 Exchange Bldg., MN 55987, (507) 453-2950; FAX: (507) 453-2951

Region VI - Metro

Regional Wildlife Headquarters
1200 Warner Road, St. Paul, MN 55106, (651) 772-7942; FAX: (651) 772-7977

- **Forest Lake** - Carlos Avery WMA, 18310 Zodiak, MN 55025, (651) 296-5290; FAX: (651) 215-1221
- **Jordan** - 7151-190 St., W., Rm. 135, MN 55352, (952) 492-5266; FAX: (651) 492-5464
- **North Metro Carlos Avery Game Farm** - 5463-C W. Broadway, Forest Lake, MN 55025, (651) 296-5200; FAX: (651) 296-5202
- **Urban Metro** - 5463-C W. Broadway, Forest Lake, MN 55025, (651) 296-3779; FAX: (651) 296-5202



Minnesota Korean War Memorial southeast of the State Capitol.

Board of Nursing

2829 University Ave SE, #500, Minneapolis MN 55414-3253

Phone: (612) 617-2296; Fax: (612) 617-2190

Website: www.nursingboard.state.mn.us

Shirley A. Brekken, Executive Director

Minnesota Statutes, Sections 148.171-148.285; *Minnesota Rules*, Chapters 6300-6399

THE BOARD OF NURSING IS A REGULATORY AGENCY of the State of Minnesota whose mission is to protect the public's health and safety by providing reasonable assurance that the persons who practice nursing are competent, ethical practitioners with the necessary knowledge and skills appropriate to their title and role.

The board strives to achieve its mission by carrying out activities authorized by Minnesota statutes and rules (licensing, discipline and program approval), maintaining current knowledge relevant to the education and practice of nurses, disseminating information to nurses and the public, and operating an agency which utilizes human and fiscal resources efficiently and effectively.

When the board was created by the legislature in 1907, 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 and registered by the board. In 2000, approximately 59,000 registered nurses held current Minnesota registration.

Practical nurses were first licensed and registered by the board in 1947. Approximately 23,000 licensed practical nurses (LPN) held current Minnesota registration in 2000.

The board meets every two months at the board office. All meetings are open to the public.

The board issues licenses to practice as a registered nurse or licensed practical nurse in the state of Minnesota to persons either by examination or endorsement. Licensure by examination requires applicants to complete an approved nursing program and pass a licensing examination. The examination is administered by the National Council of State Boards of Nursing. The examination fee is \$120 each time the examination is taken.

An applicant should write the board regarding specific licensure requirements. Licensure by examination fees are \$100 for registered nurses and licensed practical nurses. The fee required with each request to retake the examination is \$50. A permit to practice nursing under direct supervision is available upon request for applicants awaiting license processing. The permit fee is \$50. Licenses are issued after applicants have met all requirements.

The board issues licenses by endorsement after the applicant has shown proof of licensing by the nursing board of another state or country. Licensure by endorsement does not require the applicant to take an examination unless the applicant has not passed the same examination. The fee for licensure by endorsement for registered nurses and licensed practical nurses is \$100. A permit to practice registered or practical nursing is available upon request for applicants awaiting license processing.

The board renews registration to practice nursing for 24-month periods based on a nurse's birth month and year (even or odd). The renewal fee is \$70. Late renewals incur a \$50 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 \$20.

If a nurse chooses not to practice nursing, he/she need not renew registration. The nurse may not practice during this period of inactivity. The board will change the registration status back to active status upon request and evidence that the nurse meets continuing education or competency requirements.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA BOARD OF NURSING - The board licenses professional and practical nurses, registers public health nurses, renews licenses, regulates advance practice registered nurses (certified nurse midwives, certified nurse practitioners, certified clinical nurse specialists, and certified registered nurse anesthetists); approves nursing education programs; processes complaints about nurses; imposes disciplinary action against nurse licenses. The sixteen members must all be residents of Minnesota. The membership includes eight RNs, four LPNs, and four public members. RN and LPN members must have graduated from an approved school of nursing, be licensed and currently registered in Minnesota and have at least five years experience in nursing practice, administration or nursing education immediately preceding appointment. One RN must have executive or teaching experience in a baccalaureate degree nursing program, one RN must have executive or teaching experience in an associate degree nursing program, one RN must have executive or teaching experience in a practical nursing program; these programs must be approved by the board and at least two years experience must have occurred during the five years immediately preceding appointment. One RN must have national certification as a registered nurse anesthetist, nurse practitioner, nurse midwife, or clinical nurse specialist, and one RN must be practicing professional nursing in a nursing home at the time of appointment. Four of the eight RNs must have at least five years of experience in nursing practice or nursing administration immediately preceding appointment. The four LPNs must have at least five years experience in nursing practice immediately preceding appointment. The four public members must be public members as defined by *Minnesota Statutes* 214.02. A member may be reappointed but may not serve more than two full terms consecutively. The governor shall attempt to make appointments to the board that reflects the geography of the state. Board members who are nurses should reflect the broad mix of practice types and sites of nurses practicing in Minnesota. Meetings are held at least six times a year (February, April, June, August, October, and December). Additional time is required for committee and review panel meetings. Meetings are held at the Board of Nursing Building, Conference rooms, 2829 University Avenue SE, Suite 500. The board does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem, plus expenses. *Minnesota Statutes* 148.181. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. 2829 University Avenue SE, #500, Minneapolis, MN 55414. (612) 617-2270.

The board registers public health nurses who meet qualifications established by the board by rule. This program is voluntary. The fee is \$25. Application forms are supplied by the board.

The board processes complaints about applicants for licensure, licensed nurses and individuals posing as nurses. There is no fee for handling complaints.

The board approves nursing education programs by conducting periodic surveys. In 2000 there are 24 approved programs preparing persons for licensure as registered nurses and 26 board-approved programs preparing for practical nurse licensure. Periodically, the board surveys all programs to ensure that they are maintaining the requirements for programs established by the board. When applying for approval of a nursing education program, an institution must supply proof of satisfactory compliance with board rules for program approval. There are no fees for program approval, and the board provides the necessary forms. For information about education programs contact the board.

The board registers professional firms incorporated under *Minnesota Statutes*, Chapter 319B. All nursing firms must be registered with the board. For information and forms, contact the board. The fee for

filing of a professional nursing firm is \$100 for the first year and \$25 each year thereafter. An annual report must be filed that includes the payment of a \$25 fee.

A newsletter, "**For Your Information**", is published three times a year and sent to all nurses holding current registration. There is no charge.

Contact the following people for details about the board activities:

Shirley A. Brekken - administrative, general information;

Sandra J. MacKenzie - licensure by examination or endorsement, registration renewal, verification, continuing education, nursing corporations;

Rene Panelli - nursing practice, complaint processing, discipline;

Barbara E.D. Johnson - nursing program approval, newsletter;

Or visit the board website at: www.nursingboard.state.mn.us

Board of Examiners for Nursing Home Administrators

2829 University Avenue S.E., Suite 440, Minneapolis, MN 55414-3245

(612) 617-2117; Fax: (612) 617-2119; TTY: (800) 627-2529

Website: www.benha.state.mn.us

Email: benha@state.mn.us

Randy Snyder, Executive Director

Minnesota Statutes, Sections 144A.18 - 144A.28; *Minnesota Rules*, Chapters 6400-6499

THE BOARD EXISTS TO PROTECT PUBLIC INTERESTS in promoting quality care and effective services for the residents of long term care facilities and their families by ensuring that nursing home administrators are suitably qualified to fulfill their professional and administrative responsibilities.

The board develops licensing standards, conducts license examinations, issues and revokes licenses and investigates complaints filed with the board. It also conducts studies of nursing home administrators, and authorizes 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.

Licensing Requirements:

The board issues new licenses and renewals. A new applicant must fulfill the following requirements before receiving a license:

- **Pass the National Board of Examiners (NAB) test** for nursing home administrators (a multiple choice test covering the domains of practice for nursing home administration);

- **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 required college level coursework** in health care administration including a board approved practicum course (internship) in long-term health care administration of at least 400 clock hours or have one year of experience as an assistant administrator in a health care facility or two years of experience as a director of nursing.

- **Have a baccalaureate degree** from an accredited institution.

Applications are accepted anytime. State Examinations are scheduled the second Thursday of every odd month at the board office. To

receive the application form or information about licensing and the federal (NAB) exam, contact the board office. As of July, 2000, the application fee is \$150.00, the State Rules Examination fee is \$75.00, and the original and annual renewal fee every July 1 is \$200.00. An acting license issued for no longer than six months, costs \$250.00. Fees are subject to change following revision of board rules.

The board requires licensees to complete 20 clock hours of continuing education each year to qualify for license renewal. Contact the board office for accurate and current information about continuing education requirements.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State.]:

BOARD OF EXAMINERS FOR NURSING HOME ADMINISTRATORS - The board licenses administrators of nursing homes, conducts studies of nursing home administration; approves continuing education programs for administrators; investigates complaints and allegations of rule violations. The board consists of eleven members including: four owners or managers of nursing homes, one doctor, one nurse, and three public members. Representatives of the Department of Health and the Department of Human Services are ex-officio members. Quarterly meetings of board; committee meetings as needed for three hours typically board offices - Twin Cities. Does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem. *Minnesota Statutes* 144A.19. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. 2829 University Avenue SE, Minneapolis, MN 55414. (612) 617-2117.

Ombudsman Services

EVERY CITIZEN OF MINNESOTA IS ENTITLED TO BE TREATED FAIRLY and respectfully. The people of the state live by the laws of a constitution they established and ordained, and a government they instituted through that constitution. Citizens are not prepared to let government dominate their lives and ignore their interests. People who have complaints about how they have been treated by a government agency or government regulated service are often angry, confused and isolated.

The Ombudsman is an independent governmental official who receives complaints against government (and government regulated) agencies and/or its officials from aggrieved persons, who investigates, and who if the complaints are justified, makes recommendations to remedy the complaints.

Many people who complain to Minnesota's various Ombudsman Offices, find themselves in situations that marginalize and disenfranchise them because of poverty, illness, disability, institutionalization, incarceration, culture, victimization or their youth.

Ombudsman offices respond to a common phenomenon – the potential in all bureaucracies for insensitivity towards individuals. Delay, indifference, rudeness, negligence, arbitrariness, oppressive behavior, arrogance and unlawfulness can be structural shortcomings of all hierarchical institutions.

Key to an ombudsman's effectiveness is accessibility to the public. Any one may file a complaint by making a telephone call or writing a letter.

Fundamental to the Ombudsman concept is the ability to invert bureaucratic attention towards the individual citizens who are intended to be served. Agreed upon core principles deemed essential to a successful ombudsman office are: independence, impartiality and fairness, credible review process and confidentiality.

The word "ombudsman" comes from the old Swedish *umbud*, meaning proxy, or power to act for another. An ombudsman office was started in Sweden in 1809, and has been adopted in varying forms by other Scandinavian countries. It has stirred world-wide interest as the complexity of government administration grows.

The Ombudsman system is one of the institutions essential to a society under the "Rule of Law" and a society in which fundamental rights and human dignities are respected. Human rights are protected by the availability of remedies. The Ombudsman system is one of the remedies which seeks to preserve human rights.

The crucial point in the ombudsman's powers is the right to look into unreasonable, unfair, oppressive, or unnecessarily discriminatory acts by government officials even though in accordance with the law.

Vision Statement

"Every citizen of Minnesota is entitled to be treated fairly and respectfully."

Created in 1994, the Minnesota Ombudsman Roundtable consists of Minnesota's state ombudsman offices. This information has been prepared by the Roundtable as an introductory guide to the general functions of each of its eleven member offices. Additional information regarding specific program activities may be obtained by directly contacting the individual ombudsman offices as listed in this publication.

What is an Ombudsman?

An ombudsman is an independent government official responsible for reviewing government and government regulated agencies in an effort to ensure that their practices are fair, reasonable and appropriate. To do this, the ombudsman:

- Receives complaints,
- Reviews, investigates and if appropriate,

- Makes recommendations to remedy the complaints.

In Minnesota, our legislature listens to citizens' concerns. To address their concerns, specialized ombudsman programs help those citizens experiencing confusion, unfairness, or non-responsiveness from government agencies or programs. These programs offer free-of-charge, confidential assistance to citizens faced with these situations.

Citizens with complaints about how they have been treated by government agencies or programs may feel angry, confused and isolated. However, ombudsman intervention often results in positive outcomes for them.

"... It was wonderful to finally have my questions answered. It's the first time in nine months that I feel there is hope..."

"Just having someone skilled to look at our case was comforting. Thank you."

Things to Try Before Calling the Ombudsman:

A difference of opinion or misunderstanding is often resolved by simply taking the time to talk and listen. Here are some basic steps in trying to resolve the issue yourself before contacting the appropriate ombudsman office.

- **Be Prepared** – have relevant information available before you call the agency or program.
- **Be Pleasant** – treat others as you would like to be treated. Getting angry or rude will not resolve the problem and may confuse the real issues.
- **Keep Records** – take notes, ask for names and titles of those you speak to and keep all correspondence.
- **Ask Questions** – ask why the agency or program did what they did. Ask for the relevant rules, policies or laws.
- **Read Everything Sent To You** – many agency decisions may be appealed but there are deadlines and procedures to follow.

Minnesota State Ombudsman Offices do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Please give the ombudsman office advance notice if you need reasonable accommodations for a disability such as wheelchair accessibility or an interpreter. This information will be made available in alternate format, for example, Braille or large print, by contacting the ombudsman offices as listed in this brochure.

Specialized Ombudsman Programs:

Agriculture Ombudsman

(651) 296-2880 or toll-free: (800) 967-2474.

Minnesota Statutes, Sections 175.95

- **Receives and investigates complaints** from persons affected by the Minnesota Department of Agriculture.
- **Makes referrals to citizens with questions** regarding licensing requirements, permit applications, agricultural statistics, and agricultural education.

Office of Ombudsman for Corrections

(651) 643-3656.

Minnesota Statutes, Sections 241.41-45

- **Provides information and independent investigations** into complaints regarding the Minnesota Department of Corrections, the adult and juvenile state and private correctional facilities, regional corrections or detention facilities and those programs or facilities operating under Chapter 401, the Community Corrections Act.
- **Receives complaints** from inmates, families, staff and the public.

Office of Ombudsman for Crime Victims

1021 Bandana Boulevard, Suite 225, St. Paul, MN 55108
(651) 642-0550 or toll-free: (800) 247-0390.

Minnesota Statutes, Sections 611A.72-.74

- Investigates reports of victim rights violations or mistreatment of crime victims or witnesses by any element of the criminal justice system or victim/witness service provider.
- Operates a 24-hour toll free number providing citizens access to information about crime victims rights, available services, and county specific referrals throughout the State of Minnesota.

The Office of the Crime Victims Ombudsman was established in 1985 to ensure compliance with statutory protections for crime victims and to provide a centralized, comprehensive source of information and referral for crime victims. (See *Minnesota Statute* § 611A.72-74.)

An Ombudsman is a public official appointed to investigate citizen complaints against local or national government agencies that may be infringing on the rights of individuals and one that investigates complaints, reports findings and assists in achieving fair settlements.

The Minnesota Crime Victims Ombudsman is responsible for the investigation of victim complaints concerning possible violations of victim rights (found in *Minnesota Statutes* § 611A.02-.90) by either individuals or government agencies including police officers, prosecutors, probation officers, victim/witness assistance programs and some government officials.

Complaint Process

Victims who wish to file a complaint should call the Ombudsman Office at 651-642-0550 or toll free at 1-800-247-0390 or visit us at our website: www.state.mn.us/ebranch/ocvo; or email: ocvo@state.mn.us.

Many complaints can be resolved informally, for example, where a complaint is simple enough that it can be sorted out by several phone calls. This is especially true of complaints involving investigations or case status is a police department or a prosecutor's office. In many of these complaints, the victim is frustrated that s/he has not heard how the case is progressing or is not sure how to find out such information.

If a full investigation is required, the victim will be asked to complete a complaint form before an investigation will be initiated. The Ombudsman may interview persons who can furnish relevant information and review pertinent court files, records, statutes, and agency procedures and standards. Where agencies are found to have violated the victim rights statute or mistreated the victim, the agency will be informed. The Ombudsman will then make appropriate findings and recommendations for correction or improvement.

When an investigation reveals a complaint to be without justification, it is designated as non-supported. The reasons for the Ombudsman's conclusions are provided to the complainant and the agency in a manner that will assist the person who made the complaint in understanding the victim rights statute and the limitations of the agency.

Referrals

Victims needing a referral may call the Office of Crime Victims Ombudsman 24-hour toll free number at (651) 642-0550 in the Metro Area, or 1-800-247-0390 in Greater Minnesota. A referral manual that includes state agency services, crime specific service providers is continually updated. Referral manual categories include: Clinics, County Attorneys, City Attorneys, Law Enforcement, Legal Assistance, General crime, Domestic Assault, Sexual Assault and Victim/Witness Assistance Programs. Approximately 2500 services are listed.

Minnesota Department of Economic Security Ombudsman

(651) 297-4339, Bev Kontola

- Receives, investigates, and helps mediate customer concerns, relative to the department's services.

- Actively participates in community activities and provides information to enhance the department's awareness of community issues.

Office of Ombudsperson for Families

(651) 642-0897 African American Families

(651) 643-2514 Asian Pacific Families

(651) 643-2523 Indian Families

(651) 643-2537 Latino Families

Minnesota Statutes, Sections 257.0755-.0762

- Monitors agency compliance with all child welfare laws and placement impacting children of color.
- Ensures that children and their families, covered by child protection services, are guaranteed fair treatment by all agencies that provide child welfare services.

Office of the Ombudsman for Mental Health and Mental Retardation

(651) 296-3848 or toll-free: (800) 657 3506

Minnesota Statutes, Sections 245.91-.97

- Promotes the highest attainable standards of treatment for persons receiving services for mental illness, mental retardation and related conditions, chemical dependency and emotional disturbance.
- Receives and investigates complaints, and provides advocacy and mediation on behalf of individual clients, as well as the review and investigation of broad systemic issues, serious injuries and death.
- Manages the Civil Commitment Training and Resource Center which provides training and information regarding Minnesota's Commitment Act.

Office of the Ombudsman for Older Minnesotans

(651) 296-0382 or (800) 657-3591; Fax: (651) 297-5654, Sharon Zoesch, state ombudsman/director.

Minnesota Statutes, Sections 256.974-.9744; *Public Law* 102-375 (Older Americans Act)

- Investigates and works to resolve complaints about nursing homes, other long-term care residential services, home care services and hospitals relating to health, safety, well-being rights and government benefits.
- Provides information and educational programs to enable consumers to advocate for their own quality of care and quality of life within the health and long-term care system.

Small Business Ombudsman

(651) 297-8615 or toll-free: (800) 985-4247

Minnesota Statutes, Sections 116.98

- Receives and investigates complaints from small businesses affected by the Minnesota Pollution Control Agency.
- Provides technical and financial assistance to help small businesses comply with environmental regulations.

Ombudsman for State Managed Health Care Programs

(651) 296-1256, Ginny Prasek, supervisor, or (800) 657-3729. Fax: (651) 297-3230.

Minnesota Statutes, Sections 256B.031, Subd 6

- Assists persons enrolled in a health care plan for their Medical Assistance, General Assistance Medical Care, and MinnesotaCare health benefits in resolving service related problems, to ensure that medically appropriate services are provided.

- Provides information about the managed health care complaint and appeal process available through the health plan and the state.

Taxpayer Rights Advocate

(651) 296-0992

Minnesota Statutes, Sections 270.273

- Represents the interests and promotes the rights of taxpayers who have grievances with the Minnesota Department of Revenue.
- Provides input and recommends policy changes on issues that adversely affect taxpayers.

Board of Optometry

2829 University Avenue S.E., Suite 550, St. Minneapolis, MN 55414

Phone: (612) 617-2173; Fax: (612) 617-2174

Website: None

Email: optometry.board@state.mn.us

Executive Director Laurie Mickelson

Minnesota Statutes, Sections 148.52-148.62; Minnesota Rules, Chapters 6500-6599

THE BOARD DEVELOPS LICENSING STANDARDS FOR optometrists, and issues a license to applicants meeting all the requirements for licensure. The board also approves continuing education programs for optometrists, registers professional corporations, certifies optometrists for the use of topical ocular drugs and topical legend drugs, and investigates complaints received from the public.

Minnesota has approximately 800 licensed optometrists, of which about 600 actively practice in this state. There are currently 67 professional corporations registered with the board.

The continuing education requirements for licensed optometrists are 45 clock hours of education in a two-year cycle. For information on continuing education course approval, contact the board office.

The board issues new licenses to applicants meeting 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; successful completion of Parts I, II, and III of the national examinations administered by the National Board of Examiners in Optometry; and successful completion of an examination on the laws and rules governing the Minnesota Board of Optometry.

Any person licensed by this board may apply for certification in the use of topical ocular drugs and topical legend drugs. Additional applications, with specific requirements, are necessary for each of these certifications.

To receive applications or specific information regarding licensure and certifications, contact the board office. Following is a list of fees associated with the different applications.

University of Minnesota Office of the Ombudsman Student Dispute Resolution Center

(612) 625-5900

- Assists members of the University of Minnesota community with campus-based problems, such as grading and instructional complaints, financial aid and other academic service concerns.
- Provides input and recommends changes in policies or procedures that adversely affect students.

Licensing and Certification Fees:

Application for Licensure	\$ 75.00
License Registration	\$ 12.00
Replacement License	\$ 12.00
License Renewal	\$105.00
Late Renewal Penalty Fee	\$ 35.00

Drug Certification

Topical Ocular	\$ 10.00
Replacement Cert	\$ 10.00
Topical Legend	\$ 50.00
Replacement Cert	\$ 20.00

Information on filing a complaint, regarding possible violation of the optometry statutes, may be obtained by contacting the board office. The board has the authority to suspend or revoke an optometry license as a result of determinations made after investigation of a complaint.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

BOARD OF OPTOMETRY - The board licenses optometrists, adopts rules, and investigates complaints. The board consists of seven member including five licensed optometrists and two public members. Members must file with the Campaign Finance and Public Disclosure Board. Meetings are held at the board office as required for current business. The board does not expire. Meetings are held as required for current business at the board office. Does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers.

Board of Pardons

1450 Energy Park Drive, Suite 200, St. Paul, MN 55108
Secretary Jeffrey Shorba (651) 642-0284

Minnesota Statutes, Chapter 638; *Minnesota Rules*, Chapter 6600

THE BOARD WAS CREATED IN 1896 by amending the state constitution. It consists of the Governor, the Chief Justice of the Supreme Court, and the Attorney General. The board may grant absolute pardons, conditional pardons 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 specified period of time after the discharge. The commissioner of the Department of Corrections or his/her designee is secretary to the board. The board meets twice each year and meetings are open to the public.

A pardon extraordinary has the effect of setting aside and nullifying the conviction. After a pardon extraordinary has been granted, a

copy of the certificate is filed in the court where the conviction occurred and a person who is granted a pardon extraordinary is no longer required to disclose the conviction. 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, applicants for pardon extraordinary are required to attend the meeting at which their application is to be heard and considered.

To request information regarding eligibility requirements or the proper application form, 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

1600 University Avenue, Suite 200, St. Paul, MN 55104
(651) 643-3060; Fax: (651) 643-3072

Website: www.dps.state.mn.us/post/

Email: (USE: first name.last name@state.mn.us)

Executive Director Neil W. Melton

Minnesota Statutes, Chapters 214, 367; Sections 382.28, 626.84 - 626.89; *Minnesota Rules*, Chapter 6700

THE BOARD OF PEACE OFFICER STANDARDS AND TRAINING (POST) licenses approximately 10,290 officers, of whom about 9,009 are active; and 799 part-time peace officers, 540 of whom are active. The board regulates both the pre-service and continuing education of peace officers and sets the minimum selection standards and standards of professional conduct for peace officers. Minnesota established its present peace officer licensing system in 1978. At that time, Minnesota was the only state to license law enforcement officers, and has since served as a model for other states seeking to implement similar systems of their own. The staff consists of an Executive Director and several professional and support staff.

Minimum Selection Standards to be Licensed

To become a licensed as a peace officer, an individual must be a citizen of the United States and possess a valid Minnesota driver's license (or a driver's license from a contiguous state if the individual is not a resident of Minnesota). The individual must have no history of a felony conviction or other serious misconduct, and must successfully complete the POST Board's peace officer licensing examination, a medical exam, a job-related test of physical strength and agility, a psychological evaluation and an oral interview prior to appointment in a law enforcement agency.

A part-time peace officer candidate must have no history of a felony conviction, must successfully complete a medical examination and a psychological evaluation, must complete 80 hours of pre-service education, and must pass the POST Board's part-time peace officer licensing examination.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

BOARD OF PEACE OFFICER STANDARDS AND TRAINING - The board licenses peace officers and part-time peace officers, establishes minimum qualifications and standards of conduct, and regulates professional peace officer education and continuing education for peace officers. The board consists of fifteen members including: two sheriffs, four municipal police officers (at least two chiefs of police); two peace officers, one who is a member of the Minnesota Trooper's Assn., the superintendent of the Bureau of Criminal Apprehension is an ex-officio member, two members from peace officers or former peace officers currently employed in a professional peace officer education program, one member from among administrators of Minnesota colleges or universities that offer professional peace officer education, one member from among elected city officials from cities of under 5,000, and two members from among the general public. Meetings are held eight times a year for three hours at 1600 University Ave., #200, St. Paul, MN. Does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem. *Minnesota Statutes* 626.841. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. #200, 1600 University Ave., St. Paul, MN 55104-3825. (651) 643-3060.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

D.A.R.E. ADVISORY COUNCIL - The council works to expand the DARE program throughout the state. It develops advisory policies and procedures to guide local communities in the operation of DARE and works with the Bureau of Criminal Apprehension in maintaining appropriate training and teaching standards. The council consists of seventeen members including the Attorney General serving as chair; the commissioner of Public Safety; the Commissioner of Education; three representatives of law enforcement appointed by the Commissioner of Public Safety; three representatives of education appointed by the Commissioner of Education; a representative of the DARE officers association appointed by the Peace Officer Standards and Training Board from among recommendations of the association; and seven citizens appointed by the Attorney General. Meetings are held quarterly for three hours at various locations. The council expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Attorney General, Public Safety, Education, POST Board. **Compensation:** None. *Minnesota Statutes 299A.331.* 102 State Capitol, St. Paul, MN 55155. (651) 296-6196.

Pre-Service Education

To become eligible to be licensed as a peace officer in Minnesota, it is necessary for an individual to complete a two- or four-year post-secondary degree program at one of several Professional Peace Officer Education (PPOE) programs offered at universities and colleges in the state. Individuals who have completed basic law enforcement training in another state may become licensed in Minnesota through a system of reciprocity, without necessarily having to earn a post-secondary degree. For a listing of these programs, interested individuals should contact the POST Board. The curriculum of these PPOE programs is based on learning objectives developed and published by the POST Board.

Upon successful completion of one of these post-secondary degree programs, an individual can sit for the peace officer licensing examination. Passing this examination makes a candidate eligible to be licensed. Licensing itself occurs when an eligible candidate is appointed to a peace officer position by a Minnesota law enforcement agency (see section on Appointment and Licensing).

Reciprocity Licensing Examination

Law enforcement officers who have been trained, certified, and have certain defined levels of experience in other states, or certain federal agencies, may become licensed in Minnesota through reciprocity. POST board staff evaluates the education and experience of an officer who has been trained in another state or federal law enforcement agency to determine eligibility to take the reciprocity licensing examination.

Appointment and Licensing

An eligible to be licensed applicant who has completed all of the education and examination requirements must be appointed by a municipal (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.

License Renewal

A license is valid for a period of three years. One third of the licensees renew their licenses each year. The licensee must complete a

minimum of 48 hours of POST-approved continuing education every three-year period.

Fees

The fee for the Peace Officer Licensing Examination and the Reciprocity Licensing Examination is \$105.00. The Part-time Peace Officer Licensing Examination is \$52.50. The peace officer license fee is \$90.00 and the part-time peace officer license is \$45.00 for each three-year renewal period.

Examination Locations

The POST board staff administers the peace officer Licensing Examination six times each year in the Twin Cities metropolitan area. Examinations are also offered outside of the Twin Cities area when there is a sufficiently large number of applications. The part-time peace officer and reciprocity licensing examinations are offered weekly, by appointment, at the POST Board office in St. Paul.

Complaints against licensees

The POST Board receives and processes citizen complaints concerning unprofessional conduct by peace officers and part-time peace officers. The Board's jurisdiction is limited to violations that are specified in the Board's administrative rules. These specific violations consist of any of the following: a licensee has: (1) been convicted of a specific felony, gross misdemeanor or certain misdemeanor offenses; or (2) has used deadly force in a manner not authorized by law; or (3) has made a false material statement while under oath; or (4) has made a false material statement while obtaining or renewing his or her license; or (5) has failed to complete the continuing education requirements for renewal; or (6) has failed to pay the licensing fee; or (7) 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 Complaint Committee 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 the following documents which are sold at Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155, (651) 297-3000 or toll free 1-800-657-3757. If ordering by mail or phone, add \$3.00 for shipping and handling. Minnesota residents add 6 1/2% for Minnesota sales tax.

- *Learning Objectives for Professional Peace Officer Education 1997.*
- *Pre-Licensing Learning Objectives for Part-Time Peace Officer Education 1999.*
- *Criminal Code and Selected Statutes 2000.*

Reimbursement To Local Units Of Government

The Minnesota Legislature has established a surcharge on fines imposed for violations of certain traffic laws. The Board disburses this revenue to local units of government to reimburse them for expenses of providing continuing education to peace officers.

Peace Officer Opportunity Line (POOL)

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 can call POOL at (651) 643-3075.

Other Service

The POST Board'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. The POST Board staff will answer questions with regard to any matter within the board's authority, subject to 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.

POST Board Website

The POST Board website contains much information that may be of interest to the law enforcement community and the public alike. Website: www.dps.state.mn.us/post/

Board of Pharmacy

2700 University Avenue West #107, St. Paul, MN 55114

Phone: (612) 642-0541; Fax: (612) 617-2212

Website: www.phcybrd.state.mn.us

Email: Pharmacy.Board@state.mn.us

Executive Director David E. Holmstrom

Minnesota Statutes, Chapters 151 and 152; *Minnesota Rules*, Chapters 6800-6899

THE BOARD ENFORCES RULES DEALING WITH DRUG distribution by drug manufacturers, wholesalers, pharmacies, physicians, dentists, and other practitioners, as well as, 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 pharmacy technicians; and inspects and licenses all pharmacies, drug wholesalers, and drug manufacturers. The board determines the continuing pharmacy education requirements for all pharmacists and approves continuing education programs.

The board issues all licenses dealing with pharmacists and pharmacies. 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 office.

The board licenses approximately 5,400 pharmacists, 4,000 pharmacy technicians, 1,200 pharmacies, 150 drug manufacturers, 125 drug wholesalers, and about 40 distributors of medical gasses.

Also issued by the board, are **permits to conduct drug research**. Currently, about 60 permits are issued each year, at a cost of \$25.00 per year with renewal on an annual basis.

Pharmacist-interns must also obtain a permit, issued by the board, before beginning the internship required for licensure. There is a one-time only fee of \$20.00 for this registration. Currently, about 250 pharmacist-intern permits are issued annually.

The board investigates all complaints against all licensed pharmacists, pharmacists, and pharmacist-interns. The board has the power to suspend or revoke licenses. All complaints should be made in writing to the Board of Pharmacy.

Licenses must be renewed annually:

- **Pharmacist's Licenses:**
\$105.00; must be renewed by March 1 of each year.
- **Pharmacy Technician Registration:**
\$20.00; must be renewed by December 31 of each year.
- **Pharmacy Licenses:**
\$165.00; must be renewed by June 30 of each year.
- **Drug Wholesalers and Manufacturers Licenses:**
\$180.00; must be renewed by June 1 of each year.
- **Pharmacists Examinations:**
\$125.00; given winter and summer.
- **Reciprocity Examinations:**
\$205.00; The examination is computerized and available all year.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

BOARD OF PHARMACY - The board regulates the pharmacy profession and the quality, labeling and distribution of drugs. The board consists of seven members including: five pharmacists with at least five years experience in the state, and two public members. Monthly meetings for eight hours at Health Related Boards Conference Room. Does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem. *Minnesota Statutes 151.02. Required to file Statements of Economic Interest:* members, chief and deputy administrative officers. 2829 University Ave. SE, #530, Minneapolis, MN 55414. (612) 617-2201.

Board of Physical Therapy

University Park Plaza, 2829 University Avenue SE, Suite 315, Minneapolis, MN 55414

Phone: (612) 627-5406; Fax: (612) 617-2125

Website: www.physicaltherapy.state.mn.us

Email: physical.therapy@state.mn.us

Executive Director Stephanie Lunning

Minnesota Statutes, Sections 148.65-148.78; *Minnesota Rules*, Parts 5601.0100-5601.2900

THE BOARD OF PHYSICAL THERAPY SERVES TO ENSURE that Minnesota citizens receive appropriate physical therapy services from competent physical therapists. Public protection is accomplished through licensing and disciplining of physical therapists.

The Board of Physical Therapy is an independent licensing board established through a revision to the Physical Therapy Practice Act. Effective August 1, 1999, physical therapists are licensed instead of registered, and regulated by the Board of Physical Therapy. There is no change in the scope of physical therapist practice. The Board of Medical Practice regulated physical therapists 1951-1999. Administrative transition during 2000-2001 has been a cooperative effort of the Board of Physical Therapy and staff, and the staff of the Board of Medical Practice.

The nine member board is appointed by the governor, and consists of four physical therapists, one physical therapist assistant, one doctor of medicine, and three public members. The board meets six times per year. The board meetings are open to the public, except for portions dealing with discipline and personnel matters. Meeting schedule and information is available from the board office at (612) 627-5406.

The Board grants and renews licenses for physical therapists; receives complaints against applicants and licensees; and disciplines licensees upon proof or admission of violation of the practice act or rule.

The board reviews and approves license applicants based on the specific requirements described in statutes and rules. To receive a license application or specific information regarding licensure, contact the board office at (612) 627-5406

The board renews the licenses of physical therapists on an annual basis (January 1st through December 31st). Licensure renewal forms are mailed to the licensees in November of each year. There were 3,155 physical therapists licensed in the year 2000. Each physical therapist is required to complete and report at least 20 hours of continuing education every two years as a licensure renewal requirement. Licensees are required to provide written notice of address change to the board office within 30 days.

Fees: the initial license application is \$100, annual license renewal is \$60, licensure late fee is \$20, and temporary permit is \$20; examina-

tion administrative fee is \$50 in addition to the fees for the examination service and testing site, duplicate license is \$20, certification of licensure is \$25, and verification of licensure status is \$10.

Persons wishing to verify that their physical therapist is licensed and in good standing, may call the board at (612) 627-5406. Name, address, license number, date of issue and status are public information. In accordance with the Data Practices Act, complaints are not a public record.

To file a complaint against a physical therapist, contact the board office to request a complaint form. All complaints must be submitted in writing. Physical therapists have a reporting obligation to report to the board other physical therapists who are in violation of the practice act grounds for denial, suspension, or revocation of license. All complaints and any investigative reports are reviewed by a committee of the board, with the board making the decisions on discipline. The board may suspend, revoke, place conditions or restrictions on, or refuse to grant or renew the license of a physical therapist.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

STATE BOARD OF PHYSICAL THERAPY - The board shall evaluate the qualifications of applicants; issue subpoenas, examine witnesses, and administer oaths; conduct hearings; and keep records, and minutes necessary to the orderly administration of *Minnesota Statutes*, sections 148.65 through 148.78. The nine-member board consists of four physical therapists; one licensed and registered doctor of medicine; one physical therapy assistant; and three public members. The board meets bimonthly for three hours on the third Thursday of odd-numbered months at 2829 University Ave. SE, Mpls., MN. There is no expiration date. **Appointing Authority:** Governor. **Compensation:** \$55 per diem. *Minnesota Statutes*, Section 148.65. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. 2829 University Ave. SE, #400, Minneapolis, MN 55414-3246. (612) 617-2130.

Minnesota Planning (Office of Strategic and Long-Range Planning)

Room 300, Centennial Building, 658 Cedar St., St. Paul, MN 55155

Phone: 651-296-3985; Fax: 651-296-3698

Website: Web site: www.mnplan.state.mn.us

Email: E-mail: minnesota.planning@mnplan.state.mn.us

Director Dean Barkley (651) 297-2325

Deputy Director Jack Uldrich (651) 215-1093

Minnesota Statutes, Sections 4A.01 - 4A.10

THE OFFICE OF STRATEGIC AND LONG-RANGE PLANNING, usually called Minnesota Planning, was created by the Legislature in 1991 as a replacement for the State Planning Agency. The mission of Minnesota Planning is to identify strategic issues and provide the information, analysis, coordination and tools necessary for informed decision-making that will guide Minnesota's future. Minnesota Planning has four major responsibilities:

- **Develop** an integrated long-range plan for the state;
- **Coordinate** activities among all levels of government;
- **Stimulate** public interest and participation in the future of the state;
- **Act** in coordination with the Commissioner of Finance, affected state agencies and the Legislature in planning major public programs.

To accomplish these duties, the agency has seven specialized, functional work teams. These teams conduct research, respond to questions, and provide a wide variety of information and services to the public, the Legislature and the Governor. Many of the reports and maps produced by the teams are posted on the agency's web site.

Minnesota Planning teams include the State Demographic Center, the Environmental Quality Board, the Criminal Justice Statistics Center, and the Land Management Information Center, which is known for its geographic information systems (GIS) expertise. The Critical Issues team studies and reports on emerging issues. The Local Planning Assistance team, on request, assists local units of government with their planning. The seventh team is Municipal Boundary Adjustments, the former Minnesota Municipal Board. On June 1, 1999, the municipal board was terminated, following action by the 1997 Legislature, and the powers and duties of the board were transferred to Minnesota Planning.

Criminal Justice Statistics Center

(651) 296-4852; Email: crimjust.center@mnplan.state.mn.us

Susan Roth, team leader (651) 297-3279. For more than 20 years, the Criminal Justice Statistics Center has worked with criminal justice professionals, organizations and agencies. Researchers collect and analyze data relating to crime and the justice system, provide accurate information and analysis on emerging and critical issues, and support informed policy decisions through long-range planning. Recipients of the information include national, state and local policy-makers and citizens.

The center also works with other state agencies and local governments to improve integration of criminal history information.

Information and data online

- Arrest and apprehension data by age, ethnicity, race and sex

- Criminal justice publications that can be viewed electronically, printed, downloaded or ordered online
- Downloadable database files
- Firearm forfeitures
- Graphs portraying corrections populations
- Links to state and national resources on criminal justice and other topic areas such as education, health and human services
- Maps showing reported crimes, arrests and apprehensions, and probation cases
- Probation cases by age and offense level
- Reported offense data
- Sheriff's office and county corrections expenditures
- State correctional facility populations by age
- Supportive documentation including sources, definitions and caveat information for all data sets offered
- Minnesota's teen court system

Recent reports

- *Keeping Watch: 1999 Minnesota Crime Survey*
- Minnesota Homicides, 1985 to 1997
- Delivering Minnesota Criminal Justice Information Online

Critical Issues Team

(651) 296-2571; Email: critical.issues@mnplan.state.mn.us

Susan Roth, team leader, 651-297-3279. The Critical Issues Team responds to many requests for research and analysis from the Governor and Legislature and takes the lead in drawing attention to issues that warrant public discussion and action. The team examines emerging issues that could have a significant effect on Minnesota's governments, its people, economy and natural resources. The team handles a broad range of research, analysis, policy and strategic planning projects, often leading collaborative efforts with other state agencies, local governments and the public.

IssueWatch

This free Internet publication alerts policy-makers and citizens to issues, trends and ideas from other states and countries. Read it at www.mnplan.state.mn.us/issues/. To receive notices of new editions, send an e-mail request to: issuewatch@mnplan.state.mn.us.

Perspectives

These reports provide policy-makers with fresh looks at complex issues facing Minnesota. Reports include:

- Open the Doors: Partnering with Parents in a Standards-based Education System
- Implications of Rural Minnesota's Changing Demographics
- Educational Accountability: The Pursuit of Excellence in Minnesota Schools

Statewide reports

- *Children's Report Card* is a continuously updated report of statewide trends, with additional information on 26 indicators. Read it at www.mnplan.state.mn.us/datanetweb/chi.html
- *Voices and Views: Listening Posts across Minnesota*. This detailed report highlights common themes and regional issues raised by citizens at 10 public meetings held throughout rural Minnesota.
- *Minnesota Milestones: Measures that Matter* identifies 19 goals for the state's future. Seventy indicators are used to track progress towards the goals.

Other published reports

- Local Government Advisory Council
- Lt. Governor's education listening posts
- Workforce development

Future reports

- Digital divide
- Internet voting
- Smart buildings

Environmental Quality Board (EQB)

(651) 297-1257; Email: eqb@mnplan.state.mn.us

Gene Hugoson, chair; Mike Sullivan, executive director (651) 296-9027

Minnesota Statutes, Chapters 116C-D-G-I and 326; *Minnesota Rules*, Parts 4400-4499

The Environmental Quality Board (EQB), the state's principal forum for discussing environmental issues, provides an opportunity for the public to have direct input into the development of the state's environmental policy. The board helps coordinate the actions of major state agencies and provides the Governor and the Legislature with tools for working on environmental issues and problems that do not fit under other state environmental agencies. The EQB is staffed by Minnesota Planning.

EQB Programs

- **Environmental Review 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.
- **Generic Environmental Impact Statement on Animal Agriculture** is a statewide study authorized and funded by the 1998 Minnesota Legislature. The Legislature directed the EQB to "examine the long-term effects of the livestock industry, as it exists and as it is changing, on the economy, environment and way of life of Minnesota and its citizens." This is frequently called the feedlot study.
- **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 for providing for the evaluation of the effects of such power facilities on land, water and air resources and on public health and welfare.
- **Critical Areas Program** provides a process for planning and managing geographic areas of regional or statewide significance. The purpose of the program is to protect historical, cultural, scientific and natural resources while allowing compatible development.
- **The Minnesota Sustainable Development Initiative** is an on-going, nationally recognized project launched by the governor and the EQB that relies on cooperative public discussions, research, outreach and a periodic public congress to promote policies, institutions and behaviors that are socially, economically and environmentally sus-

tainable. The initiative has produced a strategic plan for sustainable development of the state.

- **EQB Monitor** is a biweekly publication, providing notice of activities of the EQB. The publication is free and can be obtained by calling the Environmental Review and EQB Monitor Helpline at (651) 296-8253.

- **Pipeline Routing Program** is responsible for reducing the environmental and human impacts of pipeline construction and operation. This is accomplished by locating pipelines in an orderly manner, providing information to governmental units and the public concerning the human and environmental impacts of the proposed pipeline, and by reducing delay, uncertainty and duplication in the review process.

- **Water Planning Program** is charged with coordinating and integrating water policy development and water planning in Minnesota. The Minnesota Water Plan adopted by the EQB provides the framework for carrying out this charge. The EQB Water Planning Committee is the working group that carries out the specific day-to-day water planning functions of the board.

- **Genetically Engineered Organisms Regulation Program** requires the EQB to adopt rules requiring a permit and environmental review for any release of genetically engineered organisms into the environment and to establish an advisory committee to advise the board. *Minnesota Statutes* 116C.91 -116C.96.

- **High-Level Radioactive Program** monitors the federal high-level radioactive waste repository siting process and advises the governor and the legislature on policy relating to the program.

Recent reports

- Minnesota Watermarks: Gauging the Flow of Progress 2000 - 2010
- Smart Signals: Economics for Lasting Progress
- Urban Development Generic Environmental Impact Statement Scoping Document
- Generic Environmental Impact Statement on Animal Agriculture, expected in January 2002

Land Management Information Center

(651) 296-1211; Email: lmic@mnplan.state.mn.us

David Arbeit, director (651) 296-1209. LMIC offers services to improve the effective use of geographic information and geographic information systems within Minnesota. Good geographic information is vital for understanding Minnesota's resources and the needs of its people, and for making informed decisions about development and public policy. LMIC's staff includes geographers, planners, landscape architects and computing specialists. The center provides four types of services to improve the value of geographic data to Minnesota.

Coordination services

LMIC works with state, local and federal governments, professional organizations and the private sector to coordinate activities related to geographic information technology. Major partners include:

- Minnesota Governor's Council on Geographic Information
- Minnesota GIS/LIS Consortium
- MetroGIS
- National States Geographic Information Council
- U.S. Geological Survey
- Federal Geographic Data Committee

Data services

LMIC identifies data needs, promotes data standards, develops and integrates data, serves as a state data archive, provides geographic data to the public, and offers data access and mapping services over the Internet. Land use maps and aerial photographs may be viewed online. Available services include:

Citizen Participation and Appointment: [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA ENVIRONMENTAL QUALITY BOARD - The board insures coordination and cooperation among state agencies on environmental issues and advises the Governor and legislature on environmental legislation and issues. The board consists of fifteen members including five public members appointed by the Governor. A representative of the Governor's office serves as chair. Other members include the Commissioner of the Department of Agriculture, Department of Health, Department of Natural Resources, Department of Transportation, Pollution Control Agency, Department of Public Service, Commissioner of DTED, and the Director of the Office of Strategic and Long Range Planning, the Chair of the Board of Water and Soil Resources, and the Director of the MN Office of Environmental Assistance. EQB programs: environmental review, water resources management and planning, power plant siting, power transmission line routing, critical areas, radioactive waste management, pipeline routing, and Sustainable Development Initiative. Meetings are held every other month for three hours at no set meeting location. The board does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem. *Minnesota Statutes 116C.03. Required to file Statements of Economic Interest:* members, chief and deputy administrative officers. Centennial Bldg., 3rd Floor, St. Paul, MN 55155. (651) 296-2723.

URBAN DEVELOPMENT GENERIC ENVIRONMENTAL IMPACT STATEMENT STEERING COMMITTEE - To advise the Environmental Quality Board on the scope and content of the urban development generic environmental impact statement. The committee consists of sixteen members. Representatives of developers, environmental interests, agricultural landowners and other stakeholders. Monthly meetings for six hours, plus additional meetings at the Centennial Office Bldg., St. Paul. After completion of GEIS. **Appointing Authority:** MN Environmental Quality Board. **Compensation:** \$55.00 per diem, plus expenses. *1999 Session Laws, Chapter 250, Art. 1, Sect. 10B.* 300 Centennial Office Bldg., 658 Cedar St., St. Paul, MN 55155. (651) 297-1257.

ANIMAL AGRICULTURE GENERIC ENVIRONMENTAL IMPACT STATEMENT STEERING COMMITTEE - To advise the Environmental Quality Board on the scope and content of the Animal Agriculture Generic Environmental Impact Statement. The committee consists of twenty-four members. Representatives of environmental interests, agricultural production and other stakeholders. Monthly meetings for sixteen hours, plus additional meetings at the Centennial Office Bldg., St. Paul. **Appointing Authority:** MN Environmental Quality Board. **Compensation:** \$55 per diem, plus expenses. *1998 Session Laws, Chapter 366, Sect. 86, subdivision 1.* 300 Centennial Office Bldg., 658 Cedar St., St. Paul, MN 55155. 651-297-2888.

- Geographic Data Clearinghouse, an Internet-based resource for finding and retrieving data used by geographic information systems
- Maps and other geographic visualization tools on-line, including Minnesota land use and land cover maps
- *Minnesota.Data*, comprehensive collections of geographic data available on CDs
- Datanet, an Internet warehouse for information and maps about Minnesota
- Technology and training supporting standards for geographic data and its documentation

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

GOVERNOR'S COUNCIL ON GEOGRAPHIC INFORMATION - The council promotes the efficient and effective development, management and use of geographic information and related technology. Reflecting the views of a broad range of experts and organizations, it actively provides policy advice to all levels of government, and leadership and guidance to government, the private sector, and academia regarding issues that include policies, investments, management practices, standards, institutional arrangements, education, and stewardship. The council's eighteen members should have a knowledge and interest in the geographic information systems (GIS) field, and represent state government, local government, the federal government, higher education, and GIS users in the private sector. Meetings are held in St. Paul at least five times annually for three hours. Members are expected to serve on at least one committee. Does not expire until Exec. Order 99-6 is rescinded. **Appointing Authority:** Office of Strategic and Long Range Planning. **Compensation:** Travel expenses. Executive Order 99-6. 330 Centennial Bldg., 658 Cedar St., St. Paul, MN 55155. (651) 296-1211.

Project Services

LMIC's Service Bureau offers contract technical services to other units of government, applying geographic information technology to meet their mapping, analysis and decision-making needs. Recent projects include:

- GIS-based database and imaging system to manage historic timber surveys and maps (Minnesota Historical Society)
- Maps and GIS support for 4,000 Minnesota tourist attractions (Minnesota Office of Tourism)
- Maps of public school attendance areas and building locations, and decision-support tools to support eligibility assessments for day-care providers for federal food assistance (Department of Children, Families and Learning)
- Maps for analysis of minority business development policies (Governor's Working Group on Minority Business Development)
- Telecommunications service area coverage analysis (Governor's Telecommunications Strategic Plan)

Technology services

LMIC develops software that helps meet special needs of Minnesota's GIS users and promotes technology transfer to nontechnical audiences that can benefit from GIS.

- Desktop GIS software: EPPL7 and EPIC for Windows
- Map-viewing software: EPPLviewer
- Data documentation software: DataLogr
- Internet data distribution solutions
- GIS-based education: Minnesota Environmental Atlas

Local Planning Assistance

(651) 296-6550; Email: local.planning@mnplan.state.mn.us
Deborah Pile, team leader (651) 297-2375. This team offers a variety of technical services to help local governments and citizens around the state with comprehensive planning efforts. The team responds to many requests from townships, counties and cities and provides specialized assistance. It was organized after the passage of the Community-Based Planning Act of 1997, which established financial and technical assistance for community-based comprehensive planning projects in Minnesota.

Information requests

The Local Planning Assistance staff receives and answers requests on a variety of topics, from township planning to urban

growth boundaries. Information packets have been developed for routine requests, but specialized assistance is available.

Community Based Planning

This program, established by the Legislature in 1997, was designed to encourage collaborative planning among multiple jurisdictions. Seventeen counties and more than 150 cities, townships, school districts and other local governmental units participated.

GIS tools and training

The staff is developing a geographic information systems tool kit of software and data for local planning. Technical assistance for GIS is also available.

Local Solutions Alliance

The alliance is a new, multi-agency approach for delivering integrated assistance to communities that want help with local comprehensive planning or implementation of specific community priorities. The alliance assembles interdisciplinary project-specific teams to bring assistance and investments to a community's doorstep. These teams provide direct assistance and link fragmented efforts both inside and outside governments.

Local Planning Assistance Center

This specialized collection of planning publications and resources is used by staff and local planners. It includes books, periodicals, videos, audio tapes and samples of comprehensive plans.

Recent reports

- *Net Plan*, a guide for communities seeking to acquire telecommunication services
- Guide to Local Planning Assistance Center

Municipal Boundary Adjustments Team

(651) 284-3383; Email: municipal.board@mnplan.state.mn.us
Christine Scotillo, team leader, 651-284-3386

Minnesota Statutes, Chapter 414; *Minnesota Rules* 6000.0100-.3400

Municipal Boundary Adjustment team resulted from the sunset of the former Minnesota Municipal Board and the transfer of all its duties and responsibilities to the Office of Strategic and Long Range Planning (Minnesota Planning) pursuant to *Laws 1997*, Ch. 202, Art. 5, Sec. 8; and *Laws 1999*, Ch. 243, Art. 16, Sec. 24.

Adjudication

The director of Minnesota Planning inherited the Municipal Board's exclusive authority to adjudicate municipal boundary expansion, contraction or unification in Minnesota. The team implements the decisions and orders of the director, and other delegated decision-makers, regarding the approval or disapproval of the creation or dissolution of municipalities, or alteration of municipal boundaries through consolidation, merger, annexation or detachment of land.

Statutory boundary adjustments fall into four primary categories:

- **Annexations** of unincorporated land to municipalities
- **Detachments** of incorporated land to townships or detachment of incorporated land from one municipality and annexation to an adjacent municipality
- **Consolidation** of two or more municipalities into a single municipality
- **Incorporation** of a township into a municipality

Review/Facilitation

The team reviews and facilitates approximately 350 municipal boundary adjustments annually. The majority of petitions are from

property owners; the remainder are from cities and townships. All adjustments affect local governments and have the potential for conflict or agreement.

Assistance

The team offers consultation and technical assistance to local governments, property owners, planning authorities, the Legislature, government agencies and professional associations on issues related to municipal boundary adjustments. Assistance includes information on proper filing procedures, sample petition forms and the statutory factors which must be considered by decision-makers. The forms may be obtained from the team.

Filing fees

Depending on the type of proceeding, filing fees range from \$25 to \$600. Proposed boundary changes or incorporations that require statutory hearings are resolved within one year from the date of the first hearing.

State Demographic Center

Helpline phone: (651) 296-2557;

Email: helpline@mnplan.state.mn.us

Tom Gillaspy, state demographer

Website: www.mnplan.state.mn.us/demography

This center provides estimates of Minnesota's current population as well as long-range population and related projections. The team analyzes and distributes data from the U.S. Census Bureau and other sources. The center is Minnesota's liaison with the Census Bureau.

Data products

- *PopNotes*, *PopBites* and working papers feature in-depth analysis of particular demographic issues such as population, migration or fertility.
- News releases based on the most current news and data available are used to provide the public with information.
- Custom tables (client-specific reports) may include extracted or downloaded data from an electronic source. Custom tables are provided contingent on available staff time and resources.

Data services

- The **Helpline** serves people interested in accessing demographic information. Staff members provide data when possible, make referrals when necessary and make suggestions on how clients may access information.
- The **Minnesota Data Center** network is coordinated by the State Demographic Center. The Data Center is a network of affiliated members who agree to provide interested citizens with census and related data, such as collections of decennial, economic, agriculture and government censuses. Network members include libraries, regional development commissions, extension agents and planning offices. The network provides training opportunities for data users and trainers. For a list of members, call the Helpline at 651-296-2557, or visit the web site.

Recent reports

- *Immigrants in Minnesota: An increasingly Diverse Population*, *PopNotes*
- *Minnesota grows by 12.4 percent during the 1990s*, Census Bureau figures for state reapportionment
- *In-migration to Minnesota Continues in the Late 1990s*, *PopNotes*
- Fact sheet on Reapportionment and Redistricting
- *Housing Prices Are Rising Rapidly in Minnesota*, *PopBites*

Board of Podiatric Medicine

2829 University Avenue S.E., Suite 430, Minneapolis, MN 55414

Phone: (612) 617-2200; Fax: (612) 617-2698

Email: benesh.pod@state.mn.us

Executive Director Joann Benesh

Minnesota Statutes, Chapter 153; *Minnesota Rules*, Chapters 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. In 1987 a new practice act became law, establishing requirements for licensure. Podiatrists are licensed to diagnose and treat medically, mechanically, and surgically the ailments of the human hand, foot, ankle, and lower leg.

The seven-member board has five podiatrists and two public members. Meetings are held quarterly in March, June, September, and December at the location of the board office and are open to the public.

The board establishes standards for the practice of podiatry, now more properly called podiatric medicine. Functions of the board include licensing doctors of podiatric medicine (DPM), issuing temporary permits to practice under supervision, processing complaints against licensees, and registering podiatric professional corporations.

Requirements for licensure include graduation from an approved school of podiatric medicine, passing the national boards and a national licensing clinical examination, completing at least one year of post-graduate training under supervision, and passing a quiz on the board's laws and rules. Applicants licensed in another state must show evidence of licensure status in that state and malpractice insurance coverage. The licensure fee is \$600, effective for two years.

In 2000 approximately 155 doctors of podiatric medicine held active Minnesota licenses, and 12 held temporary permits.

Licenses are renewed biennially on July 1; the fee is \$600. Late renewals incur a \$100 penalty fee.

The board processes complaints against podiatrists. There is no fee for submitting complaints. Complainants may request a complaint packet by calling the number above or may submit their complaints in

writing (without an official form) to the address above. The complaint process commences when the complaint is received, but may take some time, depending upon the nature of the complaint.

Disciplinary actions by the board are public information and are available for the cost of copying, as are copies of other public data. All other information related to the complaint process is not public.

License verification is provided in writing for a fee of \$30.

Podiatric professional corporations are registered by the board. The fee is \$100 for initial registration and \$25 each year thereafter.

Applications for licensure and temporary permits and other information are available from the board office.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

BOARD OF PODIATRIC MEDICINE - The board licenses podiatrists, disciplines licensees, and registers corporations. The board consists of seven members including five doctors of podiatry medicine and two public members. Meetings are held every third month on Friday; September, December, March and June for two hours at the board office location. Does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 153.02. Required to file Statements of Economic Interest:* members, chief and deputy administrative officers. 2829 University Ave. S.E., # 430, Minneapolis, MN 55414. (612) 617-2200.



Harold Stassen Building housing the Revenue Dept.

Pollution Control Agency

520 Lafayette Road North, Saint Paul, MN 55155-4194

Phone: (651) 296-6300, toll-free 1-800-657-3864; Fax: (651) 296-6334

24-hour emergency number (State Duty Officer) (651) 649-5451,

Toll-free: (800) 422-0798; TTY 24-hour emergency number: (800) 627-3529

Website: Web site: www.pca.state.mn.us

Commissioner Karen A. Studders

Minnesota Statutes, Chapters 115-116H; *Minnesota Rules*, Chapters 4760, 7000-7199



**Minnesota
Pollution
Control
Agency**

THE MISSION OF THE MINNESOTA POLLUTION CONTROL AGENCY (MPCA) is to help Minnesotans protect the environment. The agency does this by administering and enforcing all state statutes and federal laws relating to air quality, hazardous waste, solid waste, and ground water and surface water quality.

The MPCA was created in 1967, replacing the Water Pollution Control Commission that was 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 hazardous-waste regulation and cleanup.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA POLLUTION CONTROL AGENCY - The agency (also referred to as the MPCA Citizens' Board) considers and makes decisions on a variety of complex problems relating to water, air and land resources of the state. These decisions are intended to achieve a reasonable degree of purity of the water, air and land resources of the state in order to be consistent with the maximum enjoyment and use thereof in furtherance of the welfare of the people. The nine members must include one member who is a representative of labor. The agency commissioner is chair of the Board. Meetings are held monthly for eight hours. The agency does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem for members. *Minnesota Statutes 116.02. Required to file Statements of Economic Interest:* board members, commissioner and deputy commissioners. 520 Lafayette Road North, St. Paul, MN 55155. (651) 296-7301.

Agency Activities:

The MPCA consists of three District Offices (North, South and Metro) that are responsible for administering environmental permitting, compliance/enforcement, remediation and outreach programs in their respective parts of the state. The North and South Districts also provide products and services through a network of offices located across Minnesota.

District offices work with, and are supported by, the Policy and Planning Division and the Environmental Outcomes Division. The Policy and Planning Division ensures that rules and regulations are applied consistently, sets agency policy and conducts long-range plan-

ning. The Environmental Outcomes Division is responsible for collecting data and monitoring environmental parameters across the state. Staff in these divisions and districts conduct the following fundamental pollution control activities:

- **testing and research** to identify problems;
- **developing environmental priorities** and strategies;
- **setting standards and developing rules** to protect people and the environment;
- **developing permits** to control activities that affect the environment;
- **providing technical assistance** and training;
- **outreach and education** to schools, organizations and the general public;
- **encouraging and integrating** pollution-prevention efforts;
- **responding to emergencies;** and
- **taking enforcement action** to make sure rules are followed.

Services provided by MPCA District Offices

In general, MPCA offices are organized to provide products and services in four general areas: major facilities, regular facilities, community and area-wide programs, and site remediation or cleanup. "Major" facilities are those companies or businesses with large volumes of emissions, or ones that may hold several permits issued by the MPCA. Examples of facilities that might be considered major facilities include refineries, large manufacturing companies, mining operations and electric utility companies.

"Regular" facilities are those types of businesses whose environmental responsibilities are somewhat less complex. Examples of regular facilities include solid waste facilities, gas stations, dry cleaners, municipal facilities and auto body shops.

Unlike the regulatory activities mentioned above, community and area-wide programs are typically voluntary in nature. Examples of community and area-wide programs include financial and technical assistance programs such as the Clean Water Partnership and Storm-water Erosion Prevention programs, and educational programs that focus on issues such as motor vehicle pollution.

Staff who work on site remediation programs assist businesses, local governments and developers properly clean up soil and ground water in areas where pollution has contaminated them. Examples of cleanup programs include Superfund, the Voluntary Investigation and Cleanup Program, the Leaking Underground Storage Tank program and emergency response activities.

Businesses and individuals unsure who to contact about environmental questions should start by calling the MPCA's general information number or one of its help lines. Staff answering these phones can answer most general questions and will refer callers to other agency experts as needed.

• General Information:

(651) 296-6300 or toll-free at 1-800-657-3854

• Air Quality Complaint Line:

(651) 296-7300

• Air Quality Permit Line:

(651) 282-5848 or 1-800-646-6247

• Asbestos Hot Line:

(651) 297-8685

• Feedlot Program Help Line:

1-877-333-3508

• Hazardous Waste Help Line:

1-800-657-3724

• Household Hazardous Waste Help Line:

(651) 297-8675

• Individual Sewage Treatment Systems (ISTS)

Information Line: (651) 282-6246

• Small Business Assistance Program Hot Line:

(651) 282-6143 or 1-800-657-3938

• State Duty Officer

(to report oil or chemical spills and other environmental emergencies): (651) 649-5451 or toll-free at 1-800-422-0798

• Storage Tanks Hot Line:

(651) 297-8367

• Water Quality Help Line:

(651) 296-7162

Depending on the issue or topic and the location of the person needing assistance, citizens or businesses may receive products and services from MPCA staff in any one of eight offices located throughout Minnesota.

Additional information about these offices, maps and driving directions are available on the MPCA Web site at www.pca.state.mn.us.

Area Offices:

MPCA Saint Paul Office - (651) 296-6300; toll-free: (800) 657-3864
520 Lafayette Road North, Saint Paul, MN 55155-4194

MPCA Brainerd Office - (218) 828-2492
1800 College Road South, Baxter, MN 56425

MPCA Detroit Lakes - (218) 847-1519
Lake Avenue Plaza, 714 Lake Avenue, Suite 220,
Detroit Lakes, MN 56501

MPCA Duluth Office - (218) 723-4660
525 South Lake Avenue, Suite 400, Duluth, MN 55802

MPCA Mankato Office - (507) 389-5235
1230 South Victory Drive, Mankato, MN 56001

MPCA Marshall Office - (507) 537-7146
1420 East College Drive, Suite 900, Marshall, MN 56258

MPCA Rochester Office - (507) 285-7343
18 Wood Lake Drive S.E., Rochester, MN 55904

MPCA Willmar Office - (320) 214-3786
201 28th Avenue S.W., Willmar, MN 56201

Permitting

The MPCA issues permits to a wide variety of businesses and public facilities that generate pollutants or dispose of waste.

Air Quality Permits

The MPCA issues air quality permits as required under state and federal laws. Permits are typically required for power plants, refineries, asphalt plants, incinerators, boilers, grain elevators and many industrial facilities. The permits include emission limits to assure compliance with state and federal rules, protect the ambient air quality, human health and the environment.

Permits are normally issued for a period of five years. Determining whether or not a facility needs to obtain an air quality permit and its cost depends on the type and amount of pollutant generated. For more information about air quality permits, go to the MPCA Web site at <http://www.pca.state.mn.us/air/permits/index.html> or call the Air Quality Help Line at (651) 282-5844, toll-free 1-800-646-6247.

Hazardous Waste Permits

The MPCA regulates facilities that generate, store, treat and dispose of hazardous wastes. Businesses or facilities that deal with hazardous waste are typically required to obtain permits or pay fees.

Determining what type of permit or fee a business or facility needs to pay depends on the types of waste generated and in what amount. To learn more about hazardous waste rules and regulations, go to the MPCA Web site at <http://www.pca.state.mn.us/waste/pubs/business.html> or call the MPCA's Hazardous Waste Help line at (651) 297-8681, toll-free 1-800-657-3724.

Citizens who have questions about disposing of household hazardous waste should call the Household Hazardous Waste Help Line at (651) 297-8675.

Solid Waste Facility Permits

Sanitary landfills, demolition landfills, solid waste transfer stations and industrial-waste disposal facilities need a technical review and permit from the MPCA before they open for operation. Existing facilities that wish to expand also need to have their plans reviewed and permitted.

For more information about permits for facilities that handle solid waste, visit the MPCA's Web site at <http://www.pca.state.mn.us/waste/index.html> or call the MPCA office nearest you.

Storage Tank Systems

Owners and operators of underground and aboveground storage tanks are required to register their tanks and tank systems with the MPCA. Storage tanks also need to meet certain standards to ensure that they do not leak and contaminate soil and groundwater.

To find out more about rules and regulations covering storage tanks, visit the MPCA's Web site at <http://www.pca.state.mn.us/cleanup/tanks.html> or call the agency's Tanks Help Line at (651) 297-8367.

Water Quality Permits

The MPCA issues water quality permits to businesses and public facilities that discharge wastewater to Minnesota waterways. Permits are also required for some businesses that discharge wastewater to sewer systems, large septic tank and drainfield systems, and to irrigation systems. Permits are sometimes required for construction projects to control erosion. The permits include discharge limits to assure compliance with state and federal rules, protect water quality, human health and the environment.

Determining whether a facility or activity requires a water quality permit depends on the type of pollutant being discharged and in what amounts. To learn more about the types of water quality permits are issued by the MPCA, visit the agency's Web site at <http://www.pca.state.mn.us/water/permits/index.html> or call the Water Quality Help Line at (651) 296-7162.

Small Business Assistance Program

Small businesses — generally defined as independently owned and operated businesses with fewer than 100 employees — can receive free, nonregulatory environmental assistance from the MPCA's Small Business Assistance Program. The program provides small businesses with compliance assistance, education and outreach.

The focus of this program is on compliance assistance, but there is also an emphasis on pollution prevention opportunities to get small businesses out of the regulatory loop or into a less burdensome regulatory process.

For more information about the services provided through the Small Business Assistance Program, go to the MPCA Web site at http://www.pca.state.mn.us/programs/sbap_p.html or call the Small Business Assistance Program Help Line at (651) 282-6143, toll-free at 1-800-657-3938.

Other MPCA activities

In addition to the regulatory and voluntary programs administered through MPCA district offices, other divisions collect and analyze data, develop programs and policy, and set strategic directions for the agency.

The **Environmental Outcomes Division (651) 296-7331** is responsible for monitoring the environmental condition of the state, identifying threats and impacts to ecosystem health, setting environmental goals and standards, measuring progress in achieving environmental goals and reporting on results.

The MPCA regularly measures specific environmental conditions throughout the state. Air pollution is measured at more than 50 locations. Lakes, rivers and groundwater aquifers are monitored at hundreds of sites. Additional water and soil samples are collected at solid-waste facilities, hazardous-waste sites, spill sites and other locations. The information gathered is critical to detecting problems, devising solutions and setting standards.

The **Policy and Planning Division (651) 297-8502** is in charge of developing overall program rules, policies and procedures. This division is organized in a fashion similar to MPCA offices that deliver goods and services, and handles matters of consistency and continuity for cleanups, processes, enforcement, etc.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

SMALL BUSINESS AIR QUALITY COMPLIANCE ADVISORY COUNCIL

The council renders advisory opinions on the effectiveness of the Small Business Assistance Program; preparing reports as requested by state and federal agencies; reviewing environmental regulatory information for small businesses. The nine members include two members appointed by the Governor to represent the general public who are not owners or representatives of owners of a small business stationary source as defined in *Minnesota Session Laws of 1992*, Chapter 546, section 6, subdivision 6. The membership also includes four member appointed by the legislature who are owners or representatives of owners of small business stationary sources. Meeting schedule is pending, but is held in St. Paul. The council does not expire. **Appointing Authority:** Governor & Legislature. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes* 116.99. 520 Lafayette Road North, St. Paul, MN 55155. (651) 297-8615.

ADVISORY COUNCIL ON WATER SUPPLY SYSTEMS AND WASTEWATER TREATMENT FACILITIES

The council advises the commissioners of the Department of Health and the Pollution Control Agency regarding classification of water supply systems and wastewater treatment facilities, qualifications and competency evaluation of water supply system operators and wastewater treatment facility operators, and additional laws, rules and procedures that may be desirable for regulating the operation of water supply systems and of wastewater treatment facilities. The council consists of 11 members including one member from the Department of Health, Division of Environmental Health, appointed by the commissioner of health; one member from the Pollution Control Agency; appointed by the commissioner of the Pollution Control Agency; three members who must be certified water supply system operators, appointed by the commissioner of health; three members who must be certified wastewater treatment facility operators, appointed by the commissioner of the Pollution Control Agency; one member representing an organization that represents municipalities, appointed by the commissioner of health with the concurrence of the commissioner of the Pollution Control Agency; and two members of the public who are not associated with water supply systems or wastewater treatment facilities. One of the members of the public shall be a representative of academia in a water or wastewater related field. One must be appointed by the commissioner of health and the other by the commissioner of the Pollution Control Agency. One of the water supply system operators and one of the wastewater treatment facility operators must be from outside the metro area, and one wastewater operator must come from the Metropolitan Council Environmental Services. One of the water supply system operators must represent a nonmunicipal community or nontransient noncommunity water supply system. The council meets quarterly in St. Cloud for four hours in St. Cloud (central location). Does not expire.

Appointing Authority: Commissioners of the Department of Health and the Minnesota Pollution Control Agency. **Compensation:** \$55 per diem. *Minnesota Statutes Section* 115.71-115.77. MN Dept. of Health, 121 East 7th Place, P.O. Box 64975, St. Paul, MN 55164-0975. (651) 215-0700.

Be a Part of the Process

As a public agency working to protect the public and the environment, everything we do at the MPCA is open to public scrutiny. We deal daily with issues affecting the health, safety and livelihoods of Minnesotans, and they have a right to know what we are doing on their behalf — and what they can do, in turn, to help protect our state's natural resources. In addition to using our publications and other outreach programs, the public can participate in our activities in several other ways.

Influence the Decisions

Recognizing that some of the MPCA's decisions would be neither easy nor universally popular, the Legislature put at the head of the MPCA a board of Minnesota citizens, who make policy decisions in a public forum where issues are openly debated. Under delegations from the Citizens' Board, the MPCA commissioner directs the day-to-day work of the agency's 700+ staff.

The board members are appointed by the Governor and are approved by the state Senate. They serve four-year, staggered terms, and by law, one member is an expert on agriculture, another represents labor interests and the chair is the MPCA commissioner, who is also appointed by the Governor. Other members represent various geographic areas and occupational backgrounds, which have included law, business, medicine, citizen advocacy and environmental science.

The board meets regularly the fourth Tuesday of each month at the agency offices in St. Paul, and in special sessions and in various

parts of the state as the need arises. Information on the MPCA Citizens' Board's agenda is available by calling the Board Secretary at (651) 296-6300 or toll-free and TTY at 1-800-657-3864.

Identify the Problems

Many of the state's most serious pollution problems were first identified because a concerned citizen called the MPCA, providing valuable assistance to agency investigators. Each year the MPCA receives and responds to hundreds of citizen complaints and tips about illegal dumping, leaks and spills, illegal burning and airborne pollution that can harm Minnesota's natural resources. The MPCA depends on all Minnesotans to be environmental watchdogs. The identities of people informing us about pollution problems are kept strictly confidential, as required by law.

Potential environmental problems can be reported to the MPCA by calling the agency's general number at (651) 296-6300 or toll-free at 1-800-657-3864 (TTY users can call 1-800-282-5332). Citizens can also report pollution problems through the MPCA's Web site at www.pca.state.mn.us/complaints/html.

Help Make the Rules

The state rulemaking procedure provides many points for citizens to become involved. When the MPCA proposes a new pollution-control rule, a notice appears in the weekly State Register. In addition, the agency will notify interested individuals by mail and, if possible, place a notice in publications that reach those who might be affected by the rule. In routine rulemaking, the notice is followed by a 30-day public comment period. The agency may modify or withdraw the rule in response to public comment.

Give Your Ideas on the Permits

Major or controversial permits are put on public notice in local newspapers. Interested people are notified, and notices may be placed in other publications. Public comment periods on these major or controversial permits are generally 30 days. The agency may change proposed permits in response to the public comments received.

The public may comment on any proposed permit, request an informational public meeting or request the MPCA Citizens' Board to order a contested-case hearing. A contested case hearing is a legal procedure in which arguments about the facts of a permit are presented before an administrative law judge. These hearings are intended to provide information that will aid the MPCA Citizens' Board in making decisions on permits.

Publications

Hundreds of fact sheets, guidance documents, reports and other publications are available from the MPCA. Many are designed to help regulated parties understand and comply with environmental rules and regulations. Others are designed for a more general audience, and written to provide an overview of agency programs and activities.

Nearly all MPCA documents are available on the agency's Web site at www.pca.state.mn.us/publications/index.html, or by calling the Public Information Office at (651) 296-6619, toll-free at 1-800-657-3864.

Minnesota Environment

Minnesota Environment magazine is the MPCA's premier publication. The mission of this magazine is to provide Minnesota citizens and businesses with the information they need to protect and improve the environment.

Minnesota Environment focuses on good solutions to common environmental problems. It also explores emerging environmental issues in Minnesota, and the impacts those issues are having, or are likely to have. And because activities here in Minnesota can have

effects elsewhere, some articles in this magazine will examine national or global environmental issues we contribute to and can help alleviate.

Each edition of *Minnesota Environment* also includes a "Compliance Matters" section which contains information of particular interest to businesses that need timely information about environmental rules and regulations. Readers will also find a training calendar listing events that provide opportunities to keep current with, and learn more about, environmental management.

Minnesota Environment is available online at www.pca.state.mn.us/publications/mnenvironment/index.html. To be added to the publication's mailing list, call the Public Information Office at (651) 296-6619, toll-free at 1-800-657-3864.

Minnesota Environment 2000

To mark the year 2000, the MPCA produced *Minnesota Environment 2000*, a report that presents a snapshot of Minnesota's environment, past and present. Perhaps more importantly, the report looks at the environmental challenges we face both statewide, and in the geographic regions across the state.

The report examines some past successes and explores trends and challenges unique to different parts of the state. Along the way, readers will also learn about some of the events and activities that have in one way or another shaped Minnesota's environment.

Minnesota Environment 2000 is available online at www.pca.state.mn.us/about/pubs/mnreport/index.html, or call the MPCA Public Information Office at (651) 296-6619, toll-free at 1-800-657-3864, to get a print copy.

Environmental Guide for Small Businesses in Minnesota

The *Environmental Guide for Small Businesses in Minnesota* was designed to acquaint small manufacturers with Minnesota's environmental regulations. The goal of the guide is to give readers enough information so that they can quickly determine if their business is subject to a particular regulation, and places to go for more help.

For more information about the guide, go to the MPCA Web site at www.pca.state.mn.us/industry/sbeg/index.html or contact the MPCA Small Business Assistance Program (651) 282-6143 or 1-800-657-3938.

Volunteer Monitoring Programs

The MPCA runs two cooperative programs that combine the technical resources of the agency and the volunteer efforts of citizens statewide who collect water-quality data on their lakes and streams. These programs greatly multiply the MPCA's water-quality sampling capabilities, while volunteers learn about the water quality in their region and the causes and effects of water pollution.

Citizen Lake Monitoring Program (CLMP)

The CLMP involves voluntary participation of citizens residing on or near lakes or those who are frequent lake users. These participants are asked to take weekly transparency measurements on their lake during the summer using simple tools. At least eight to ten readings per season are required in order to adequately define each summer's water quality. Data is used to analyze water quality trends and provide a basis for water quality goal setting.

Any person or group willing to devote a small amount of time and energy to conduct simple water-quality checks on a regular basis can become a volunteer monitor. This includes anyone who lives on or near a lake or is a frequent user of a particular lake. The only restriction is that volunteers need to have access to a boat or canoe in order to take the transparency readings.

To learn more about the CLMP, go the MPCA Web site at www.pca.state.mn.us/water/clmp.html or call (651) 296-6300 or 1-800-657-3864.

Citizen Stream Monitoring Program (CSMP)

The CSMP combines the knowledge and commitment of interested citizens with the technical expertise and resources of the MPCA to develop a more comprehensive statewide network for monitoring our state's 92,000 miles of streams.

During summer months, volunteers use simple tools and observations to gather data about stream water quality. Any person or group willing to devote a small amount of time and energy to conduct simple stream checks on a regular basis can become a volunteer monitor.

To learn more about the CSMP, go the MPCA Web site at www.pca.state.mn.us/water/csmp.html or call (651) 266-6300 or 1-800-657-3864.

Technical Assistance and Training

Information and training services provided by MPCA reach thousands of Minnesota's businesses, organizations and individuals each year. The MPCA helps the regulated community meet the requirements of pollution rules using written materials, workshops, informational phone lines, technical newsletters, conferences and speakers. In addition, most of this information is provided electronically through the agency's Web site at www.pca.state.mn.us, allowing anyone to access these materials at their convenience and free of charge.

MPCA Library

The MPCA library is also open to the public for on-premise use of the materials. Available documents include more than 70,000 EPA publications, copies of most MPCA publications and online computer access to over 300 databases and 3,500 books, directories and technical documents. The library also loans educational videos to schools and other organizations. For additional details, call the MPCA library at (651) 296-7719, 1-800-657-3864 toll-free.

Harmful Substance Compensation

The Harmful Substance Compensation Act was created by the 1985 Legislature to compensate people who suffer certain kinds of injury or property damage due to exposure to harmful substances in Minnesota.

Personal Injuries

Injuries eligible for compensation are those caused by exposure to an identifiable harmful substance and 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 is obvious after limited exposure to the harmful substance; and death, including medical expenses and benefits to the surviving dependents, provided the person responsible for the release of the harmful substance is unknown or unable to compensate the victim.

Compensation may be given 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. The maximum award cannot exceed \$250,000.

Injuries that result from workplace exposures and for which an award is made under workers' compensation are not eligible for an award, nor are injuries caused by the use of consumer products. The person responsible for the release of the harmful substance cannot file a claim.

Property Damage

For contamination at a person's principal residence, eligible damages include: the cost of replacing or decontaminating drinking water at the home; the losses for the sale of a home at less than appraised market value and the increased cost to maintain two residences when caused by the inability to sell the property due to contamination. For eligible property damage, the compensation is limited to \$25,000 for each loss and the compensation for loss on the sale of home is limited to 75% of the difference in appraised market value and the selling price.

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 harmful substance was discovered or reasonably should have been discovered. A property damage claim must be filed within two years after the full amount of compensable losses can be determined.

How to File a Claim

For more information on filing a claim, contact the MPCA Commissioner's Office, (651) 296-6300, toll free 1-800-657-3864, TTY (651) 282-5332.

Private Detective and Protective Agent Services Board

445 Minnesota Street, St. Paul, MN 55101-5530

(651) 215-1753; Fax: (651) 296-7096

Website: www.dps.state.mn.us/pdb/

Email: Private.Detective.Board@state.mn.us

Executive Director Marie Ohman (651) 215-1753

Minnesota Statutes, Sections 326.32-.339; *Minnesota Rules*, Parts 7506.0100-.2900

THE PRIVATE DETECTIVE AND PROTECTIVE AGENT SERVICES BOARD (the Board) reviews applications for private detective/investigator and protective agent (security) licensing. The Board determines whether statutory requirements have been met and subsequently renders a decision to grant or deny licensing. The Board also reissues licenses and addresses complaints.

Agency Services at Work in Minnesota. The Board manages over 300 licensed private detectives and protective agents. The licenses issued by the Board are for individual, partnership, and corporation business entities.

The Board has an administrative office. Licensing information can be obtained by: phone 651/215-1753; TTY 651/282-6555; fax 651/296-7096; e-mail Private.Detective.Board@state.mn.us; or U.S. mail 445 Minnesota Street, St. Paul, MN 55101-5530. There is also a web page for the Board www.dps.state.mn.us/pdb.

There is an application process required for each applicant, which includes the documentation of necessary experience for qualification, a \$10,000 surety bond, and proof of financial responsibility documentation. The latter can be demonstrated in one of three ways, as prescribed in statute and administrative rule; 1) liability insurance, 2) a net worth statement, or 3) an irrevocable letter of credit from a banking institution.

FEES:

Application fee - \$15. License fees are dependent upon the type of license and the level of licensing being applied for. License fees for private detectives are: \$500 for individual, \$850 for partnership and \$950 for corporate level licenses. License fees for protective agents are: \$400 for individual, \$800 for partnership and \$900 for corporate level licenses. Fees are subject to change.

A license-holder is eligible to seek license reissuance every two years. A fee for license reissuance will vary, depending on the number of employees a license-holder may have. Currently, the fees for private detective reissuance range from \$400 to \$900. Protective agent reissuance fees range from \$350 to \$850. Fees are subject to change.

Effective March 1, 2000, the Board implemented mandatory training requirements. Training for those entering the fields of private investigation and protective agent services is required as well as continuing training on an annual basis. There is additional mandated training for license holders who are employees. Those effected by this training are: license holders, qualifying personnel, employees and any corporate officers or partners who perform licensable functions.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

BOARD OF PRIVATE DETECTIVE AND PROTECTIVE AGENT SERVICES - The board licenses private detectives and protective agents. The board consists of five members including the superintendent of the Bureau of Criminal Apprehension or assistant; a licensed protective agent; a licensed private detective; and two public members. **Member File W/Campaign Finance & Public Disclosure Board:** Yes. Monthly meetings, traditionally the last Monday of each month, meetings may be subject to change. Does not expire. **Appointing Authority:** Commissioner of Public Safety. **Compensation:** \$55 per diem plus expenses. **Minnesota Statutes 326.32-.339. Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. 445 Minnesota Street, St. Paul, MN 55101-5530. (651) 215-1753.

Board of Psychology

2829 University Avenue S.E., Suite #320, Minneapolis, MN 55414-3237

Phone: (612) 617-2230; Fax: (612) 617-2240

Website: None

Email: psychology.board@state.mn.us

Executive Director Pauline Walker-Singleton

Minnesota Statutes, Sections 148.88-149.98; *Minnesota Rules*, Parts 7200.0100-7200.3840 and 7200.4500-7200.6170

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 were made in 1989. As of July 1, 1991, 2,600 psychologists were licensed to engage in private practice. Major changes were made in the law, effective August 1, 1991. Board meetings are held about 10 times per year.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

BOARD OF PSYCHOLOGY - Establishes qualifications for licensing psychologists and psychological practitioners; examines and licenses qualified individuals; establishes fees for issuance and renewal of licenses and other services; establishes rules of conduct and takes appropriate action against licensees who do not meet and maintain those ethical requirements; establish or approve programs that qualify for professional psychology continuing education credit; educate the public about licensure requirements and the rules of conduct; facilitate consumers in the filing of complaints against licensees who may have violated licensure requirements or the rules of conduct. State law requires that the eleven member board include three persons licensed as licensed psychologists who have a doctoral degree in psychology; two persons licensed as licensed psychologists who have a master's degree in psychology; two psychologists, not necessarily licensed, including one with a doctoral degree in psychology who represents a doctoral training program in psychology, and one who represents a master's degree training program in psychology; one person licensed or qualified to be licensed as a psychological practitioner; and three public members. The board meets at least ten times a year in January, February, March, May, June, July, August, September, November, and December for 4 hours at Psychology Board Conference Room, 2829 University Ave. SE, 3rd. Fl., Mpls. Does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes* 148.90. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. 2829 University Avenue SE, #320, Minneapolis, MN 55414-3237. (612) 617-2230.

The board grants and renews licenses for the independent and supervised practices of psychology; receives complaints against applicants and 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 examination and an examination on the laws and rules of Minnesota having to do with the practice of psychology. Educational requirements for licensure as a licensed psychologist (LP): at least a doctoral degree with a major in psychology as defined in the rules; for licensure as a licensed psychological practitioner (LPP): at least a master's degree or equivalent of a master's degree in a doctoral program with a major in psychology as defined in the rules. The employment requirement for LP licensure is at least one full year of post-degree full-time supervised employment (or the equivalent in part-time employment) in providing psychological services. There are no pre-licensure employment requirements for LPP licensure.

Applicants who meet education requirements may apply to sit for the objective examination at any time after receiving the degree upon which licensure is based, by filing an examination application with the current examination fee.

Waiver of the objective examination may be granted to applicants who are Diplomats of the American Board of Professional Psychology or who were licensed in another state before the exam was required in the other state. Examinations are held every year in April and October. An application for admission to the examination must be submitted at least 90 days prior to date of examination. The cut score for examinations is currently 70% correct answers. 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, place conditions or restrictions on or refuse to grant or renew the license of any licensee who violates a law or rule enforced by the board. Complaints must be in writing and may be submitted on forms obtained from the board office.

After licensure, information in licensee's 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 of each year.

FEES:

LP licensure	\$375.00
LP license renewal (biennially)	\$375.00
LP late renewal fee	\$187.50
LPP licensure	\$250.00
LPP license renewal (biennially)	\$250.00
LPP late renewal fee	\$125.00
Corporation registration	\$100.00
Corporation re-registration (annually)	\$ 25.00

Public Facilities Authority

(SEE the Public Facilities Authority entry within the Dept. of Trade and Economic Development entry)

Minnesota Racing Commission

Office Address: 1100 Canterbury Road; **Mailing Address:** P.O. Box 630, Shakopee, MN 55379-0630

Phone: (952) 496-7950; **Fax:** (952) 496-7954

Website: www.mnrace.commission.state.mn.us

Executive Director Richard G. Krueger

Minnesota Statutes, Chapter 240 and Sections 609.76-.762; *Minnesota Rules*, Chapters 7870-7899

THE MINNESOTA RACING COMMISSION WAS CREATED to regulate horse racing and card club operation in order to ensure that it is conducted in the public interest. The Commission strives to achieve its mission by carrying out the regulatory activities authorized by state statutes and rules. By licensing all individuals, including those persons who own and/or operate a racetrack and card club facility as well as those individuals who work for or participate in racing at a racetrack and card club facility the Racing Commission provides reasonable assurance that the persons who participate in pari-mutuel horse racing and card playing are competent and possess the necessary knowledge and skills appropriate to their occupations.

Background

In November 1982, the Minnesota voters approved a constitutional amendment allowing pari-mutuel horse racing. In response to that public mandate, in 1983, the Minnesota Legislature enacted *Minnesota Statute*, Chapter 240, which created and empowered the Minnesota Racing Commission. During the 1999 session the legislature authorized the operation of a card club at a licensed racetrack.

The Racing Commission consists of a nine-member commission as well as an executive director and support staff. Prescribed qualification for commission membership includes being a Minnesota resident for five years before appointment and there can be no more than five members of the same political party serving on the commission at the same time. Appointees must file a bond of \$100,000. Members must file with the Campaign Finance and Public Disclosure Board. Commissioners are appointed by the Governor and confirmed by the Senate. Terms are staggered and are for six years. Board/council member compensation for commissioners is \$55.00 per day plus expenses.

All meetings of the commission and its subcommittees are open to the public. Commission meetings are generally held the third Wednesday of every month at 1:00 PM in the Board Room at Canterbury Park during the off-season and the third Thursday of every month at 4:00 PM during live racing. Subcommittee meetings are held at the call of the chair of each of the respective committees or subcommittees.

The Racing Commission currently has two advisory committees that provide assistance to the commission and staff. The County Fair Racing Advisory Committee advises the Racing Commission regarding pari-mutuel and non-pari-mutuel horse racing in the State, including the distribution of purse and purse supplements monies among the various venues that conduct racing. The Thoroughbred Breeders' Fund Appropriations Advisory Committee advises the Racing Commission regarding breeding industry rules, the distribution of thoroughbred breeders' fund awards and purse supplements and other issues as requested by the Commission. The members of both of these committees are appointed by the Commission and serve for two years. Com-

mittee membership is made up of individuals who are involved in the State's horse racing and/or breeding industries.

Licensing Activities of the Commission

The Racing Commission licenses persons and organizations to operate a race track and card club, oversees the conduct of pari-mutuel horse racing and card playing, enforces and collects all applicable taxes and license fees, manages the Minnesota Breeders' Fund and administers equine research monies.

The Administrative and Licensing office of the Racing Commission is located at 1100 Canterbury Road, Shakopee, Minnesota. The Administrative office is open Monday through Saturday throughout the year. Licensing is conducted Wednesday through Saturday from September through April and Wednesday through Sunday during the live racing season, from May through August.

Any individual interested in working at a licensed racetrack or card club must obtain an occupational license from the Minnesota Racing Commission. Racing Commission licenses fall into four categories: Class A, Class B, Class C, and Class D.

• **Class A licenses** - Class A licenses are issued to the owners of a racetrack facility. When originally applying for a Class A license the owners must submit an application which includes 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 the facility, public support and opposition, effects on competition, assistance in preparation of application, and personal information and authorization for release. The license requires an annual fee of \$10,000.

• **Class B licenses** - Class B licenses are issued to the racetrack operator(s). Initial license application guidelines and format for a Class B license are the same as for a Class A license, except that a disclosure of the development process and a disclosure of economic impact are used in place of the impact of the facility. Annual renewal of the Class B license occurs upon assignment of next years race days and payment of the license fees. The cost for a Class B license is \$100 for each day on which live racing is actually conducted, and \$50 for each day on which full card simulcasting takes place. 1999 legislation permits the operation of a card club by a Class B license holder after Racing Commission approval of a plan of operation. The license fee for operating a card club is \$10,000 annually.

First time applicants for Class A and B licenses must, by law, pay for the actual costs of a background investigation conducted by the Division of Alcohol and Gambling Enforcement of the Department of Public Safety. License applications must be accompanied by a certi-

fied 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.

• **Class C licenses** - The commission issues Class C, occupational licenses to all persons employed at licensed racetracks. This is done to insure the integrity of horse racing and card playing 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/or violation of racing and gaming laws and rules. Pursuant to state statute no licenses will be issued to those persons with past or pending felony convictions.

Class C, occupational license fees are as follows:

Bloodstock agent	\$100.00
Concessionaire/vendor	\$100.00
Concession/vendor employee	\$15.00
Driver (harness)	\$35.00
Exercise rider	\$20.00
Farrier	\$35.00
Farrier's assistant	\$15.00
Gate crew	\$15.00
Groom/hot-walker	\$10.00
Horsepersons' bookkeeper	\$25.00
Jockey	\$35.00
Jockey agent	\$35.00
Jockey, apprentice	\$35.00
Owner, individual	\$35.00
Owner, multiple, corporate, partnership, or stable	\$35.00
Pari-mutuel clerk	\$15.00
Pony rider	\$15.00
Racing official	\$35.00
Stable supervisor	\$10.00
Trainer	\$35.00
Trainer, assistant	\$20.00
Valet	\$10.00
Veterinarian	\$100.00
Veterinary assistant	\$35.00
Association employees,	
temporary full time or temporary part time	\$15.00
Association staff, permanent full time	\$35.00
Owner/trainer/driver	\$25.00
All applicants, with the exception	
of an owner/driver/trainer who participate	
at a Class B or D licensed facility where the	
meet to be conducted is seven or fewer days	\$10.00

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 licensing office (952) 496-7952.

• **Class D licenses** - Class D licenses are issued to county agricultural societies or nonprofit corporations that conduct and manage horse racing on which pari-mutuel wagering is conducted during the county fairs. The Class D license fee is \$50 for each racing day on which racing is actually conducted. Pursuant to Minnesota law, the director may require applicants for a Class D license to pay the costs of a background investigation conducted by the Alcohol and Gambling Enforcement Division of the Department of Public Safety.

Complaints

The commission handles complaints from the public regarding events and occurrences at licensed pari-mutuel racetracks and card

clubs in Minnesota. The commission will investigate the merits of each complaint in a timely manner and report back to the complainant. Complaints should be made in writing and addressed to the executive director.

The Minnesota Breeders' Fund

The Minnesota Breeders' Fund, which was created pursuant to *Minnesota Statute* 240.18, serves as an incentive to the horse racing and breeding industry in the State of Minnesota. According to *Minnesota Statutes* 240.15, the fund earns 1% of the amount wagered on each live racing day, according to *Minnesota Statute* 240.13, Subd. 5(a) the fund earns 5.5% of the take-out on each day of full card simulating and according to *Minnesota Statute* 240.135; the fund receives 10% of the amount set aside for purses from card club operations.

Four separate funds have been established; one each for thoroughbreds, quarter horses, Arabians and Standardbreds. Each fund provides incentive monies to breeders, owners, and/or stallion owners. To participate in the Minnesota Breeders' Fund program broodmares, stallions and foals must be registered with the Minnesota Racing Commission. For further details and registration forms you can contact the Breeders' Fund Administrator at (952) 496-7950.

Twenty Percent of the available Breeders' Fund money is expended in the form of grants for equine research and related education at the University of Minnesota's School of Veterinary Medicine, for public information and education projects, and to help fund the commission's substance abuse awareness and chemical dependency programs at licensed racetracks.

Equine Research Grants

Individuals or organizations interested in applying for Equine Research grant monies should contact the Racing Commission's executive director at (952) 496-7950. Proposals should include: the objective of the project, justification of need, methods proposed, names and roles 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 assist the commission in evaluation of the proposal.

Racing Analytical Laboratory

The Minnesota Racing Commission contracts for its racing analytical laboratory services with Truesdail Laboratories in Tustin, California. Blood and urine sample from several horse in each race are tested throughout the live race meet are tested at this laboratory for the presence of prohibited drugs. 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 Minnesota Racing Commission.

Publications Available

The following materials are available free of charge:

• **Class A, B, & D license application guidelines** and format are available by contacting the Racing Commission.

• **Class C License applications** available include: Class C License Application, Appointment of Authorized Agent, Appointment of Jockey Agent, Multiple Owners Application, Vendor Application, Stable Name Registration and Individual Owners License application.

• **Pertinent to Minnesota Breeders' Fund** there are three registration forms that can be obtained from the Commission: Registration of Foal, Broodmare Registration Application, and Stallion Registration Application.

• **The Racing Commission's Annual Report** for the preceding year is available after February 15.

The above applications and materials are available from the Racing Commission office or by calling 952/496-7950.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

BREEDERS' FUND APPROPRIATIONS ADVISORY COMMITTEE - To advise the Racing Commission regarding breeding industry rules and distribution of thoroughbred breeders' fund awards and purse supplements. The committee consists of nine members with no restrictions other than members must be active in the breeding and/or racing of thoroughbred horses in Minnesota. Two meetings per year for two hours at Canterbury Park. **Appointing Authority:** Racing Commission. **Compensation:** Expenses. *Minnesota Statutes Chapter 240.18, Subd. 4.* P.O. Box 630, Shakopee, MN 55379. (952) 496-7950.

COUNTY FAIR RACING ADVISORY COMMITTEE - To advise the Racing Commission regarding pari-mutuel and non pari-mutuel horse racing at County Fairs in the state and the distribution of purse moneys and purse supplement moneys among the various fairs that conduct racing. The committee consists of four members. No membership restrictions. Meetings are held 1 - 2 times per year for two hours at Canterbury Park. **Appointing Authority:** Racing Commission. **Compensation:** Expenses. *Minnesota Statutes Chapter 240.18, Subd. 4.* P.O. Box 630, Shakopee, MN 55379. (612) 496-7950.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA RACING COMMISSION - The commission licenses persons and organizations to operate racetracks, conduct horse racing, conduct pari-mutual wagering on horse racing, enforces and collects all applicable taxes and license fees, and establishes a Minnesota Breeders' Fund. The nine member commission must be Minnesota residents for five years preceding appointment. No more than five members may belong to the same political party. Appointees must file a bond of \$100,000. Terms are staggered and are for six years. **Senate Confirmation:** Yes. Meetings are usually held the third Wednesday of every month for two hours at the board room, Canterbury Park, Shakopee. The commission does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem. *Minnesota Statutes 240.02.* **Required to file Statements of Economic Interest:** members, director, chief of security, medical officer, inspector of pari-mutuels, stewards. P.O. Box 630, Shakopee, MN 55379. (952) 496-7950.

Retirement Funds

A new building housing the following three retirement associations is scheduled to open September 2001. The new address will be: 60 Empire Drive, St. Paul, MN 55103.

Public Employees Retirement Association

514 St. Peter Street, Suite 200, St. Paul MN 55102-1090

(New address September 2001: 60 Empire Drive, St. Paul, MN 55103)

Phone: Nationwide toll-free: (800) 652-9026; Fax: (651) 297-2547

Website: www.mnpera.org

Executive Director Mary Most Vanek (651) 296-8358

***Minnesota Statutes*, Chapter 353; *Minnesota Rules*, Chapters 7950-7999**

ESTABLISHED BY THE MINNESOTA LEGISLATURE IN 1931, the Public Employees Retirement Association (PERA) was created to provide retirement benefits for public employees of county and local governments. PERA currently serves the employees of over 2,100 governmental units across the state, including counties, cities, and school districts. As such, PERA provides no services directly to the public.

PERA is the state's largest provider of retirement, survivor and disability benefits, serving over 170,000 active and retired public employees and their beneficiaries. A state agency since July 1, 1985, PERA's assets as of fiscal year-end 2000 totaled \$17.1 billion.

Management of the agency is vested in the executive director, who, by statutory definition, is the chief executive officer. Investment of all PERA assets is the responsibility of the State Board of Investment.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

PUBLIC EMPLOYEES RETIREMENT ASSOCIATION (PERA) -

The association provides retirement, survivor, and disability benefits for public employees of county and local government. Management of the public employees retirement fund is vested in a board of trustees. The eleven members include the State Auditor and ten trustees. Five trustees are appointed by the Governor, one representing school boards, one representing cities, one representing counties, one who is a retired annuitant, and one who is a public member knowledgeable in pension matters. The membership of the association elects five trustees. Meetings are held on the second Thursday of each month for three hours at the association office. The board does not expire. **Appointing Authority:** Governor. **Compensation:** Expenses. *Minnesota Statutes 353.03, Laws 1994. Required to file Statements of Economic Interest:* members and executive director. 514 St. Peter St., # 200, St. Paul, MN 55102. (651) 296-7460.

Membership in PERA is defined by statute to include any person meeting minimum salary requirements who performs services for a governmental subdivision and whose salary is paid in whole, or in part, from revenues derived from taxation, fees, assessments, or other public sources. The agency administers four defined benefit plans (Coordinated, Basic, Local Government Correctional, and Police and Fire) whose members contribute a percentage of their salaries for their future pensions. These contributions are matched by their employers, who also make an employer additional contribution to the association. Pensions are based on formulas incorporating the member's years of service and average salary over the employee's five highest consecutive years of public service. PERA also administers retirement funds for local police and fire relief associations which have chosen to consolidate with PERA, and a Defined Contribution Plan (DCP) for local elected public officials and volunteer ambulance personnel. Unlike PERA's other pension plans, the DCP provides retirement and disability benefits based on member and employer contributions and the earnings of the investments chosen by the participant.

Members may obtain information on their individual benefits from the association in writing or through individual conferences with a benefit counselor. Pre-retirement conferences are available at PERA's office during normal business hours or at locations throughout the state by appointment. Members may also apply for benefits and obtain the necessary forms by contacting the association's office or meeting with a counselor. When applications are properly filed, benefits are payable as of the date of eligibility.

PERA's staff provides comprehensive programs on retirement planning and general association benefits throughout the state each year. Each active member of the association also receives an annual Personal Benefit Statement. This statement provides an itemized history of the member's deductions during the past fiscal year and total contributions; service history; retirement and disability benefit estimates; and personal data on file with PERA. In addition, members receive the *PERAgraph*, the association newsletter, four times a year. Publications on member benefits, reporting requirements, and governing statutes are available to members and governmental agencies. For comprehensive financial information, PERA also publishes an annual financial report.

Minnesota State Retirement System

175 W. Lafayette Frontage Road, Affinity Plus Building, Suite 300, St. Paul, MN 55107-1425

(New address September 2001: 60 Empire Drive, Suite 300, St. Paul, MN 55103)

Phone: (651) 296-2761; Fax: (651) 297-5238

Website: www.msrs.state.mn.us

Executive Director David Bergstrom

Minnesota Statutes, Chapters 3A, 11A, 352, 352B-352D, 356 and 490; *Minnesota Rules*, Chapters 7900-7999

THE MINNESOTA STATE RETIREMENT SYSTEM ADMINISTERS separate retirement programs for state employees, correctional employees, unclassified employees, legislators, elective officers, judges and state patrol employees. The system directs a deferred compensation plan available to all Minnesota public employees and officials.

The administration of the system is vested in the executive director, while policy and appeal procedures are vested in its 11-member board of directors. The attorney general is the system's legal advisor. An actuarial firm, William M. Mercer Inc., acts as consultant to the system.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA STATE RETIREMENT SYSTEM - The board establishes rules and regulations for the administration of the Minnesota State Retirement System; approves agency budget; handles covered employee appeals. The board of directors 11 members include three appointed by the Governor, one must be a constitutional officer or appointed state official, and two must be public members; one employee member appointed by the Metropolitan Council Transit Operations (MCTO) union; and seven elected members: four elected from the general plan, one elected from the state trooper plan, one elected from the correctional employees plan; and one elected retired state employee. Bi-monthly meetings are held for three hours at MSRS office. The board does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem for public members. *Minnesota Statutes 352.03.* **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. 175 West Lafayette Frontage Road, St. Paul, MN 55107. (651) 296-2761.

Agency Organization and Structure

The system is structured hierarchically with the board of directors at the top and in descending order the executive director, two assistant directors, who oversee five divisions. The divisions are: accounting, deferred compensation, employee services, records and systems.

Accounting prepares agency budgets, financial statements and tax reports.

Deferred Compensation manages administrative and counseling processes for the deferred compensation plan and the unclassified plan. This division monitors the deferred compensation plan service organizations and insurance companies.

Employee Services provides information to state employees and former employees about their rights and benefits, and computes and counsels employees about individual accounts.

Records processes all incoming records including employee and annuitant deaths, maintains addresses including direct deposit and records retention and disposal.

Systems develops and maintains all data processing and associated procedures for the retirement system.

Complaints and appeals may be addressed to the board. They will be handled at the next regular board meeting. Board meetings are usually held the third Thursday of January, March, May, July, September and November. The dates may be changed by the board. Information regarding the date and time of meetings is available by calling or writing the retirement office.

Background

The retirement system was established in 1929 as the State Employees Retirement Association. Its purpose was and is to help state employees plan for their retirement by automatically withdrawing a portion of their salary, each pay period, and place that money in a fund designed to accumulate dollars they can use during their retirement.

Interesting facts from the past about the system's growth:

- **In 1932 the first benefits were paid** to 102 annuitants who received an average benefit of \$77.
- **Membership was voluntary** for state employees until 1941 when it became mandatory.
- **1950 was the first year that interest was paid** on refunds. Then, interest was computed at 2 percent, compounded annually. During this decade, significant employer contributions began to be paid into the various plans and Social Security coverage began.
- **The State Employees Retirement Association** was re-named the Minnesota State Retirement System in 1966.
- **In the 1970s** the unclassified, correctional, state patrol, judges, legislators, elective officers and the deferred compensation plans were designed and added to the Minnesota State Retirement System. The five high-year average salary designation and new formula were established in that decade.
- **In the 1980s**, the military affairs and pilot plans were added. The Rule of 90 began, and the deferred compensation plan added service representatives. Substantial cost-of-living increases began.
- **During the 1990s**, survivor coverage was improved and the post-retirement, cost-of-living adjustment was modified.

Plan Funding: 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
- investment earnings

Assets: As of June 30, 2000, total assets for all plans were \$12.3 billion.

Investment: 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, usually after retirement, and then it is taxed as regular income. The plan is voluntary and self-supporting through a small administrative charge.

15-Year Growth: The growth of total benefit payments went from \$27 million in 1981 to \$292 million in 2000. The number of recipients grew from 10,949 to 21,500 during the same period. The increase in benefit payments came from three sources: larger numbers of retirees,

higher pension payments caused by salary growth and the Minnesota State Retirement System's cost-of-living provision, which has raised the benefit level for all Minnesota State Retirement System retirees.

Benefits: You may apply for retirement benefits if you are a state employee covered by the Minnesota State Retirement System. Retirement, disability and deferred compensation benefits are paid monthly. For employees who wish to be reimbursed for their employee contributions upon termination of state employment, refunds are paid in about four weeks after the retirement office receives your refund application.

Employee Education: The system provides publications and retirement presentations that explain its program and various plans. Also the system's covered employees receive an annual statement updating their accounts. Plan representatives participate in pre-retirement planning classes. Covered employees must apply for all benefits. To receive the appropriate application for particular services and benefits, call or write to the retirement system.

Awards: In 1994, the Minnesota State Retirement System received the national Public Pension Coordinating Council's Public Pension Principles Achievement Award. The Minnesota State Retirement System was one of 31 pension organizations to receive the award from among more than 1,000 pension funds nationwide.

The award recognizes public pension systems that adhere to high professional standards in the areas of comprehensive benefit protection, financial security, disclosure of information to members and sound investment policy. The council's membership includes the National Association of State Retirement Administrators, the National Council on Public Employee Retirement Systems, the National Council on Teacher Retirement and the Government Finance Officers Association.

Estimates: MSRS provides account estimates for its participants upon request. As of a particular date, an estimate informs the employee of his or her approximate high five-year monthly salary, the amount that has been earned in regard to a single-life annuity and a service-credit percentage. No fee is charged for an estimate.

Minnesota Teachers Retirement Association

17 W. Exchange Street, Gallery Building, Suite 500, Saint Paul, MN 55102

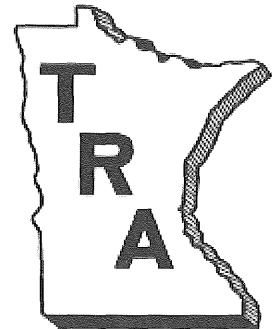
(New address September 2001: 60 Empire Drive, St. Paul, MN 55103)

Phone: (651) 296-2409; toll free: (800) 657-3669; Fax: (651) 297-5999

Website: www.tra.state.mn.us

Executive Director Gary Austin

Minnesota Statutes, Chapter 354



ESTABLISHED IN 1915, THE MINNESOTA TEACHERS RETIREMENT ASSOCIATION (TRA) provides benefits to over 100,000 active and retired public school teachers. Along with retirement and disability benefits offered to eligible members, TRA also offers survivor benefits upon the death of an eligible member. Retirement benefits are based on a member's highest average salary for any consecutive 60-months of allowable service, age and years of formula service credit at termination of service. TRA members belong to either the Basic or Coordinated Plan. Coordinated members are covered by Social Security while Basic members are not. All new TRA members must participate in the Coordinated Plan.

TRA is governed by an eight-member Board of Trustees consisting of five elected representatives, one representative of the Minnesota School Boards Association, the Commissioner of Children, Families and Learning and the Commissioner of Finance. Four of the five elected positions represent active teachers and one is a retired representative. Trustees meet approximately seven times per year. Although the State Board of Investment manages all TRA pension fund investments, the trustees must exercise their fiduciary decisions in the same careful manner that they would use in making their own retirement decisions. The trustees also appoint an Executive Director who is responsible for the administrative management of the Association.

The members, chief, and deputy administrative officers are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Background

- The first statewide plan providing retirement benefits for Minnesota public school teachers was established in 1915. The 1915 Fund was liquidated during the great depression but retirees

continued to be paid prorated benefits out of the State General Fund. The last retiree from the "1915 Fund" died in 1988.

- A successor statewide teachers retirement fund was established in August 1931. Until 1969, TRA benefits were calculated under a money purchase plan, similar to today's 401(k)-type plans. However, there were no state contributions until teachers retired and purchased an annuity with their own savings. As annuity payments were made to retirees on a quarterly basis, the state would make matching annuity payments of an equal amount.
- TRA membership was made mandatory in 1957, as a condition of employment in Minnesota's public schools outside the first class cities of Saint Paul, Minneapolis and Duluth. The state, as employer, began advance funding by matching teacher contributions. In 1969, a defined benefit program based on career average salary and years of service replaced the money purchase program.
- The High Five Average Salary Program was passed into law in 1973, further enhancing the defined benefit program. Some teachers with service prior to July 1, 1969, retained eligibility for the money purchase provisions.
- The Minnesota Post Retirement Investment Fund (Post Fund) was created in 1980. The *Rule of 85* early retirement window was established in 1984. During the 32-month eligibility window, 961 Basic members and 1,417 Coordinated members retired.
- In 1993, the Legislature passed the most comprehensive package of uniform benefit improvements in the entire history of Minnesota's public retirement funds. Included in the package were features such as the permanent *Rule of 90* and less stringent early retirement reduction factors. The Legislature also passed an early retirement incentive window for the three statewide retirement systems and the four first class city retirement funds.

As a result of this window, approximately 2,000 teachers choose early retirement.

- **In 1997**, TRA benefit provisions were again significantly improved. Formula multipliers per year of service were raised and the employee and employer contributions were lowered. Retirees in the Post Fund were provided a permanent increase in their base retirement benefit, in exchange for a lower inflation guarantee (2.5 percent) in the annual post-retirement adjustment formula.

Membership: About 70,000 active Minnesota public school teachers are building their pension benefits by participating in the Minnesota Teachers Retirement Association.

Teachers employed in Minnesota's public elementary and secondary schools, and certain educational institutions maintained by the state (except those teachers employed by the cities of Minneapolis, Duluth, and Saint Paul and by the University of Minnesota system) are required to be TRA members. State university, community college, and technical college teachers first employed by the Minnesota State Colleges & Universities (MnSCU) may elect TRA coverage within 90 days of first employment.

More than \$75 million in benefits are being paid out each month to over 33,000 retirees and beneficiaries. Revenue used to fund member pension benefits comes from three sources: employee contributions, employer contributions and investment earnings. Teachers contribute 5 percent of their eligible salary and employers contribute a matching 5 percent. The greatest source of revenue in recent years has been investment earnings, which have accounted for more than three-fourths of TRA's total revenue.

Basic Retirement Funds: The pension contributions of active TRA members are invested through the Basic Retirement Funds (Basic Funds) administered by the State Board of Investment (SBI). The Basic Funds invest the pension contributions of most Minnesota public employees, including TRA members, during their working years. Contribution rates are set so that contributions plus expected investment earnings will cover the projected cost of promised pension benefits. The Basic Funds produced a total rate of return for fiscal year 2000 of 10.5 percent. Over the last five years, the Basic Funds have generated an annualized return of 16.8 percent. As of June 30, 2000, the market value of the total Basic Funds was about \$21.2 billion. TRA's share of the fund was approximately 40 percent or \$8.3 billion.

Post Retirement Fund: When a member retires, TRA transfers assets on behalf of the member to the Minnesota Post Retirement

Investment Fund (Post Fund). These assets finance monthly annuity payments paid to retirees. On June 30, 2000, the Post Fund had a market value of \$20.8 billion. TRA retirees' portion of this value was approximately \$9.65 billion or 46 percent. Since the 1980 inception of the Post Fund annual adjustment, the benefit increases have compounded to a total increase of more than 314 percent.

Member Services: Questions about TRA services, benefits and retirement planning can be answered during a confidential, personal interview with one of TRA's retirement counselors. During the interview, members may receive free estimates of retirement, disability and death benefits. Appointments can be scheduled by calling 800-657-3669 and then pressing "1" to connect with the appointment desk, and may be scheduled in our Saint Paul office or in one of 15 cities throughout the State of Minnesota.

Group workshops are offered on topics that are important in the years before it is time to retire. *Understanding TRA* is designed with mid-career teachers in mind and provides general information. *Preparing for Retirement* is tailored toward members who are planning to retire within the next two years.

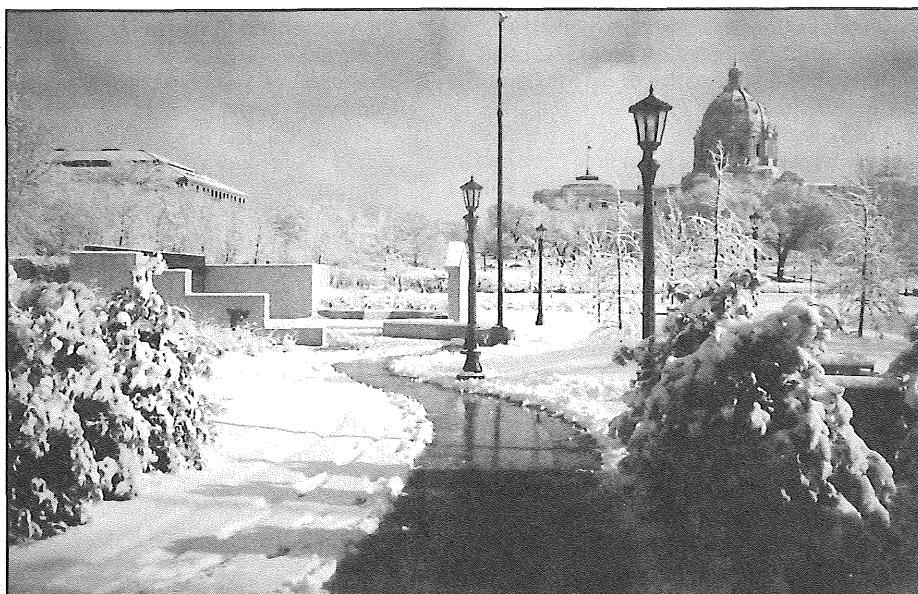
Valuable information can also be obtained through the *TRIB*, our quarterly newsletter, and TRA's Web site, *TRA Online*, at www.tra.state.mn.us.

Services are offered free of charge to eligible TRA members. Customer service representatives are available to answer questions and process requests for literature by calling (651) 296-2409 or 800-657-3669. Hours at the Saint Paul office are 7:30 a.m. to 4:30 p.m., Monday through Friday.

FROST (Functional Redesign of Strategic

Technologies) Project: In February 2000, the TRA Board of Trustees approved a business reengineering initiative to redesign business workflow and technology within TRA. This project will assist in achieving multiple goals such as better customer service and higher staff productivity. The FROST Project began in June 2000, and full implementation is expected within four years.

Awards: TRA received the *Certificate of Achievement for Excellence in Financial Reporting* for its 1998 and 1999 Comprehensive Annual Financial Reports. Government Finance Officers Association of the United States and Canada awards the certificate on a yearly basis to government units and public employee retirement systems whose comprehensive annual financial reports achieve the highest standards in government accounting and financial reporting.



State Capitol winter scene.

Department of Revenue

Office Address: 600 North Robert St., **Mailing Address:** Mail Station 5555, St. Paul, MN 55146-5555

Public Information Phone Numbers:

Tax Assistance Help Line: (651) 296-8095; (800) 657-3720

Individual Income Tax: (651) 296-3781; (800) 652-9094

Business Tax Questions: (651) 296-6181; (800) 657-3777

Forms Ordering: (651) 296-3781; (800) 652-9094

Business Education: (651) 297-4213; (800) 888-6231

Electronic Filing: (651) 296-8095; (800) 657-3720

MinnesotaCare Tax: (651) 282-5533; (800) 657-3886

TTY for the Hearing-Impaired (651-297-2196; 1-800-627-3529 ask for (651) 296-3781)

Website: www.taxes.state.mn.us

Commissioner Matthew Smith (651) 296-3403; **Fax:** (651) 297-5309

Minnesota Statutes, Chapters 270-299; *Minnesota Rules*, Chapters 8000-8199

THE MINNESOTA DEPARTMENT OF REVENUE MANAGES the state's revenue system. The department administers 28 different taxes, collecting over \$12 billion annually. Three-fourths of the annual collections are received via electronic funds transfer. Using 275 different tax forms, the department receives nearly 4.6 million returns and processes more than 5 million documents annually. It costs the department, on average, 82 cents to collect \$100 in taxes.

The department collects taxes on income from Minnesota citizens and corporations, sales taxes on the value of goods and services sold in the state, taxes on medical transactions, and a variety of taxes on certain types of corporate activity and the sale or use of specific products. Revenue raised through these taxes provides funds for school aid, local government aid, property tax relief, social service programs, the maintenance of the state-owned infrastructure including highways, and other state programs and operations.

Mission

Our mission is to make the revenue system work well for Minnesotans.

Compliance Cycle

We make the revenue system work well for Minnesotans by:

- **Interpreting the law** and informing taxpayers of their obligations and rights.
- **Providing taxpayers with the forms** and instructions needed to meet their filing and paying obligations.
- **Responding** to taxpayer questions.
- **Processing returns and payments**, issuing refunds, and managing taxpayer accounts.
- **Auditing** to identify and resolve discrepancies, discourage tax evasion, and measure levels of compliance.
- **Enforcing the tax laws** for those who do not comply voluntarily.
- **Identifying and recommending changes** to improve the revenue system's laws and operations.

Background

The tax system in the state of Minnesota predates statehood. In 1849, the first territorial assembly made provisions for a levy on property held in the territory. Funds raised by this tax were used to support schools in the territory. The establishment of this tax came nine years before Minnesota became a state.

Property taxes were the main source of revenue for the state until the 1920s when the growing number of automobiles in the state forced the legislature to find a way to pay for a state highway system. The need for such a system led to the passage in 1920 of an amendment to

the state constitution authorizing the state to establish a trunk highway system. The amendment included provision for a 2 percent registration tax on the purchase of motor vehicles to pay for the system, upping the tax from a flat \$1.50 per vehicle. Five years later, a two-cent per gallon gas tax was established to meet the growing need for additional highway funds.

The next major change in the state's tax system came as the hardships of the Great Depression made property taxes harder to collect. Citizens had a difficult time finding jobs that provided steady income and, as a result, many had difficulty keeping up with their property tax payments. Between 1929 and 1933, the number of property tax delinquencies in the state doubled. At the same time, citizens began looking to the state for services that local governments, charities and other private resources were unable to provide. The need for more revenue to meet citizen demands combined with the need for tax relief for property owners to lead the legislature to institute an income tax system. Minnesota adopted individual and corporate income tax systems in 1933.

The shift toward income tax and away from property tax as the major source of state revenue continued in the 1950s and 1960s. In 1967, the state turned over the collection of property taxes to the counties. The department continued to assist local government officials in administering the property tax system, but the primary responsibility for the assessment of property, verifying homesteads and collecting taxes was delegated to the counties. The department established a system for the uniform valuation and taxation of property and continued to provide property tax relief in the form of state aid to local governments. In that same year, the state instituted a sales tax system, in part to offset the loss in revenue it experienced by turning property taxes over to local governments.

Organization

Administrative Management Division

(651) 296-3454, Larry Collete, director. The Administrative Management Division provides logistical support to the operations of the department including procurement of fiscal services, fixed assets management, and mail operations.

Administrative Management activities impact the general public through their role as the chief distributor of tax forms. The division fills requests from banks, libraries and other organizations that make tax forms available to their customers. It also is responsible for responding to direct requests from the general public of tax forms and

instructions. And, with the help of the Minnesota Bookstore (117 University Avenue, St. Paul, MN 55155, (651) 297-3000 or (800) 657-3757), the Administrative Services Divisions oversees the distribution of tax forms to tax preparers, CPAs and accounting firms.

To order tax forms from the department call (651) 296-3781, toll-free (800) 652-9094, or visit our website (www.taxes.state.mn.us).

Appeals and Legal Services Division

(651) 296-1022, Terese Mitchell, director. The Appeals and Legal Services Division provides legal and appeals services to the department. While much of the division's activity involves serving the internal needs of the department, it also works with the legislature and the governor's office to develop state policy and clarify tax issues.

Legal services provided by the division include opinions and research on tax policy, testimony before legislative audiences and the drafting of legislative language. It also handles administrative appeals to commissioner's orders, provides input into agency policy decisions, contributes resources to the attorney general's office for litigated cases and offers alternative dispute resolution services.

Commissioner's Office

(651) 296-3403, Matt Smith, commissioner; (651) 296-0432, Dennis Erno, deputy commissioner. The commissioner of revenue is directly responsible to the governor for the supervision of Minnesota's revenue system. 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 to direct equalization efforts, and leads the department's strategic planning process. The commissioner is assisted in the strategic planning process by the executive team, which includes the deputy commissioner and the leaders of the department's business operations clusters.

The commissioner, deputy and assistant commissioners are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Communications Division

(651) 297-1764, Rebecca Christenson, director. The Communications Division develops and implements strategies that inform, educate and influence the Department of Revenue's key audiences. Key audiences of the department include taxpayers, tax preparers, local governments, state policy makers and department staff. The division emphasizes cross tax system communication, coordinated department communication strategies and improved staff communication skills.

The Communications Division oversees the design and production of all public tax forms and publications. It works with all tax divisions to develop approaches to their specific audiences as well as leads efforts to improve internal communications.

Management of the department website is also a function of the division.

The division also serves as the primary point of contact for media inquiries. For media inquiries, call (651) 284-3165.

Criminal Investigations Division

(651) 296-0811, Jeff Porupsky, director. The Criminal Investigation Division investigates potential tax crimes and determines whether the facts warrant a referral to a prosecutor. We receive leads from audit and collection units who have potential fraud and informant leads, as well as our own leads. Where the facts do not warrant criminal prosecution, the Criminal Investigation Division makes appropriate civil audit recommendations.

Diversity and Equal Opportunity Programs

(651) 296-5339, Christine Cocchiarella. The Diversity and Equal Opportunity Programs office strives to create a diverse work place in

which the unique characteristics and contributions of the department's staff and customers are respected.

Human Resources Management Division

(651) 296-3414, Sharon A. McMurray, director. The Human Resources Management Division works with the Department of Employee Relations to oversee the department's human resources function.

There are more than 1,200 full-time employees of the department. During peak document processing season, 200-300 people are added to the workforce. Approximately 75 percent of the full-time employees are housed in the department's headquarters in St. Paul, with the remainder working out of the 16 regional offices in greater Minnesota and the 10 out of state offices. Most of the full-time employees are covered by three bargaining units: the American Federation of State, County and Municipal Employees (AFSCME) represents 422 clerical and technical workers, the Minnesota Association of Professional Employees (MAPE) represents 663 professional employees, and the Middle Management Association represent 85 supervisory personnel. The remaining department staff work under one of four negotiated plans.

The Department of Revenue is governed by Affirmative Action/Equal Employment Opportunity guidelines.

For information on current job openings, call (651) 296-3414 or visit the website (www.taxes.state.mn.us)

Information Management Division

(651) 297-4092, Bruce Showel, director. The maintenance and security of taxpayer records is crucial to the work performed by the Department of Revenue. The Information Management Division is responsible for these functions. The division manages all the state's tax records, including their physical and electronic storage, and provides access to them to authorized personnel and taxpayers. Although much of the current information is handled electronically, the department's historical information remains in hard-copy (paper) and microfiche format. The division is also charged with coordinating and auditing compliance with the department's information security policy and adherence with the Minnesota Government Data Practices Act.

The division has very specific rules determining the type of access they are allowed to grant to department staff and to the public. In general, department staff are allowed access on a "need to know" basis, and citizens are allowed access only to their own records and those where they have been granted power of attorney. The same rules apply to information the division stores in its electronic storage systems.

Information Management coordinates the linking of IRS data with Department of Revenue data. The division also assigns identification numbers to business taxpayers and resolves identification problems with individual income taxpayers.

To obtain copies of previously filed tax forms, call (651) 296-9579. The charge for copies of tax returns is \$4.25 for the first page and twenty cents for each additional page.

To register a business, call (651) 282-5225.

Information Systems Division

(651) 296-7060, Stephen J. Stedman, director. Information Systems manages the department's information infrastructure and is dedicated to providing appropriate and reliable revenue information to departmental staff. The division works with the Department of Administration's Intertech Division and tax system service organizations to design and implement information management systems that meet specific departmental needs.

All activities that involve the department's extensive computer network fall under the jurisdiction of the Information Systems Division.

Minnesota Collection Enterprise (MCE)

(651) 296-1895, **Lynn Willenbring, director.** MCE collects all unpaid taxes, such as sales, withholding and income taxes, and collects other delinquent government debts. It finds delinquent debtors, collects their money, and maintains collection accounts. To achieve this, staff contact debtors by mail, telephone or in person, and may take progressively stronger measures like seizing real or personal property. The division also enforces filing requirements for sales and withholding taxes.

Payment and Return Resolution (PARTNR)

(651) 297-2144, **Steve Kraatz, director.** During the tax year, PARTNR manages the flow of 12 million tax documents into and out of the department. The division processes documents for all the major tax divisions, entering data from tax documents into the department's computer system and making initial checks for accuracy. Maintaining data files on taxpayers, identifying trends in those submissions, and providing relevant information to the appropriate divisions are key functions of the division.

Revenue Accounting Division

(651) 296-3464, **Dennis Louis, director.** The Department of Revenue collects vast amounts of financial data as it administers the state's tax system. The Revenue Accounting Division is responsible for verifying the accuracy of the financial information received by the department and managing its use.

Revenue Accounting also performs a variety of accounting services for the department, including identifying and resolving taxpayer credit account balances, issuing taxpayer refunds, and providing financial information in support of tax management and statewide reporting. Revenue Accounting also manages the state's Revenue Recapture Program, a program that offsets individual income and property tax refunds due taxpayers against debts owed by those taxpayers to state and county agencies. For Revenue Recapture information, call (651) 296-0230.

Taxpayer Rights Advocate

(651) 296-0992, **Wende O'Brien, taxpayer rights advocate.** The taxpayer rights advocate provides individual assistance to taxpayers unable to resolve their problems through normal channels. The advocate recommends changes in department processes and assists with taxpayer education. To contact the taxpayer rights office call (651) 296-0992 or fax to (651) 215-1022.

Tax Research Division

(651) 296-3425, **Richard Gebhart, director.** The Tax Research Division promotes the development of sound tax policy through revenue forecasting; high-quality research; the objective, accurate and timely analysis and measurement of tax law impact; and the effective communication of results to the legislature, the Department of Revenue and other stakeholders. The division provides taxpayers and policy makers with information on the operation of the Minnesota state and local revenue system as well as contributing to the Department of Revenue's internal measurement and compliance activities.

The division publishes information useful to legislators and the general public through a variety of publications, including *The Tax Incidence Study*, *The Tax Expenditure Study*, *The Tax Handbook* and the monthly *Minnesota Tax Revenue and Policy Review*. These publications are available at the Minnesota Bookstore or visit the website (www.taxes.state.mn.us).

Tax Types

Corporate and Sales Tax Division

(651) 296-1708, **Larry Wilkie, director.** The Corporate and Sales Tax Division administers both the corporate franchise tax and the sales and use tax.

In Minnesota, there are approximately 222,000 registered businesses that collect and/or self-assess sales and use taxes. Sales and use taxes apply at the point of sale where goods or services are exchanged for payment, or when goods are brought into the state or taken from inventory for use. Sales and use taxes are second only to the individual income tax in the amount of revenue they generate for the state.

There are approximately 50,000 corporations that report and pay corporate franchise tax in Minnesota. About two-thirds derive all their income from transactions in Minnesota, and one-third derive only a portion of their income from activities in the state.

The Corporate and Sales Tax Division works out of the department's headquarters in St. Paul, with additional staff at three offices in the Twin Cities metro area and ten regional service centers in Greater Minnesota. Since a significant amount of both sales and use taxes and corporate franchise tax is owed by companies located outside the state, the department has established offices in ten major metropolitan areas around the country to assist those companies in complying with Minnesota's tax laws and expedite the payment of taxes due. The department also collects local taxes for a number of Minnesota cities and counties.

In addition to compliance activities, the division develops educational and informational materials and provides assistance for taxpayers. For sales and use tax information, call (651) 296-6181 or (800) 657-3777.

For corporate franchise tax information, call (651) 297-7000 or (800) 366-2913. Forms, fact sheets and newsletters are also available on our website (www.taxes.state.mn.us).

Individual Income Tax Division

(651) 296-3781, **Jerry McClure, director.** The goal of the Individual Income Tax Division is to educate taxpayers about their rights and responsibilities and provide timely and accurate information to the more than 2.4 million annual filers of individual income taxes. The division ensures compliance with the income tax laws through comprehensive audit and non-filer discovery efforts.

For taxpayer assistance, call (651) 296-3781 or toll-free (800) 652-9094. Income tax forms and fact sheets are available on the website (www.taxes.state.mn.us).

MinnesotaCare Division

(651) 282-5533, **Pam Dahlstrom, director.** The MinnesotaCare Division helps approximately 160 hospitals, 7,500 health care providers, 250 retailers of medical supplies and equipment and 300 wholesalers of prescription drugs fulfill their obligation under MinnesotaCare tax laws.

Much of the division's activity involves assisting health care organizations determine their obligations under the law. The division has used survey feedback, outcomes of focus groups and individual interviews to design outreach materials and delivery mechanisms to facilitate compliance with the law. Compliance with the law is measured through the use of tax returns and payment records as well as on-site audits of health care providers.

Petroleum Division

(651) 296-0889, **Larry Trimble, director.** The Petroleum Division collects taxes on gasoline, special fuel for motor vehicle use, and aviation fuel. It also audits petroleum terminal reports, maintains files on licensed accounts, processes claims for refunds on fuel used off the highway, audits for tax law compliance, and participates in cooperative

programs with other state agencies and the federal government, such as the "No Dyed Fuel on the Highway" campaign.

Revenue generated from this division is dedicated, in large part, to the highway trust fund. Remaining funds apply to airport maintenance projects, clean-up of leaking underground storage tanks, petroleum product inspection, and low-income household heating equipment upgrades.

Petroleum forms and fact sheets may be obtained by calling (651) 296-0889 or by visiting the website (www.taxes.state.mn.us).

Property Tax Division

(651) 296-2286, Wayne D. Haerer, Jr, director. In Minnesota, the property tax system is administered at the county level. Property taxes bring in approximately 96 percent of total local government revenue in the state, making it vital to the continued operation of locally administered government services. All the key aspects of the system are under the direct management of county officials. The Department of Revenue is responsible for overseeing the administration of the property tax system, ensuring fairness in assessment and the distribution of funds and educating local officials and the public on the functioning of the property tax system.

Property Tax Assessment Administration monitors the identification, classification and valuation of property; licenses assessors; provides education and information to assessors; reviews all sales for the annual sales ratio study; and tests assessment levels for accuracy and uniformity. This area also directly assesses railroads, public utilities and airlight property on a statewide basis as required by law.

Levies and Aids Administration Unit, Local Gov't manages the assessment and levy information collected by local governments. The area also conducts the annual assessment sales ratio to measure assessment levels; determines the basis for state aid payments to school districts; determines state aid payments to local governments under a variety of statutory formulas, verifies and issues state deeds for tax-forfeited property; and educates county officials on procedures for tax computation and collection. This area also makes the state aid payments to local government taxing districts.

Special Taxes Division

(651) 297-1882, George Hoyum, director. The Special Taxes Division administers taxes and fees generally imposed on a specific industry or activity. They include mining taxes and the excise taxes on cigarettes, tobacco, alcoholic beverages and gambling products. The division collects taxes and fees on dry cleaning and the generation, transportation and disposal of hazardous and solid waste taxes and a surcharge on insurance companies premiums; and the mortgage registry and deed taxes.

The Special Taxes Division also has regulatory responsibilities: administration of the Unfair Cigarette Sales Act; and oversight of the annual independent audits and reviews required of organizations conducting lawful gambling. The division also certifies the amounts available for state aids to fire and police relief associations, and it calculates the apportionment of mining tax receipts to eligible school districts and local units of government.

Withholding Division

(651) 282-9999, Vicki Dickinson, director. The Withholding Tax Division is the part of the income tax system that oversees the withholding of state income taxes from company payrolls. This method of collecting taxes is the most cost effective and brings in more revenue than any other tax in the state.

The division provides telephone assistance for employers and develops educational and information material, including instructions;

forms and industry-specific fact sheets designed to help them comply with withholding rules. In addition to working out of the department's headquarters in St. Paul, the Withholding Tax Division also has staff in five offices in Greater Minnesota. The division performs audit, taxpayer education, feedback and progressive enforcement functions in varying degrees at all locations.

Fact sheets forms and instructions are available on the website (www.taxes.state.mn.us).

Regional Service Centers:

Albert Lea - (507) 379-3394

Skyline Mall, 1649 W. Main Street, Albert Lea, 56007-1868

Alexandria - (320) 986-2154

Rt. 1 Box 128, Hoffman, MN 56339

Bemidji - (218) 755-2970

1819 Bemidji Ave., Box 97, Bemidji, MN 56601

Bloomington - (952) 832-6021

5270 W. 84th St., Ste. 400, Bloomington, MN 55437-1378

Brainerd - (218) 828-2495

Westport Mall, 1344 Hwy 210 West, Baxter, MN 56425
(Property Tax) - (218) 828-2353
Box 667, Brainerd, MN 56401

Brooklyn Center - (763) 569-1838

3300 County Rd. 10, Ste. 406, Brooklyn Center, MN 55429

Duluth - (218) 723-4617

2711 W. Superior St., Ste. 200, Duluth, MN 55806-1837

Eveleth - (218) 744-7420

612 Pierce St., Box 481, Eveleth, MN 55734-0481

Faribault - (507) 332-5520

615 Olof Hansen Dr., Box 216, Faribault, MN 55021

Marshall - (507) 537-7188

1210 E. College Dr., Ste 400, Marshall, MN 56258-2010

Mankato - (507) 389-6113

1600 Madison Ave., Ste. 102, Mankato, MN 56001-5470

Maplewood - (651) 779-5436

1727 Beam Ave., Ste. G, Maplewood, MN 55109-1128

Moorhead - (218) 236-2134

Townsite Center, 810 Fourth Ave. S., Ste. 200,
Moorhead, MN 56560-2887

Rochester - (507) 285-7416

300 11th Ave. N.W., Rochester, MN 55901

St. Cloud - (320) 255-3201

Midtown Square, 3400 1st Str. N., Ste. 203, St. Cloud, MN 56303

Worthington - (507) 376-5907

1027 Fifth Ave., Box 305, Worthington, MN 56187-0305

National Service Centers:

Atlanta - (770) 924-1777

Box 670163, Marietta, GA 30066-0120

Chicago - (847) 297-5425

PO Box 2145, Des Plaines, IL 60017-2145

and

(219) 365-3478

PO Box 508, St. John, IN

Cleveland - (216) 398-4422

5755 Granger Rd., Ste. 500, Independence, OH 44131

Dallas - (972) 247-1280

Metro Square 3 Building, 12300 Ford Rd., Ste. 285

Dallas, TX 75234

Los Angeles - (909) 320-0536

45398 Camino Monzon, Temecula, CA 92592

New York - (201) 507-1126

71 Union Ave., Ste. 106, Rutherford, NJ 07070

San Francisco - (415) 457-3486

18 Southview Terrace, San Anselmo, CA 94960-2338

and

(925) 377-8825

3527 Mt. Diablo Blvd., #165, Lafayette, CA 94549

St. Louis - (636) 405-1302

1374 Clarkson Center, PMB 113, Ballwin, MO 63011-2145

Washington DC - (540) 898-7808

6405 Prospect St., Fredricksburg VA 22407

and

Box 1191, Spotsylvania, VA 22553

Rural Finance Authority

(SEE the Rural Finance Authority entry within the Dept of Agriculture's entry)

Center for Rural Policy and Development

Minnesota State University, Mankato

120 Alumni Foundation Center

Mankato, MN 56001

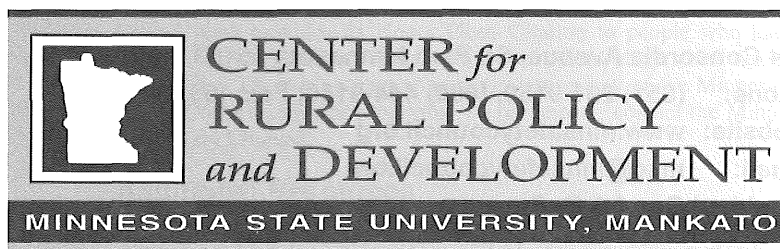
Phone: (507) 389-2599

toll-free and MRS/TTY: (800) 627-3529; Fax: (507) 389-2813

Website: www.ruralmn.org

Email: crpd@mandato.msus.edu

Executive Secretary Cindy Hanson



1997 Laws of Minnesota, Chapter 200, Section 31

THE CENTER FOR RURAL POLICY AND DEVELOPMENT is a not-for-profit research organization dedicated to the study of the social, economic and cultural forces that impact rural Minnesota. The Center was established by the Minnesota Legislature in 1997 to serve as a nonpartisan statewide resource for rural policy research. The Center's mission is to provide state government and other policymakers an unbiased evaluation of issues from a rural perspective to benefit Minnesota.

Each year the board of directors of the Center prioritize rural policy issues as part of the development of the Center's future research agenda. Issues that rise to the top of the agenda are identified for the formation of "Rural Policy Panels." These Rural Policy Panels are comprised of approximately 10 members who represent various public and private stakeholder interests concerned with the prioritized issue. Facilitated by a panel administrator, the panel conducts research on the issue and attempts to find consensus on potential state-level policy solutions to often complex issues.

In addition to the creation of Rural Policy Panels, the Center solicits research project ideas from academic and non-academic researchers from throughout the state. These "investigator-initiated"

projects are funded through a small grants program, where research support up to \$10,000 is provided for funded projects. All projects must focus on rural Minnesota and all grantees agree to publish their final report through the Center for Rural Policy and Development. Depending upon the timeliness of the topic, researchers may be asked to assist in the dissemination of their research through the submission of legislative testimony, public presentations and other such forums.

The Center's website, launched in March 1999, allows anyone to learn what's new at the Center, read and download all of its newsletters and research reports, download grant applications for the center's Small Grants Program, and find links to over 80 governmental, agricultural and rural development sites. Individuals can register e-mail addresses at the Center's website to ensure that when new reports and publications are published, an e-mail will be sent with information about the new publication or report.

Current Research Projects:

- Rural Policy Panel on Agroforestry
- Latino Community Development in Rural Minnesota

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

CENTER FOR RURAL POLICY AND DEVELOPMENT - The center identifies social and economic issues in rural Minnesota and, through alliances and partnerships finds practical solutions for problems. The sixteen members consist of twelve members appointed by the governor including one representative of the Farm Bureau, one representative of the Farmers Union, a representative from a regional initiative organization, a representative from the general public residing in a town of less than 5,000 located outside of the metropolitan area, three representatives of business, including one representing rural manufacturing and one rural retail and service business, three representatives from private foundations with a demonstrated commitment to rural issues, one representative from a rural county government and one representative from a rural regional government; one member of the house; one member of the senate; and the president of Minnesota State University, Mankato, and one representing the citizens of Minnesota. Bi-monthly meetings are held for six hours throughout the state of Minnesota. No expiration date. **Appointing Authority:** Governor. **Compensation:** Per diem and documented expenses for board members.

- Collaboration Between Rural Businesses and Local Health Care providers
- Restorative Justice and Rural Communities
- Community Adaptation to Refugee Resettlement
- The Effects of School Funding on the Quality of Education in Rural Communities
- Long Term Care Employees in Rural Minnesota Communities

Publications:

- Community Aggregation in Greater Minnesota Under A Restructured Electric System
- Estimating the Economic Impact of the Latino Workforce in South Central Minnesota
- Atlas of Minnesota, Social and Economic Characteristics of the North Star State
- Minnesota Rural Telecommunications Initiative
- Making Difficult Times Worse: The Impact of Per Pupil Funding Formulas on Rural Minnesota Schools
- The Need is Now: Dealing with Minnesota's Teacher Shortages

Minnesota Safety Council, Inc.

474 Concordia Avenue, St. Paul Minnesota 55103

Phone: (651) 291-9150, (800) 444-9150; Fax: (651) 291-7584

Website: www.mnsafetycouncil.org

Email: msc@mnsafetycouncil.org

President Carol A Bufton

Minnesota Statutes, Sections 43A.27; 144.055; 161.20; and 352.01

History and Scope

THE MINNESOTA SAFETY COUNCIL 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 environmental health training services to state agencies and the citizens of Minnesota through a variety of programs. Its mission is to provide programs, public education, consulting and other resources to prevent or reduce personal and economic loss from unintentional injuries (accidents) and health hazards in Minnesota.

The safety council is the only staffed organization in Minnesota working in all areas of unintentional-injury ("accident") prevention and occupational and environmental health hazard reduction. It sponsors public safety education programs in cooperation with volunteer community safety councils. Communities interested in forming local safety organizations should contact the Minnesota Safety Council for assistance in organization and program development. The Minnesota Safety Council offers programs and services to all Minnesotans. Discounts on fee-for-service programs are extended to Minnesota Safety Council members and state agencies.

Workplace Safety and Health Training

The Minnesota Safety Council develops and conducts training to assist employers (private industries, cities, counties, school districts, state and federal government units and other employers) and organized labor in complying with Occupational Safety and Health (OSHA) standards, Environmental Protection Agency (EPA) standards, Department of Transportation (DOT) regulations and other state and federal requirements including Employee Right-to-Know (hazard communica-

tion) and Minnesota AWAIR laws. Courses also provide basic and advanced skills in workplace health and safety to protect workers, customers and clients. Training ranges from half-day workshops to full-week courses on topics such as accident investigation, hazardous materials handling, hazardous waste disposal, back injury prevention, ergonomics, forklift operation, effective safety committees, drug testing in the workplace, construction safety, loss control for small business, safe handling of asbestos and lead, controlling workers' compensation costs, workplace violence, and more.

Other training includes supervisor development, emergency first aid/CPR, audiometric technician training and management briefings on occupational safety and health issues. Courses are aimed at all employees including line supervisors, safety committee members, personnel and benefits managers, occupational medicine professionals, industrial hygienists, professional safety staff, and other middle and top management. The Minnesota Safety Council also offers the Basic Workplace Safety Certificate in conjunction with Minnesota OSHA, and the Advanced Safety Certificate. The Basic Workplace Safety Certificate is designed for persons seeking the basics of administering an effective workplace safety and health program, and is awarded upon completion of three one-day courses in occupational safety, occupational health, and loss control. The Advanced Workplace Safety Certificate is earned by participants who complete three week-long training courses in basic occupational safety and health, safety training methods and safety management techniques.

The Minnesota Safety Council also conducts courses at company facilities, designing specialized courses to meet individual needs of each client. Consultation for program and policy development, on-site

inspections and more are also available. A fee is charged for these services, and varies with services provided.

Support to Employers through Networks Statewide

The safety council provides regularly scheduled workplace safety training through networks of employers throughout the state. The networks are located in Duluth, Fergus Falls, Rochester, Mankato, Bemidji and Fairmont. These groups host sessions for supervisors, line employees and managers. Seminars and workshops are regularly scheduled in other locations throughout the state. Communities or companies interested in training opportunities in their locations should contact the Minnesota Safety Council.

Driver Training at Work and in the Community

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 crash avoidance.

The DDC course is available in an eight-hour, a four-hour and a home study version. The safety council also has a special DDC course for drivers 55 years and older to assist them in qualifying for a three-year 10% discount on their auto insurance policy (as provided by Minnesota statutes). The DDC for Professional Truck Drivers training course is aimed at drivers of large trucks. The Minnesota Safety Council has almost twenty additional short courses for training of drivers of specialized vehicles such as school buses, emergency vehicles, utility vans and more. The safety council also provides tutorials to assist drivers in passing tests to obtain commercial vehicle driver licenses.

The safety council 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.

Community Traffic Safety Programs

In addition to structured training programs, the Minnesota Safety Council has traffic safety programs in school bus, pedestrian/crosswalk, bicycle, school safety patrol and other traffic safety areas. Minnesota Safety Council staff provide education, technical assistance and materials to promote proper use of car seats. Through the Youth in the Workplace Traffic Safety Program, the safety council provides free educational materials to youth ages 16-24 through the workplace. The Minnesota Safety Council also coordinates Minnesota Operation Life-saver, a program funded by the railroads of Minnesota to reduce deaths and injuries at railroad crossings.

Preventing Injuries to Children

The Minnesota Safety Council administers Minnesota SAFE KIDS, a program dedicated to reducing unintentional injury to children under 15 years of age. Unintentional injury is the number one health risk to children, causing more deaths and injuries than any other single cause. A coalition of nearly 300 private and public organizations assists in planning and implementing SAFE KIDS activities. As part of the Minnesota SAFE KIDS program, the Minnesota Safety Council has authored and distributed "how-to" manuals in the areas of bike safety, community safety camps, and traffic/pedestrian safety. The Minnesota Safety Council also conducts the Minnesota Youth Safety Conference, at which young people are recognized for their achievements in safety.

The Safe-a-Rooni™ telephone information line (651-602-3242 in the Twin Cities metro area and toll-free 888-723-7233 in Greater Minnesota) is a free service that contains nearly 200 safety messages on the most serious risk areas for children. It uses animal characters, music and humor to guide kids through the "jungle." The service is designed to be playful and keep children moving from one safety area to the next.

Preventing Injuries to Older Adults

The Minnesota SeniorSafe Coalition, coordinated by the Minnesota Safety Council, provides education about injury prevention for older adults. People age 55 and older are the primary audience; their families and caregivers are a secondary audience. Issues addressed by this coalition include preventing falls, traffic injuries, poisonings, suicides and scalds and burns.

Regional Safety and Health Conference

The safety council sponsors the Minnesota Safety and Health Conference each May. The conference features sessions on workplace safety, health and environmental regulatory compliance, trends in training, technical safety, health and environmental topics, in-depth training, management updates and public education topics. As of 2001, it includes a track for community safety and health professionals. Regional regulatory compliance updates are held throughout the state. The Minnesota Safety Council sponsors the Governor's Safety Awards Program to recognize excellence in accident prevention efforts by employers, communities and state departments. The Minnesota Safety Council also provides its Honor Deed Citation to people who have saved lives or prevented serious injury to others at personal risk to themselves. There is no charge to participate in any of the Minnesota Safety Council's awards programs. To participate, contact the Minnesota Safety Council.

Additional Resources

The Minnesota Safety Council operates a **Video Library** with more than 600 titles. Videos are available for use without charge to Minnesota Safety Council members and units of state government. A \$50 rental fee is charged to others.

The Minnesota Safety Council regularly supplies **information** on safety and health to newspapers, radios and television stations in the state. In addition, the Minnesota Safety Council maintains a **reference library** for its members and the general public. Staff members are available for **consultation** on specific safety and health issues. The safety council publishes a **bi-monthly hard copy newsletter** for members, as well as a **more frequent electronic newsletter**; and **quarterly newsletters** on both childhood and older adult injury prevention issues. Contact the safety council to be added to its mailing list.

The safety council's **Website** contains information about safety programs and resources, a fact sheet library and an online course catalog.

Volunteers enable the Minnesota Safety Council 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 the Minnesota Safety Council.

The safety council sells **resource manuals, technical publications, textbooks, posters, pamphlets, videos, packaged training programs, a family safety and health magazine, program guides and other training materials** on safety and health. Contact the Minnesota Safety Council to receive catalog and ordering information.

Department of Public Safety

North Central Life Tower, Suite 1000, 445 Minnesota Street, St. Paul, MN 55101

444 Cedar Street, Suite 100, St. Paul, MN 55101

Phone: (651) 296-6642; Fax: (651) 297-5728

Website: www.dps.state.mn.us

Email: (USE: firstname.lastname@state.mn.us)

Commissioner Charlie Weaver (651) 282-6565

Deputy Commissioner Mancel Mitchell

Minnesota Statutes, Chapters 12, 168-71, 299A-299M, 340; *Minnesota Rules*, Chapters 7400-7599

THE MISSION OF THE DEPARTMENT OF PUBLIC SAFETY IS to protect people and property in Minnesota through prevention, regulation, enforcement, information and service. The agency is one of the most diverse in state government with 11 operational divisions and several staff offices offering support services.

The commissioner, deputy and assistant commissioners; registrar of motor vehicles; and director of gambling enforcement must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Background

The **Department of Public Safety** was established on July 1, 1970 as part of a larger state government reorganization plan. That plan sought to reduce the number of departments, consolidate similar functions, and provide greater efficiency and service to the people of Minnesota.

The **Bureau of Criminal Apprehension (BCA)** was created by the legislature in 1927 and placed under the Office of Attorney General. The Division of Statistics, the forerunner of the **Criminal History and Identification Services** section, was added in 1935 as were personnel and full police power for the bureau's agents. In 1947, the **BCA Laboratory** became operational, making chemical analysis and microscopic study of evidence possible. In 1962 the bureau moved to its present location at 1246 University Avenue in St. Paul's Midway area. Today, the bureau has approximately 200 employees in 11 field offices, and its laboratory is recognized as one of the most advanced in the world.

In December, 1934, the 21st amendment was ratified ending prohibition. That same month the Minnesota Legislature was called into special session to pass the Minnesota Liquor Control Act, which, among other things, established the **Minnesota Liquor Control Commission**. The commission began with nine employees and was located in the house chambers of the State Capitol. The commission's first arrest came on February 9, 1935 for a violation of the Liquor Control Act. The commission was abolished in 1970 when the Liquor Control Division was established in the newly-formed Department of Public Safety.

The **Gambling Enforcement Division** was created by the legislature to maintain a high degree of integrity of legalized gambling in Minnesota. The stand-alone police agency began functioning August 1, 1989. Employing special agents, the Division was responsible for criminal investigations relating to the Minnesota Lottery, pari-mutuel horse racing, lawful gambling and illegal gambling and providing training to local law enforcement agencies on how to conduct those investigations.

In 1997, Gambling Enforcement and Liquor Control were merged to form a new single division known as the **Alcohol and Gambling Enforcement Division (AGED)**.

Crime Victim Services is made up of crime-specific advisory councils and Minnesota's Crime Victims Reparations Program. Advisory councils were created by the legislature to serve as statewide advocates for victims and their rights and specifically address victim

issues related to domestic abuse, sexual assault and general crime. The reparations program was established to assist crime victims in Minnesota with their financial losses. In 1998, the legislature consolidated victims services and formed the **Minnesota Center for Crime Victim Services** to provide better service to citizens. Via a reorganization order of Governor Jesse Ventura, the Center became a division of the Department of Public Safety in 1999.

The first motor vehicle license plates were issued in Minnesota in 1902, thus marking the unofficial beginning of **Driver and Vehicle Services**. In 1917, the Office of Commissioner of Highways was established. Legislation regarding driver's licenses took effect March 1, 1934. The first driver exam school was held in 1947 and driver examining began a year later in 1948. The Motor Vehicle Division was administered by the Secretary of State's Office until 1970, when it became part of the newly-formed Department of Public Safety. On February 15, 1972, what was then the Driver License Division was consolidated with the Motor Vehicle Services Division. On December 16, 1974, the two were again split, and in January, 1977, they were rejoined as the Driver and Vehicle Services Division.

The **Division of Emergency Management** had its beginnings as the Department of Civil Defense, which was formed in 1951. It became the Division of Civil Defense in 1970 as part of the newly-formed Department of Public Safety. In 1974, the division was renamed Emergency Services in recognition of its expanding role in dealing with natural disasters and issues surrounding Minnesota's nuclear power plants. It was renamed the Division of Emergency Management (DEM) in 1987. The Emergency Response Commission (ERC) was created by Executive Order in 1987 and was codified into law in 1989 with the passage of *Minnesota Statutes* 299K. The first Executive Director of the ERC was appointed in 1988, and that individual reported directly to the Commissioner of the Department of Public Safety. In 1992 the ERC was incorporated into the Division of Emergency Management. Lastly, in 1998 the DEM Director became the Executive Director of the ERC.

Legislation authorizing the governor to appoint a State Fire Marshal was signed into law April 19, 1905. Funding for the position came from a tax on insurance companies. In 1913, a new Fire Marshal's Department was created and in 1919, the appointing authority was given to the Commissioner of Insurance. In 1970, the **State Fire Marshal Division** was created as part of the newly-formed Department of Public Safety. In 1975, the legislature authorized the adoption of the Minnesota Uniform Fire Code. In 1978, the hotel/motel/resort inspection program began. In 1990, the school inspection program began. In 1992, a new program was added to license fire sprinkler contractors, designers and fitters. Legislation required the State Fire Marshal Division to license operators of public fireworks displays in 1995. As the result of the 1996 Attorney General's task force on arson, fire/arson investigation training and juvenile firesetter intervention programs were added to the Division in 1997.

The **Office of Pipeline Safety (OPS)** was created by the legislature in 1987 following a tragic pipeline explosion in Mounds View, which killed two people and injured several others. In 1991, the Fed-

eral Office of Pipeline Safety granted the Office of Pipeline Safety inter-state agent status, giving OPS the responsibility of inspecting all pipelines crossing the Minnesota border. Minnesota is one of only a few states nationwide with this level of inspection authority. In addition to its pipeline activities, OPS is affiliated with Gopher State One-Call as the enforcement authority for the Call Before You Dig law. In 1994, the Office of Pipeline Safety became affiliated with the State Fire Marshal Division.

On July 1, 1929, the **Minnesota Highway Patrol** was formed as part of the Minnesota Highway Department. A total of nine officers were appointed. In 1930, the first training school was held at Chief Earle Brown's farm. In 1934, the color of the patrol's uniform was changed to maroon and gold. In 1943, the first radios were purchased and used. Motorcycles were retired from patrol service in 1949. In 1959, the patrol purchased its first airplanes for traffic law enforcement. The patrol became a division of the newly-formed Department of Public Safety in 1970. In 1974, the Highway Patrol was reorganized and its name changed to the Minnesota State Patrol.

The **Capitol Security Division** began in 1964 as a section within the Department of Administration's Public Property Division. Initially the unit's main duties consisted of fire watches, locking or unlocking buildings, and parking enforcement. It became the Capitol Security Division when it joined the Department of Public Safety in 1970.

The **Office of Traffic Safety** actually began as the Office of Highway Safety Planning and Research in the Minnesota Highway Department in 1968. It moved over to the newly-formed Department of Public Safety in 1970 and was located as part of the Commissioner's Office. Its name was changed to the Office of Traffic Safety in 1974, and it was still considered an ancillary service. In 1978, the Office of Traffic Safety became a fully operational division within the Department of Public Safety.

Office of Communications

(651) 296-6652, Kevin Smith, director. The office provides education and information services and programs on behalf of the department to the citizens of Minnesota. The office serves as a resource for information on all vital public safety issues. Distribution of brochures, posters and other resource materials is coordinated through this office. The fax number is (651) 215-1111.

Office of Drug Policy and Violence Prevention

(651) 284-3333; Fax (651) 284-3317, Mary Ellison, director. The office serves as a catalyst for statewide approaches to reducing and preventing crime, violence and drug abuse through identifying causes, recommending policies and coordinating statewide and community strategies. It assists state and local governments, public and nonprofit agencies, community organizations and the public. The office is located at 444 Cedar Street, Suite 100, St. Paul, MN 55151-5100.

Established in 1989 as the Office of Drug Policy, it was modeled after the Federal Office of National Drug Control Policy. Shortly after being created, the office began to administer federal and state grant funds. Since its inception, the office has had an evolving and expanding focus, encompassing drug abuse, crime, violence and their root causes. In 1992, the office's purpose was amended by the Minnesota State Legislature to include violence prevention and its name was changed to reflect its' expanded focus.

The office is now responsible for establishing drug abuse and violence prevention policy for Minnesota, coordinating violence and drug abuse prevention activities and administering \$18,000,000 per year in federal and state grants to state, local and nonprofit agencies.

Office of Fiscal and Administrative Services

(651) 296-9484 Frank Ahrens, director. The office of Fiscal and Administrative Services provides budget, general accounting/financial reporting, accounts payable, payroll and administrative services to the department. The administrative services provided include the procurement, storage and issuance of supplies and equipment utilized

by the department. The office provides for the storage of department records and manages the department record retention schedules. Fixed asset inventory records are coordinated through the office. Contract and lease agreements are also coordinated in this office.

Bureau of Criminal Apprehension

(651) 642-0610 Michael W. Campion, Superintendent. The Bureau of Criminal Apprehension (BCA) provides critical investigative support to law enforcement and criminal justice agencies throughout the State of Minnesota. The BCA's services include investigations, forensic laboratory analyses, criminal history record information and police training and development.



The **Criminal Justice Information Systems (CJIS) Section** manages a series of computerized information systems which index criminal justice information concerning crimes and criminals of state and national interest. The systems include the **Computerized Criminal History (CCH)** which is the central repository for records on individuals arrested in the state. This unit also manages the **Midwest Automated Fingerprint Identification Network (MAFIN)** which facilitates the searching, matching and identification of fingerprints of arrested individuals as well as crime scene latent prints. CJIS includes the statewide hot files which contain statewide information on wanted and missing persons and stolen property such as vehicles and guns. CJIS also collects statistical information concerning the occurrence of crime in Minnesota through the **Criminal Justice Reporting System (CJRS)** and compiles that data into management reports for local law enforcement and publication in the Minnesota Crime Information book. This data is also reported to the FBI Uniform Crime Reporting System for national compilations of crime statistics.

The **BCA Forensic Science Laboratory** provides analytical services in the following areas: microanalysis of trace evidence, firearms and toolmarks, serial number restoration, questioned documents, forensic photography, forensic toxicology, latent fingerprints, drug identification, alcohol analysis of blood and urine, arson analysis and breath testing. In addition, the lab responds to requests from local law enforcement agencies for assistance in processing major crime scenes. The BCA laboratory recently received national accreditation by the American Society of Crime Laboratory Directors (ASCLD) and is a national leader in forensic DNA data banking and analysis. The laboratory has the enviable distinction of securing the first two cold hits on violent crimes in the entire nation.

The **Investigative Section** provides investigative services to other law enforcement agencies. Priority investigative assistance includes crime scene processing, homicides, crimes against children, narcotics investigations and the state's marijuana eradication program. The **Predatory Offender Registration (POR)** program, financial crimes, criminal internal affairs and law enforcement technical assistance are also offered statewide. Thirteen investigative field offices are located throughout the state, and are staffed with Special Agents with statewide jurisdiction.

The **Training and Development Section** conducts specialized training for law enforcement officers throughout the state in subjects such as narcotics, child abuse and exploitation, criminal investigations, evidence collection, arson, supervision and management. The section

also trains Drug Abuse Resistance Education (DARE) officers to teach drug abuse and improving students self esteem by law enforcement, schools, students and parents.

Minnesota Crime Watch provides information, assistance and a variety of materials to local crime watch and crime prevention officers around the state.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

D.A.R.E. ADVISORY COUNCIL - The council works to expand the DARE program throughout the state. It develops advisory policies and procedures to guide local communities in the operation of DARE and works with the Bureau of Criminal Apprehension in maintaining appropriate training and teaching standards. The council consists of 17 members including the Attorney General serving as chair; the commissioner of Public Safety; the Commissioner of Education; three representatives of law enforcement appointed by the Commissioner of Public Safety; three representatives of education appointed by the Commissioner of Education; a representative of the DARE officers association appointed by the Peace Officer Standards and Training Board from among recommendations of the association; and seven citizens appointed by the Attorney General. Meetings are held quarterly for three hours at various locations. The council expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Attorney General, Public Safety, Education, POST Board. **Compensation:** None. *Minnesota Statutes 299A.331.* 102 State Capitol, St. Paul, MN 55155. (651) 296-6196.

Driver and Vehicle Services Division

Information (651) 296-6911; Brian Lamb, Director (651) 296-2000.

The division registers and titles motor vehicles, issues disability parking permits and license plates, regulates motor vehicle dealers, collects interstate trucking-related taxes and fees, and registers bicycles. It tests, evaluates, and licenses drivers. The division also maintains records of all moving violations and accidents, records locations of every reported accident, and assists in driver education efforts.

Information requests are handled by the Public Information Center at (651) 296-6911. Hearing impaired customers may phone (651) 282-6555 (TTY/TDD). The Driver and Vehicle Services Division's mailing address is 445 Minnesota Street, St. Paul, MN 55101. Information about services, office locations, and hours of operation is also available at the Division's web site at www.dps.state.mn.us/dvs.

The division maintains a public counter at Town Square for vehicle registration and titling, identification card applications and driver's license renewals. Motor vehicle title and registration services are also available at appointed deputy registrar offices located throughout the state. Driver examining and license renewal services are available at exam stations statewide. Appointed driver's license agents located throughout the state including Clerks of Court also process driver's license renewals and identification card applications. For the nearest location and hours of operation, check the Division's web site at www.dps.state.mn.us/dvs. The information is also available 24-hours a day by touch-tone telephone at (651) 297-2005.

Motor vehicle, driver license, and accident record information that is classified as public data may be obtained by mail or in person at the Customer Services public counter. Access to personal information

from driver and vehicle records is restricted, and only those authorized by law may obtain it.

The fees and taxes listed here are current as of the date submitted, but are subject to law changes. For the most up-to-date information, please contact the Division.

Driver Services

Driver's license written exams and road tests are available at sites throughout the state. An appointment is not required for the written test. However, an appointment is recommended for a road test. Contact the local clerk of court office for the examination location and times in that area or check the Division's web site at www.dps.state.mn.us/dvs. The information is also available 24-hours a day by touch-tone telephone at (651) 297-2005.

DVS Driver & Vehicle Services

A copy of the **Minnesota Driver's Manual** is available at any examining station or clerk of court office. A copy may also be requested from the Division by telephone or by mail. There is no fee for a copy of the Driver's Manual.

The division maintains a record of all violations, accidents, and department actions on an individual basis for at least five years. These records include all violations that occur in other states and Canada as well as Minnesota. An individual may request a copy of his or her personal driving record in person or in writing to the Driver and Vehicle Services Division. The request must include full name, date of birth, license number, and return address. A copy of a person's own record costs \$4.00. For a certified copy, an additional \$1.00 is charged.

ID Cards

Persons may apply for state picture ID cards wherever a driver's license can be renewed. ID cards cost \$12.50. Proof of identity is required. The card is mailed to the applicant.

Organ Donors for Transplants

While applying for, renewing, or obtaining a duplicate driver's license or ID card, a person may elect to donate his/her organs for transplants. When a person has made the decision to become a donor, they indicate so on the driver's license or ID card application. The driver's license or ID card will reflect the organ donor designation. To change that classification, the individual must complete another driver's license application to indicate removal of the donor designation.

Living Will Designation

A person, who has a contract on file with their attorney or doctor, may indicate that they have a living will when applying for, renewing, or obtaining a duplicate driver's license, or ID card. To change the designation, the individual must complete another driver license application to indicate removal of the living will designation.

Application forms are the same for all licenses and identification cards and contain a voter registration section.

Under 21 licenses expire on the 21st birthday. Regular class licenses expire on the birthday four years after issuance.

Type of License and License Fee

Class A regular	\$37.50
Class A, under age 21	\$17.50
Class B, regular or under age 21	\$29.50
Class C, regular or under age 21	\$22.50
**School Bus processing fee-original and renewal applications	\$4.00
Class D, regular or under age 21	\$18.50
Provisional driver's license	\$9.50
Class D Provisional license upgrade to under age 21 DL - no violations on record (\$3.50 credit)	\$15.00
Duplicate Driver's License/Identification Card -All Classes	\$8.00

Identification Cards

Under age 65	\$12.50
Age 65 and older	\$9.50
Mentally or physically disabled	\$.50

Permits/Endorsements

Class D instruction permit	\$9.50
Class A, B, or C instruction permit	no fee
Endorsement examination fees	\$2.50
Motorcycle instruction permit/endorsement fee	\$21.00
Motorcycle endorsement renewal (2 wheel only)	\$13.00
Standby or Temporary Custodian Designation	\$3.50

Reinstatement fees

Revoked licenses	
Alcohol/Drugs	\$290.00
Other offenses	\$30.00
Suspended license	\$20.00

Motorized Bicycle Operator's Permit:

Knowledge test and 30 day instruction permit	\$6.00
Skill test and 1 year operator's permit	\$6.00
Duplicate of 1 year operator's permit	\$3.00
Renewal of 1 year permit to age 21	\$9.00
Duplicate of renewal permit	\$4.50
Renewal, age 21 or older	\$15.00

*Available at driver exam stations only

**Fee does not include the cost of a new license

For additional information, contact **Driver and Vehicle Services**, 445 Minnesota St., St. Paul, Minnesota 55101-5175 **Telephone:** (651) 296-6911; **TTY:** (651) 282-6555 or check their web site at www.dps.state.mn.us/dvs.

Driver Evaluation

(651) 296-2025. The division evaluates drivers whose records warrant possible license suspension, cancellation, revocation, or commercial driver disqualification. A hearing will be held for any person whose license has been revoked, suspended, or canceled. The person may qualify for a limited license. A limited license allows an individual to continue to drive for specific purposes. For information, a hearing, or an interview, contact the section at 445 Minnesota Street, Suite 170, St.

Paul, MN 55101. There are no forms or fees. Hearings are held on a first come, first serve basis during normal office hours; 8:00 a.m. to 4:30 p.m.

Crash Records and No-Fault Insurance

The division verifies insurance information from all reported accidents. If, upon request from the division, a motorist does not provide proof of insurance, the division may suspend the driver's license and the vehicle's registration.

A person involved in an accident may request a copy of the police officer's report. A fee of \$4.00 is charged for the records search necessary to obtain a copy of a police accident report. A person involved in a crash that results in personal injury, death, or property damage totaling \$1,000 or more must file an accident report with the division within 10 days of the accident. For accident reporting forms or photocopies of officer's report, contact the division at 445 Minnesota Street, Suite 181, St. Paul, MN 55101. Accident reporting forms are also available from local law enforcement agencies.

Vehicle Services

Motor Vehicle Title and Registration

(651) 296-6911, website: www.dps.state.mn.us/dvs. Applications for a motor vehicle certificate of title and registration may be made at Deputy Registrar offices located throughout the state, by mail, or at the divisions central office in St. Paul. A list of motor vehicle offices and their hours is available on the division web site at www.dps.state.mn.us/dvs or by touch-tone telephone at (651) 297-2005. No transactions are conducted by telephone, but vehicle registration is available via the Internet at www.dps.state.mn/autolicense.

Title transfer application fees include: \$2 title (an additional \$2 is due to record a lien), \$3.50 Public Safety Vehicle Fee, \$3.50 filing fee, \$4 transfer fee, and motor vehicle sales tax. Sales tax is 6 1/2% of vehicle sale price in most cases. For a current list of fees, contact the division or check the web site at www.dps.state.mn.us/dvs.

Registration tax for passenger vehicles and pickup trucks is determined in part on the vehicle's base value and declines over a ten-year period. Currently, there is a \$189 cap on the first renewal of Minnesota registration and a \$99 cap for the second and subsequent renewal of the vehicle. Minimum tax is \$35.00. All other trucks, trailers, recreational vehicles, and buses are taxed based on the gross weight of the vehicle. Motorcycle registration is \$10 annually. There is a \$3.50 filing fee for each vehicle transaction.

The division also issues several specialty license plates. For more information about these license plates contact the division, or visit their web site at www.dps.state.mn.us/dvs

Bicycle Registration

Bicycles are registered at the central office, and through deputy registrars and bicycle dealers appointed as registrars. The license fee is \$9.00 plus a \$1.00 service fee and is good for three years. A list of renewal offices is available on the division's web site at www.dps.state.mn.us/dvs

Dealers and Inspections

(651) 296-2977. This office licenses and regulates motor vehicle dealers. All licenses expire December 31, and must be renewed annually. A dealer's license is \$153.50. If applying after June 30, -\$103.50. Annual renewal fee - \$103.50. Boat/snowmobile trailer dealer - \$13.50. This office also handles consumer complaints concerning licensed motor vehicle dealers. Other consumer protection issues are handled by the Attorney General's Office. The Dealer Unit can be contacted directly.

This office also inspects salvage and reconstructed vehicles for proper proof of ownership. A list of inspection sites is available on the Division's web site at www.dps.state.mn.us/dvs

Prorate and Reciprocity Section

(651) 405-6161; Fax: (651) 405-6168. **NOTE:** This office is located at the Minnesota Truck Center in Mendota Heights, MN. **Mailing Address:** 1110 Centre Pointe Curve, Mendota Heights, MN 55118. **Office:** Hwy. 110 and Lexington Ave., Mendota Heights

The section issues plates/stickers and fuel licenses and decals for the International Fuel Tax Agreement (IFTA) to Minnesota based trucks and trailers operating interstate. Forms are available from the section and at select deputy registrar offices throughout the state. Fees depend on the gross weight of the vehicle licensed. The section also provides trip permits and temporary authorization for operation in Minnesota. Trip permits and temporary authorization may be obtained during the working day (7:30 a.m. to 4:30 p.m.).

Under 21 licenses expire on the 21st birthday. Regular class A,B,

Minnesota Center for Crime Victim Services

(651) 282-6256 or toll-free: (888) 622-8799 or Fax: (651) 296-5787. The TTY number is (651) 205-4827. The Minnesota Center for Crime Victim Services (MCCVS) is a division of the Department of Public Safety whose mission is to be the statewide advocate for crime victims. The Center provides for compensation to individuals for losses incurred as a result of crime, gives grants to local public and non-profit agencies to provide direct advocacy to victims and seeks to raise awareness of victim rights and services statewide.

MCCVS has recently been redesigned to provide more comprehensive service to victims throughout the entire state. The **Grants Unit** staff members are assigned to serve each judicial district. Their purpose is to improve the capacity of all victim service providers within the district to serve crime victim needs. As part of their work, grants staff act as judicial district field representatives, identifying unmet service needs that ultimately can be met through the provision of additional grant funds with the goal of making services available to all crime victims in every county of the state. The **Communication/Training Unit** is responsible for training of providers, advocates, law enforcement, prosecutors and judges throughout the state on victim rights and basic advocacy practices. The unit also seeks to improve communications among service providers and criminal justice personnel on issues that impact crime victim rights and the prevention of domestic violence and sexual assault. The **Reparations Unit** provides financial assistance to crime victims with medical, funeral, emergency moving, loss of income or other allowable financial losses/needs.

MCCVS is located at 245 East Sixth Street, Suite 700, St. Paul, MN 55101 MCCVS can be contacted by phone at (651) 282-6256 or 1-888-622-8799 or Fax: (651) 296-5787. The TTY number is (651) 205-4827.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

BATTERED WOMEN'S ADVISORY COUNCIL - In FY 99, the battered women's advisory council advised the executive director of the MN Center for Crime Victim Services (February-June) on all matters relating to the funding of battered women's programs in Minnesota, other than purely administrative matters. The council advises on planning, development, data collection, rulemaking, funding and evaluation of programs. The council conducts business at monthly meetings and by sub-committee processes, with staff support provided by the department, and works closely with the Battered Women's Program Director. The council consists of 12 members who should be knowledgeable about and have experience or interest in issues concerning battered women and their children, including the need for effective advocacy services. Six positions are reserved for persons who are not service providers in community or governmental organizations (persons not affiliated with grantee programs). Six positions are to be filled by residents of the seven county metro area and six positions by residents of greater Minnesota. The department seeks to ensure that the council includes battered women, that at least six members are from communities of color in Minnesota, and that council membership reflects diversity with respect to age, disability, and sexual orientation. The council has monthly meetings for four hours at the MN Center for Crime Victim Services. No expiration date. **Appointing Authority:** Executive Director of the MN Center for Crime Victim Services. **Compensation:** Reimbursed for expenses only. *Minnesota Statutes 611A.34.* Minnesota Center for Crime Victim Services, 245 East 6th Street, #705, St. Paul, MN 55108-5219. (651) 642-0200.

CRIME VICTIM ADVISORY TASK FORCE - The task force develops an on-going strategic plan for services to crime victims including grant-making, legislative advocacy, information, training, technical assistance, public awareness, program standards, evaluation, and policies impacting crime victims. The task force consists of 15 members including two members who are knowledgeable about and have experience or interest in issues concerning battered women, including the need for effective advocacy services; two members who are knowledgeable about and have experience or interest in issues concerning sexual assault victims, including the need for effective advocacy services; two members who are knowledgeable about and have experience or interest in issues concerning victims of crimes other than sexual assault and domestic abuse with one person appointed on recommendation of the Minnesota General Crime Victim Coalition; a district court judge appointed upon recommendation of the Chief Justice of the Supreme Court; a county attorney appointed upon recommendation of the Minnesota County Attorneys Association; a public defender appointed upon recommendation of the State Public Defender; a peace officer; 3 public members who are not representatives of a specified business, occupation, industry, political subdivision, organization, or other grouping of persons; and two persons who are members of Legislative and who have demonstrated expertise and interest in crime victims issues, one senator appointed under rules of the Senate and one member of the House appointed under rules of the House. The task force meets quarterly for four hours at the Center for Crime Victim Services in St. Paul. The task force expires March 31, 2002, unless reauthorized by the Legislature. **Appointing Authority:** Commissioner of Public Safety. **Compensation:** Expenses. *Minnesota Statutes Section 15.014.* 245 East 6th Street, #705, St. Paul, MN 55101. (651) 282-6256.

MINNESOTA CRIME VICTIM AND WITNESS ADVISORY COUNCIL

- The council regularly reviews the treatment of victims by the criminal justice system and the need and availability of services to crime victims. The 16 members include two members of the Minnesota legislature who have demonstrated expertise and interest in crime victim issues, one appointed by the senate, one appointed by the house of representatives, one district court judge recommended by the Chief Justice of the Supreme Court; one county attorney recommended by the Minnesota County Attorney's Association; one public defender recommended by the State Public Defender; one peace officer; one medical or osteopathic physician licensed to practice in this state; five members who are crime victims or crime victims assistance representatives; three public members; and a member appointed by the Minnesota General Crime Victims Coalition. The appointments should take into account sex, race and geographic distribution. The council meets quarterly at the Center for Crime Victims Services. The council meets quarterly for four hours at the Department of Public Safety. The council expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Executive Director, MN Center for Crime Victims Services. **Compensation:** None. *Minnesota Statutes 611A.70.* 245 East 6th Street #705, St. Paul, MN 55101. (651) 282-6267.

SEXUAL ASSAULT ADVISORY COUNCIL - The advisory council advises the director of the center on all planning, development, data collection, rulemaking, funding and evaluation of programs and services to sexual assault victims other than matters of a purely administrative nature. The council consists of 12 members. No more than six of the members of the council shall be representative of community or governmental organizations (persons not affiliated with grantee) that provide services to sexual assault victims. One-half of the members shall be from the metro area and one-half of the members from the non-metro, including all non-metro areas of the state. The department seeks to ensure that the council including sexual assault survivors, with at least 6 members from communities of color. No member may serve more than two consecutive terms. Meetings are held on a monthly basis for five hours at the MN Center for Crime Victim Services. The council expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Director of Center. **Compensation:** Reimbursement of expenses. *Minnesota Statutes 611AS.25, Section 7.* Minnesota Center for Crime Victim Services, Lowertown Business Center, 245 East 6TH Street, #705, St. Paul, MN 55101.

Human Resource Management and Development Division

651-296-2905. Gloria Heinz, director. The division is responsible for working in partnership with all divisions to provide proactive solutions for the department's workforce needs and issues. Provide programs and services that assist agency management select, develop, and retain motivated, highly skilled, focussed, and innovative staff by improving the human resource information support for all staff, providing labor relations support in accordance with the law and labor agreements, providing effective organizational development guidance and training expertise and programs and ensuring a safe and healthy work environment for all employees through safety and workers compensation programs.

Office of Traffic Safety

(651) 296-9507 Kathryn J. R. Swanson, director

(651) 297-4860. Traffic crashes are the leading cause of death for Minnesotans from the age of six months through 34 years. The Office of Traffic Safety is responsible for analyzing motor vehicle crashes and annually producing the *Crash Facts* publication. The division also administers federal and state grant programs. Funding from the federal National Highway Traffic Safety Administration is used to change driver behavior by enforcing traffic laws, making the public aware of the dangers of crashes and the best ways to reduce their risk, and assisting state and community efforts to reduce impaired driving and increase seat belt and child seat use. The Office also coordinates and manages state-funded programs on motorcycle safety and providing child seats to needy families, and federal Office of Juvenile Justice and Delinquency Prevention programs to decrease the incidence of underage drinking. After the Office has identified specific problems and at-risk populations, it crafts programs to address the problems, monitors progress toward traffic safety goals, and evaluates the success of the programs.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices' of the Governor and the Secretary of State]:

Four times a year, the Office holds informal meetings with traffic safety advocates and partners to discuss trends, efforts, and ideas for decreasing traffic deaths and injuries. The **MOTORCYCLE SAFETY ADVISORY BOARD** provides advice to the Department and OTS on public information messages and rider training. A **TRAFFIC RECORDS COORDINATING COMMITTEE** meets monthly to discuss improvements to data collection and systems. The **PEDESTRIAN SAFETY ADVISORY COMMITTEE**, a joint effort with the Minnesota Department of Transportation and the Minnesota Safety Council, meets quarterly. A new **CHILD PASSENGER SAFETY (CPS) ADVISORY BOARD** is being appointed to assist OTS in meeting the needs of CPS advocates and trainers across Minnesota. For more information on these committees and meetings, call the Office at 651-297-4860. Staff from the Office also participate in a wide variety of traffic safety related committees, panels, and task forces that are chaired or hosted by other organizations in the state and at the federal level.

SCHOOL BUS SAFETY ADVISORY COMMITTEE - The committee shall report to the Governor and legislature on issues of school bus safety. The seventeen members include the Commissioner of Children, Families and Learning or designee, the Commissioner of Human Rights or designee, a county or city attorney, a representative of the state patrol, a school board member, a school superintendent, two school bus drivers, one representing the metro area and one representing greater Minnesota, two school transportation contractors, one representing the metro area and one representing greater Minnesota. The Commissioner of Public Safety, in consultation with the Commissioner of Children, Families and Learning, shall appoint these members. The Governor shall appoint five public members, including at least four parents of children who ride a school bus, among them a parent of a child with a disability. The public members shall be geographically representative. The Commissioner of Public Safety or designee shall chair the committee. Meetings are held on a quarterly basis for five hours or as required by the chair with no set meeting location. The committee expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Governor and Commissioner of Public Safety. **Compensation:** \$55 per diem, plus expenses. *Minnesota Statutes 169.435.* Dept. of Public Safety, North Central Life Tower, Suite 1000, 445 Minnesota Street, St. Paul, MN 55101. (651) 296-6642.

Division of Emergency Management

(651) 296-2233, Kevin Leuer, director. The 24-hour numbers are (651) 649-5451, or if calling long-distance, 1-800-422-0798/296-2233

Kevin Leuer, director. The division is responsible for coordinating state agency preparedness for and emergency response to all types of natural and other emergencies and disasters, including discharges of oil and hazardous substances. Key division responsibilities include:

- Development and maintenance of the Minnesota Emergency Operations Plan,
- Establishment and maintenance of a single state answering point system (the Minnesota Duty Officer [MDO] program) for receipt of emergency notifications and requests for state or federal assistance. The MDO handles calls dealing with weather emergencies, hazardous materials incidents, nuclear power plant incidents, missing or downed aircraft, and requests for National Guard, Civil Air Patrol, and State Hazardous Materials Emergency Response Team assistance,
- Maintenance and activation of the state emergency operations center,
- Development and maintenance of a comprehensive state hazard mitigation plan,
- Provision of emergency planning, training, hazard mitigation and financial assistance to local governments,
- Planning and preparedness for nuclear power plant accidents/incidents, high-level radioactive waste transportation accidents/incidents, and weapons of mass destruction incidents,
- Coordination of a network of state, local, and federal agencies and private organizations to ensure the smooth coordination of donations and volunteerism during major disasters,
- Administration of several federal grant programs, and
- Requesting, coordinating and distributing state and federal disaster recovery assistance.

The emergency management program is administered and coordinated with local government through regional program offices located in Mankato, St. Paul, and Grand Rapids. Each regional program office assists county and city government in the development of their emergency management program and serves as a conduit for information between state and local government.



Emergency Response Commission

(651) 282-5391, Kevin Leuer, Executive Director. The Commission directs the implementation of the federal Emergency Planning and Community Right-to-Know Act. The Commission is a 22-member organization, of which 18 are appointed by the governor, and includes representatives of fire, law enforcement, emergency medical services, business and industry, labor, emergency managers, community groups and elected officials.

As a result of various reporting requirements under the Act, the Commission collects information on chemicals stored, released to the environment, and transferred off-site as waste from facilities throughout the state. The chemicals which are required to be reported as stored on-site include those on a federal list of 360 extremely hazardous sub-

stances (EHS's). The minimum thresholds which require reporting are 500 pounds or the threshold planning quantity for EHS's, whichever is less, and 10,000 pounds for all other chemicals which require a **Material Safety Data Sheet** by the Occupational Safety and Health Administration. The Commission provides information to all interested parties on a statewide basis through hard copy, designated county libraries, electronic transmission, and the ERC website at www.erc.state.mn.us.

The Commission also collects annual reports on routine releases of toxic chemicals from various types of facilities. In order to be required to report, these facilities must be in specific **Standard Industrial Classification Codes**, have ten or more full-time equivalent employees, and meet annual usage thresholds for chemicals found on a specific list established by the Environmental Protection Agency.

In 1999, 395 facilities reported releases to the environment of 31.1 million pounds. A consolidation of this information on a statewide basis is referred to as the **Toxic Release Inventory (TRI)**. In addition, the Commission collects annual **Pollution Prevention Progress Reports (P2PR's)** from these same facilities. The TRI and P2PR data are summarized in an annual report published by the Commission. The information provides a basis for tracking pollution prevention initiatives in the state. The most recent report, entitled *1999 Right-to-Know Chemical Information Report*, is available by contacting the Commission or visiting their website at www.erc.state.mn.us.

Annual Hazardous Chemical Inventory fees are collected from facilities based on the number of chemicals reported as being stored on-site: 1-9 chemicals is \$25; 10-49 chemicals is \$100; 50 or more chemicals is \$1,000. **Annual Hazardous Materials Incident Response Act** fees are collected from facilities that report an EHS and/or report releases and/or transfers on the TRI. Fees help offset data management and state hazardous materials response team costs.

State Fire Marshal Division

(651) 215-0500 **Thomas R. Brace, State Fire Marshal**. The State Fire Marshal Division exists to reduce the tragic loss of lives and property from fire through investigation, inspection, plan review, information, education and hazardous materials response activities.

The **Fire Investigation Activity** provides local fire and police officials with technical assistance in probing a scene to determine cause of fires: collects samples for testing for accelerant; provides expertise in arson fires to prepare the case for prosecution; and provides training for police and fire officials on fire scene investigations. Arson is the second leading cause of fire in Minnesota and the leading cause of fire dollar loss and is a targeted priority in the division.

The division has responsibility for fire and life safety inspections, an activity that provides Minnesota citizens with a minimum degree of fire safety in buildings mandated for fire safety inspection including school (K-12), hotels/motels/resorts, health care facilities, and day care homes and centers. The **Enforcement Activity** identifies violations, both state and federal and assures that corrections are made in a prompt and appropriate manner; provides consultation with building managers/owners regarding corrections alternatives; and provides training



Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

EMERGENCY RESPONSE COMMISSION - The commission coordinates the implementation of the federal Emergency Planning and Community Right-To-Know Act, carrying out the requirements of a commission under the Act, and may adopt rules in order to do so. The information collected by the Commission is used to coordinate planning for hazardous chemical emergencies within the state. The Commission has appointed Regional Review Committees to review and coordinate the plans prepared by political subdivisions within each of their districts. A Regional Review Committee has nine members representing emergency response organizations, facilities regulated under the law and the public. The commission consists of 22 members, including the commissioners of the Departments of Public Safety, Health, Agriculture, and Pollution Control Agency. The other eighteen members (four from outside the metro area) are appointed by the Governor and include one representative each of fire chiefs, professional firefighters, volunteer firefighters, fire marshals, law enforcement personnel, emergency medical personnel, health professionals, wastewater treatment operators, labor, local election officials and emergency managers; three representatives of community groups or the public; and four representatives from business and industry, at least one of whom must represent small business. Members must file with the Campaign Finance and Public Disclosure Board. Meetings are held the second Tuesday of each month from 9:30 am to 12:00 noon in the State Office Building or at another designated place (during the legislative session). The commission does not expire. **Appointing Authority:** Governor. **Compensation:** Per diem plus expenses. *Minnesota Statutes 299K.03*. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. 444 Cedar Street, Suite 223, St. Paul, MN 55101. (651) 297-7372.

services for facilities personnel regarding fire prevention and evacuation procedures.

The **Code Specialties Activity** includes a team of individuals to answer phone requests from the public, business community, and architecture and construction communities regarding code interpretations. Hundreds of calls are fielded each week.

The division has regulation responsibility for the fire sprinkler protection community. The activity ensures that contractors, designers, and installers of automatic fire protections systems are competent, and trained, systems are installed to maximize the life safety aspects for the people who work or reside in the facility, and that plan reviews and field inspections are conducted.

The **Public Fire Safety Education and Data Collection Activity** is charged with providing leadership and focus for preventing identified fire problems from recurring by encouraging behaviors that reduce the risk from fire. Specific factors identified by the Minnesota Fire Incident Reporting system are used to develop educational programs for the public to reduce the loss of life and property from fire.

The **Hazardous Material Response Activity** in conjunction with the Division of Emergency Management is responsible for response and chemical assessment teams strategically located throughout the state. This activity assures that prompt and appropriate response measures are instituted to control and/or eliminate the danger of life, property, and the environment.

All division deputies offer local fire safety presentations to local groups and participate in various statewide fire schools and association meetings. For information or to request a speaker, contact the State Fire Marshal Division. There are no forms required or fees for this service. The State Fire Marshall Division is located at 444 Cedar Street, Suite 145, St. Paul, MN 55101-5145.

Office of Pipeline Safety

(651) 296-9636 **Charles Kenow, Administrator.** The 1987 Legislature authorized the establishment of the Office of Pipeline Safety. The mission of the office is to protect lives and property through implementation of a quality assurance program of gas and hazardous liquid pipeline inspection, accident investigation and public education.

The commissioner of public safety and director of the office are advised by a nine (9) member pipeline safety advisory council appointed by the commissioner.

Primary functions of the office are 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 at 444 Cedar St., Suite 147, Town Square, St. Paul, MN 55101-5147.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

PIPELINE SAFETY ADVISORY COMMITTEE - The committee advises the commissioner of Public Safety, director, Environmental Quality Board, and other appropriate federal, state and local government agencies and officials on matters relating to Pipeline Safety, routing, construction, and operation. The committee consists of 11 members, at minimum; the committee must consist of representatives of the Hazardous Liquid Pipeline industry, the gas distribution industry, the gas pipeline industry, the pipeline design and construction industry, state or local government, and the general public. Quarterly meetings for eight hours at the Metro Square Building, 121 E. 7th Place, St. Paul. The committee expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Commissioner of Public Safety. **Compensation:** \$55 per diem. *Minnesota Laws of 1998, Chapter 348, Section 7.* Minnesota Dept. of Public Safety, 1000 NCL Tower, 445 Minnesota Street, St. Paul, MN 55101. (651) 296-9636 or (651) 296-6642..

The Alcohol and Gambling Enforcement Division



(651) 215-6200, **Frank Ball, director.** The division conducts background investigations and criminal investigations relating to lawful gambling, the Minnesota Lottery, parimutuel horseracing, and tribal reservation gambling. The division enforces and regulates State Indian Gambling Compacts and conducts background investigations on all persons and business licensed by the state for the purpose of lawful gambling. Gambling Enforcement also issues licenses to manufacturers of gambling devices. Additionally, the division

enforces laws pertaining to illegal gambling, such as sports bookmaking and other illegal gambling activities. Gambling Enforcement provides training to local law enforcement agencies on how to conduct gambling related investigations as well.

Alcohol Enforcement

(651) 296-6430, **Marlene Kjelsberg, supervisor.** Alcohol Enforcement protects and serves the public through uniform interpretation and enforcement of the State Liquor Act. It protects the health and safety of the state's youth by enforcing the prohibition against sales to underage people. It operates as a central source of alcohol licenses and violation records, ensuring availability of records to related agencies and the public. It acts to maintain balance and stability in the alcoholic beverage industry through management of liquor licensing, education, enforcement, and regulatory programs. Alcohol enforcement monitors alcohol from the manufacturers to the public, issues licenses, defines, and approves regulatory practices, regulates advertising, assures purity of content of alcoholic beverages, and evaluates truthfulness as to alcoholic content. It provides technical and field assistance to businesses and investigative assistance to local units of government. It initiates enforcement actions, resolves and mediates complaints on liquor violations, has the authority to revoke or suspend licenses, and impose civil penalties against violators. It conducts informal hearings on violators, and provides forums for discussion and resolution of liquor issues as authorized by *Minnesota Statutes*, Chapter 340A.

License Section

(651) 215-6159. The license section processes all liquor licenses and permits and supporting documentation approved by the Alcohol and Gambling Enforcement Division. Some liquor licenses are issued at the local level that do not require State approval prior to becoming effective. Upon issuance of these licenses, issuing authorities at the city or county level are required to certify to the Alcohol and Gambling Enforcement Division the identity of the licensee and any other information as required by the commissioner of Public Safety.

For Information on policy matters, licensing, interpretation of liquor laws found under Chapter 340A, application and permit forms, please contact the Alcohol and Gambling Enforcement Division, 444 Cedar Street, Suite 133, St. Paul, MN 55101 or by calling (651) 215-6209 or (651) 296-9519. All license and permit application forms and license certificate forms are available from the Division. For license forms such as 3.2% beer licenses, please contact the city clerk or county auditor where the premises to be licensed is located. If outside a city limits, then the county auditor is the appropriate contact office.

Types of Liquor Licenses, Permits and Fees:

(Call 651-296-6939 for forms and information for the following licenses)

Manufacturer/wholesaler liquor license	\$15,000.00
Wholesaler of Wine	\$2000.00
Brewers License	\$2500.00
Malt Beverage Importers License	\$800.00
Malt Beverage Wholesaler	\$600.00
Common Carrier License (first carrier)	\$200.00
Additional carriers within fleet (each carrier)	\$20.00
Common Carrier Sunday License	\$50.00
Additional carriers for Sunday (each carrier)	\$20.00
Wine and Distilled Spirits Importers	\$420.00
Administrative Transfer fee for all licenses	\$10.00
Brand Label Registration	\$30.00
Brand Label Renewal Registration (every 3 years)	\$20.00
Distillery or Winery Representative Identification Card	\$20.00
Minnesota Salesmans Identification Card	\$20.00

Caterers Permit	\$200.00
(Caterers permit is incidental to an full on sale intoxicating liquor license that is also a restaurant. No local approval needed. Liquor liability insurance certificate must be amended to include a clause "covers all catered events".)	
Farm Winery License (plus liquor liability insurance) .	\$50.00
Brokers License	\$600.00
Warehouseman's Permit	\$1000.00
(only allows for storage of alcoholic beverage at a central distribution center or holding area until product can be delivered to licensed wholesaler or out of state. Permittee must hold a valid Minnesota import license.	

Call (651) 296-6439 for forms and information regarding the following permits:

Consumption and Display Permit	\$1500.00
Ethyl Alcohol Permit	\$20.00

Call (651) 215-6209 for the form and information regarding the following permit:

Retailers Identification card	\$20.00
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Retail Licenses Issued by City or County

- **Private Club On Sale**, fee set by membership as per *Minnesota Statutes*, Chapter 340A. paid to local license issuing authority
- **Wine On Sale License** fee set by city or county, no greater than \$2000 or 1/2 of on sale intoxicating license fee, whichever is less.
- **County Off Sale** license fee set by county, no greater than \$500, township may charge an additional 20%
- **City Off Sale** intoxicating liquor license issued by city, fee set by *Minnesota Statutes*, Chapter 340A according to city population.

First Class Cities	\$1,000.00
Cities - 5,000 or less population	\$100.00
5,000 - 10,000 population	\$150.00
Over 10,000 (except 1 st class cities)	\$200.00

Temporary On Sale Retail License

Call (651) 296-6209 for form and information. This license is issued only to charitable, religious, or other non-profit organization that have been existence for at least three years, or a political committee. License fee is set by city or county issuing the license, and license must be approved by AGED. License period is between 1 and 4 days. No more than 12 days in any calendar years is allowed. No more than 1 event per location or per organization within a 30 day period.

Temporary Off Sale Wine Auction Permit

Call (651) 296-6430. Must be approved at local level and AGED. No more than 600 cases may be sold over a 3 day period, and wines must be vintage wines more than 5 years old.

Bed and Breakfast Registration

No fee. No sale of wine, but may provide two glasses to persons renting rooms. No more than 8 rooms, nor 20 guests at a time. Apply to AGED for permit.

Alcohol Enforcement and Inspections

(651) 296-9515. This section carries out investigations or liquor violations upon complaint from citizens and local authorities and makes all liquor license pre-license and compliance inspections. For assistance, contact the office at 444 Cedar Street, Suite 133, St. Paul, MN 55101. A pre-license inspection requires two to five days after paperwork is received in the office.

Price Postings

(651) 215-6209. AGED receives price postings from importers of distilled spirits as provided for under *Minnesota Statutes*, Chapter 340A and *Minnesota Rule* 7515. For additional information contact 444 Cedar Street, Suite 133, St. Paul, MN 55101.

State Patrol Division

(651) 297-3935 **Colonel Anne Beers, chief**. The mission of the Minnesota State Patrol is working together to ensure a safe environment on Minnesota's roadways.

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 directing traffic, as necessary, on state trunk highways. The division serves warrants, legal documents and orders of the commissioner of public safety, conducts roadside inspections of all types of motor vehicles on a random basis, 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. The division provides assistance in accident reconstruction and safety education. Inquiries about the accident reconstruction program should be directed to the Training Academy.

Anyone interested in safety talks by uniformed troopers should contact the nearest State Patrol office or the Training Academy. In case of emergency, the State Patrol can be contacted any hour of the day or night by dialing 9-1-1.

State Patrol Offices:

Brainerd (218) 828-2400
1991 Industrial Park Rd., S., Box 644, Brainerd, MN 56401

Detroit Lakes (218) 847-1550
1000 Highway 10 W., Detroit Lakes, MN 56502

Duluth (218) 723-4885
1123 Mesaba Ave., Duluth, MN 55811

Golden Valley (763) 591-4680
2005 N. Lilac Dr., Golden Valley, MN 55422

Mankato (507) 389-1172
501 S. Victory Dr., Box 4187, Mankato, MN 56002-4187

Marshall (507) 537-6277
1800 E. College Dr., Box 344B, Marshall, MN 56258

Metro Communications (651) 582-1509

Oakdale (651) 779-5900
3489 Hadley Ave. N., Oakdale, MN 55128

Rochester (507) 285-7410
Highway 52 N., Box 6177, Rochester, MN 55903

St. Cloud (320) 255-4224
3725 - 12th St. N., St. Cloud, MN 56302

Thief River Falls (218) 681-0942
423 Zeh St. W., Box J, Thief River Falls, MN 56701

Training Academy (651) 628-6970
1900 W. County Rd. I, New Brighton, MN 55126

Virginia (218) 749-9626
101 N. Hoover Rd., Suite 100, Virginia, MN 55792

Capitol Security Division

Emergency (651) 296-2100



(651) 296-6741 Capt. Tom Fraser, division manager. The Capitol Security Division is responsible for providing emergency responses, crime prevention and educational programs to over 6,000 employees working in the 35 buildings and utilizing the 34 parking facilities comprising the State Capitol complex. The division accomplishes this assignment by focusing its efforts in three main categories which consist of well trained security personnel, good technology and maintaining a well informed work

force.

Capitol Security consists of over 50 members who provide a wide variety of services to the Capitol complex population. Uniformed field officers provide on-site security and access control throughout the campus to minimize the risk of employees and visitors in addition to responding to all medical incidents, fire alarms and criminal situations. These uniform officers also provide over 1,500 escorts per year to individuals on the complex to minimize any risks of assault or robbery.

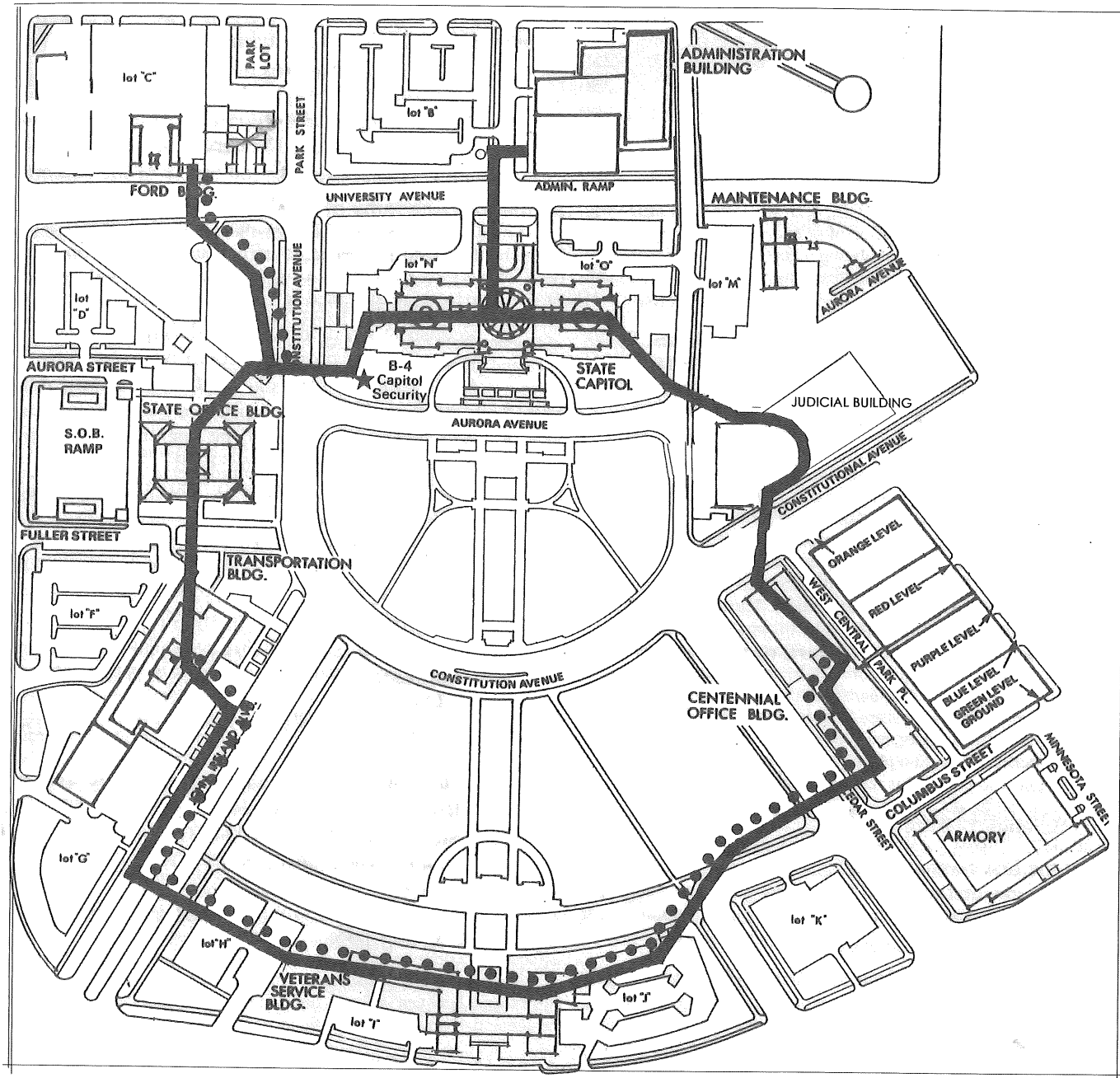
The division also furnishes security through the utilization of good technology. Over 120 closed circuit cameras and 100 emergency intercoms are in place throughout the campus and monitored in Capitol Security's operation center. Through this video system, dispatchers in this unit assist uniformed officers in surveying for unusual or suspicious situations. Assistance is also provided to employees who are encouraged to activate an emergency intercom if they perceive a potentially disruptive situation or become uncomfortable with people loitering in parking lots or memorial areas. In addition, dispatchers track over 14,000 detection or control devices placed in complex facilities. This equipment consists of fire detection, environmental controls, lighting and security access control devices.

Finally, Capitol Security works toward keeping the population well informed so that individuals can make wise decisions on their own personal security. Monthly newsletters, faxes and E-mail are all used to notify employees of security services and possible security threats.

Building emergency planning is also provided to facilities so that employees know what to do in the event of fire, severe weather, medical problems or other situations. The division also provides presentations and training in C.P.R., first aid, office security, and personal protection.

Through these three initiatives, Capitol Security has been successful in keeping the Capitol complex safe for all employees and the estimated 500,000 visitors who come to our state center of government each year.

For further information, contact Capitol Security's, division manager at (651) 296-4770.



Minnesota Academy of Science

408 St. Peter Street # 410, St. Paul, MN 55102

Email: contact@mnacadsci.org

Executive Director Russell W. Sewell

Phone: (651) 227-6361; Fax: (651) 227-8758

Website: www.mnacadsci.org

Minnesota Statutes, Section 43A.27

MINNESOTA ACADEMY OF SCIENCE IS COMMITTED TO promoting interest in and appreciation of science among the citizens of Minnesota, encouraging and facilitating excellence in science and science education at all levels, and fostering active and integrated participation in scientific inquiry

Minnesota Academy of Science State Fair (MASSF)

From over 1500 young scientists who entered the nine Minnesota Regional Science Fairs, four hundred students are selected to compete at the MASSF. Thirty-three organizations and corporations present over \$26,000 in cash, bonds, and scholarships. Thirty-four students are chosen at Regional Fairs and MASSF to represent Minnesota as finalists at the Intel International Science and Engineering Fair.

Junior Science and Humanities Symposium

Thirty-six of the best high school science students from Minnesota and the Dakotas are featured at the symposium. Over two hundred students, teachers and judges hear the students' research presentations in the sciences, engineering and mathematics. Participating students and teachers interact with their peers and with practicing researchers, visit research and development laboratories, attend presentations on current research topics and hear addresses by renowned scientists and engineers. This event provides the opportunity for students to form bonds with other students who share their interest in science. The five best research paper presenters received an expense paid trip to the National Symposium. The first place winner wins a \$4000 scholarship and an opportunity to present his research at the National JSHS.

Annual Science Olympiad

Schools compete in a series of individual and team events requiring scientific knowledge and understanding, and process and application skills. Most events require teamwork, group planning and cooperation. Regionals are held in February and the state competition in March.

Minnesota Academy of Science Annual Science Bowl

Twenty-four high school teams compete in a college quiz bowl format. The questions are from all fields of science and math. Macalester College hosts the event, and NSP volunteers run the Science Bowl competitions. The winning team receives an expense paid trip to compete at the National Science Bowl sponsored by the Department of Energy in Washington, D.C.

Annual Winchell Undergraduate Research Symposium

Named after Newton Horace Winchell who was the founder of the Minnesota Academy of Science, first State Geologist, and director of the Geological and Natural History Survey. Students display their research results in a poster session Friday or present papers Saturday morning. Elegant plaques are given to the best undergraduate research papers presented at the MAS Annual Meeting. All student presenters have their abstracts published in the *Journal of the Minnesota Academy of Science*.

Minnesota Academy of Science Clubs

Middle and high school science clubs throughout Minnesota are linked by the Academy. Science Clubs provide an opportunity for students to work on research in a supportive environment, to organize field trips to local industries and universities and to do community service projects. These clubs help in organizing the Minnesota Academy of Science State Fair, the MAS Junior Science and Humanities Symposium and other statewide events.

Share Science

Share Science is a part of the Minnesota Academy of Science's statewide efforts to increase involvement and skills in science at all levels. This student-to-student program provides a link between teens who have shown an interest in science and the younger community members who will follow. The Share Science program is an excellent way to meet the service-learning hours required of many teens. A Service-Learning workshop for teachers offers teachers an opportunity to apply for a mini-grant to implement their service-learning program.

REAP

The Research and Engineering Apprenticeship Program (REAP) is designed to encourage high school students to pursue careers in math, science and technology by offering a hands-on summer experience in research and development to those who desire to continue their education in these fields. REAP also expands students' background and understanding of scientific research, provides students with insights into the philosophy and objectives of scientific research, and provides students with a challenging science experience that is not readily available in high school.

MAS/Intel Science Talent Search

Any Minnesota high school senior who enters the Intel Science Talent Search (formerly known as Westinghouse) is considered for the award. The student's research paper is evaluated in four areas: 1) effectively communicating scientific knowledge, 2) understanding relationships among the science, between the sciences and other disciplines and between science and society, 3) understanding research design and 4) applying scientific theory to practical situations.

AJAS (American Junior Academy of Science) Awards

Any Minnesota eleventh grade student who enters a research project or paper at the Minnesota Academy of Science State Fair may submit a research paper for this award. Based on their written paper, two students are selected to attend the American Junior Academy of Science, which meets at the American Association for the Advancement of Science (AAAS) meeting. At this event student scientists share their work and interact with their peers. At the poster session there is additional opportunity for communicating the results of research to some of the 5000 scientists attending AAAS meeting.

Journal of the Minnesota Academy of Science is published annually and emphasizes the findings of young researchers.

Annual Meeting

The meeting is a forum for academic, governmental and industrial scientists and engineers and interested lay citizens.

Science Museum of Minnesota

120 West Kellogg Blvd., St. Paul, MN 55102
 General information (24 hours) (651) 221-9444
 Reservations: (651) 221-9444;
 TTY/TDD: (651) 221-4585; Fax: (651) 221-4777
 Website: www.smm.org
 President Dr. James L. Peterson

Minnesota Statutes, Section 138.035

History

THE SCIENCE MUSEUM OF MINNESOTA (SMM) IS A PROVIDER OF EXHIBITS and education programs which involve over a million state and regional residents annually. It also acts as an archivist and science resource for a variety of state agencies. It is a private, nonprofit institution governed by a board of trustees, staffed by over 500 employees and over 1,600 volunteers. It ranks first among museums in the state for overall attendance and participation, number of donors and members, and students on field trips.

In September of 1906 Charles W. Ames, future president of West Publishing Company, and Dr. Arthur Sweeney, a St. Paul physician, arranged for a small group of men to meet for lunch to discuss the idea of holding a series of lectures in St. Paul on hygiene and sanitation.

This meeting led to the founding of the Saint Paul Institute of Science and Letters. Incorporated on January 11, 1907, the institute was designed to benefit the people of St. Paul and was supported by contributions. In 1907, the institute presented eight free lectures at the People's Church with a total attendance of about 9,000. The following year courses on education and art were given to a total of 16,000 people. The institute was reorganized and reincorporated on April 29, 1908, as the Saint Paul Institute of Arts and Sciences.

By 1935, the museum became known as "The Science Museum of the St. Paul Institute." In 1965 the name "The Science Museum" became official. In 1970, the words "of Minnesota" were added to the name, making the museum's full name "The Science Museum of Minnesota."

The museum has been housed in various locations. From 1907 to 1927, the St. Paul Institute was housed in the St. Paul Auditorium. From 1927 to 1964, the museum was located in the Merriam House, which stood a few hundred feet north of where the State Capitol now stands (it's no longer there). The museum moved once again in 1964 to the St. Paul-Ramsey Arts and Sciences Center. In 1978, the Science Museum built an expansion across the street, which contained the Omnitheater (the third one built in the world).

SMM's new facility was completed in 1999 on the banks of the Mississippi River. The new museum, twice as large as the former facility, offers visitors expanded exhibits, more access for teachers and school groups, various indoor and outdoor activities, a 3D multimedia laser show, and an exciting opportunity to experience films and presentations in a state-of-the-art Omnitheater with a convertible dome, (first in the nation).

Program Background

The Science Museum of Minnesota was one of the first institutions in the world to incorporate science learning in a truly big way.

The **William L. McKnight-3M Omnitheater** features larger-than-life science adventure films on a 90-foot-diameter rotating dome screen. Viewers travel anywhere and everywhere in the universe - from the ring of a volcano to the inside of a flower petal.

In addition to the first convertible IMAX® theater in the United States, SMM was the tenth attraction in the world to offer a **3D Multi-**



Science
Museum
of Minnesota®

media Laser Show. Visitors put on special 3D glasses and are transported to a world filled with vivid graphics and breathtaking three-dimensional animation.

The **Dinosaurs and Fossils Gallery** is one of the major highlights of the new museum. The new gallery combines the best features of the old building with amazing new dinosaur and fossil displays and interactive exhibits, giving visitors an unparalleled opportunity to experience the museum's world-class collections of prehistoric specimens.

Utilizing the best in programming and exhibit design, and custom-developed by the museum's own exhibit programming staff, the new **Human Body Gallery** is a highlight of the new SMM for visitors of all ages.

Another highlight of the new museum is the expanded **Experiment Gallery** which presents hands-on exhibits that invite visitors to learn through experimenting with phenomena and concepts in the physical sciences and mathematics.

The 7,000-square-foot **Collections Gallery** is one of the highlights of the new Science Museum. The new building's larger exhibit area makes it possible to showcase many artifacts that have previously been kept in storage, as well as to provide more context for favorite artifacts and icons.

The **U.S. Bank Great Hall** offers a variety of traveling exhibits, bringing amazing hands-on science opportunities to museum visitors on a seasonal schedule.

Throughout the premises, visitors can watch ongoing performances by the first and oldest museum theater program in the country and can experience science up close through demonstrations such as cryogenics and sky ledge lessons in gravity.

Learn by doing

The science museum proves that axiom again and again through its classes and programs across the state—in schools, community centers, and in the museum itself, through classes and youth employment opportunities. The museum brings science right into classrooms around the region with hands-on learning tools like trunks filled with artifacts, assemblies, and residencies, and teacher in-services.

Students at the **Museum Magnet School**, which the museum co-founded with the St. Paul School District, learn by creating actual exhibits themselves, incorporating a whole spectrum of topics—history, music, language, science. It has become a national model for similar efforts in other cities.

Learning Technologies gives kids computer skills that combine fun with education. And beyond that, it links youth to real things through computers and on-line communications.

The museum is part of a nationwide Science Learning Network that links schools with science museums through the World Wide Web.

Museum classes, lectures, and trips explore a variety of topics, from rock climbing...carpentry...chess...Botswana,...and hundreds more topics. Programs for adults, children, and families constitute one

of the largest continuing education programs in any museum in the country, including a rapidly expanding computer education center.

At the 600-acre preserve at **Warner Nature Center**, museum naturalists teach by doing, with tours, classes, fireside chats, and mini-exhibits exploring birds, bears, and much more.

Working scientists at the Science Museum discover the very new and the very old in intensive research in Minnesota and around the world.

At the **St. Croix Watershed Research Station**, visiting scientists conduct studies on aquatic systems along the St. Croix River, one of eight rivers under the national Wild and Scenic Rivers Act. Identification of a new species of dragonfly and ground-breaking research on lake evolution were only two of many activities at the station.

What might be the oldest known culture—predating the Egyptians and the Mayans—was the topic of inquiry by museum archaeologists visiting Turkey in 1994 and 1995. The ancient civilization surrounding Catalhöyük will be the subject of a museum-planned traveling exhibit in the years to come. The scope of research at the museum covers a wide spectrum: Crocodiles in North Dakota and the southeastern U.S., voles in northern Minnesota, and many more topics are unearthed by museum biologists, ecologists, geographers, anthropologists, and paleontologists.

In the museum itself, conservators prepare and maintain artifacts and data about them with state-of-the-art tools, including on-line data bases that will make collections more accessible to visitors and on-line users anywhere.

Highlights Fiscal Year 2000

The Biggest Year Yet. A must-do attraction, over 1,200,000 participants! Minnesota's most popular cultural center:

- 895,618 visitors to the museum
- 160,032 students affected by school outreach
- 16,200 visitors to the Warner Nature Center
- 12,117 people at special events

Community resource, community support

- **A loyal membership** of over 30,000 households, one of the largest among science museums in the nation.
- **Over 61,000 hours** of dedicated annual service by over 1,600 volunteers.
- **Reduced-rate** or complimentary admissions for 15,631 low-income children and adults annually.
- **Community advisory committees** responding to initiatives as diverse as an exhibit on Mexican popular arts; youth, multiculturalism, and museums; alternative energy sources; the new museum on the river; and the American Indian community and the museum.

Computer education:

The Computer Education Center is one of the largest, most respected training facilities in Minnesota with 8 classrooms, a lecture hall, and 15 full-time staff members. Dedicated to providing the best computer training value to individuals, small businesses and large corporations, the Computer Education Center offers over 200 courses and over 2,000 classes each year.

Explore Store

SMM's Explore Store remains among the Twin Cities' most popular shopping experiences for the general public, youth, and science needs. Featured are globes, CD's, audio-and videotapes, books, maps, telescopes, science games, t-shirts, and a broad assortment of gifts from many cultures.

Hours of Operation, Location, and Ticket Prices

Recorded information can be obtained by calling (651) 221-9444.

The museum's hours of operation are varied by season and can be found at www.smm.org or by calling (651) 221-9444. The museum is closed Thanksgiving Day and Christmas Day.

Museum ticket prices are: Exhibits only, \$7 for adults, \$5 for ages 4-12 and 65+; Omnitheater only, \$7 for adults, \$5 ages 4-12 and 65+; Exhibits plus 3D Laser show, \$9 for adults, \$7 ages 4-12 and 65+; Exhibits plus Omnitheater, \$11 for adults, \$8.00 ages 4-12 and 65+. Museum ticket prices are subject to change. Reservations and advance tickets can be obtained at (651) 221-9444 or www.smm.org. (Telecommunications Device for the Deaf (651) 221-4585.)

Key Departments and Phone Numbers:

Human Resources

(651) 221-2532. SMM is committed to the policy that all persons shall have equal access to employment without regard to race, creed, religion, sex, color, national origin, ancestry, age, sexual orientation, disability, marital status, or status with regard to public assistance.

Science Division

(651) 221-9424. Departments of anthropology (archaeology and ethnology), biology and environmental sciences, geography, geology, paleontology, and conservation.

Lee and Rose Warner Nature Center

(651) 433-2427. Marine-On-St. Croix, Minnesota. Programs by reservation only.

St. Croix Watershed Research Station

(651) 433-5953. Host since 1990 to the work of many research projects on the flora and fauna of the St. Croix watershed, several with global ramifications, all funded by agencies and institutions from across the Midwest.

Continuing Education

(651) 221-4511. Programs for youth and families, children, and adults, including classes, field trips, day camps, study tours, and youth computer education courses.

Computer Education for Adults

(651) 221-4722. Programs for adults taking classes as individuals or corporations.

Development Division

(651) 221-2515. Support for the museum through annual fund drive, special projects fundraising, sponsorships, grant applications, capital campaigns. The division handles gifts of money, stock, and materials from individuals, corporations, and foundations. Departments coordinating relations with all branches of government can be accessed through this number.

Marketing and Communications Division

(651) 221-2547. Marketing, public relations, publications, print graphic production, and group sales. Deals with all comments, requests for annual reports and collateral materials, information and referral requests, and complaints.

School Reservations and Educational Resources

(651) 221-9444 or 1-800-221-9444. Fun, informal science learning goes beyond the museum's walls with renowned education programs:

Computer Education Center, Learning Technologies, Classes and Travel for Kids and Adults, and Programs for Schools and Educators.

Membership Department

(651) 221-9409. Science Museum of Minnesota members receive a set of benefits designed to give insider, behind-the-scenes access to world-class exhibits, the fabulous Omnitheater, and tons of fascinating

educational opportunities. Members receive unlimited access to exhibit halls, free admission to the Omnitheater, and discounts on classes, lectures, and trips for all ages. Membership also includes a monthly member newsletter full of up and coming Science Museum attractions, discounts in museum stores, and invitations to exclusive members-only events.

Office of the Secretary of State

State Office Building, Room 180

100 Constitution Avenue, Saint Paul MN 55155-1299

Phone: General and Business Information (651) 296-2803
or 1-877-551-6765

Computer Services Helpline: (651) 297-4848

Fax: Administration: (651) 215-0682;
Information Call Center: (651) 297-7067

Website: www.sos.state.mn.us

Email: secretary.state@state.mn.us

Mary Kiffmeyer, Secretary of State

Minnesota Statutes, Chapters 5, 5A, 15, 200-211B, 300, 302A, 303, 308A, 317A, 319A, 322A, 322B, 323, 333, 336

Minnesota Rules, Chapters 3650; 8200-8299

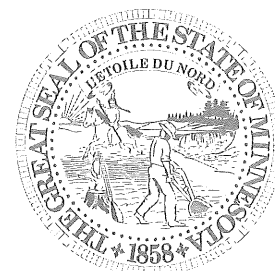
THE SECRETARY OF STATE, A STATEWIDE ELECTED OFFICIAL, is the keeper of the great seal of the State of Minnesota and files and certifies the authenticity of a wide variety of official documents. These include: gubernatorial proclamations, appointments and executive orders, the enrolled acts of the Minnesota Legislature, rules, and some municipal documents. The secretary also maintains a computerized version of the original land survey notes from the 1800s and township plat maps. The original notes are archived by the Minnesota Historical Society, while current land survey notes and township plat maps are held at their respective county offices.

The secretary registers a variety of business organizations including corporations, assumed business names, banks, insurance companies, limited liability companies, limited liability partnerships, and limited partnerships. Other business-related filings include trade and service marks, auctioneer's licenses, legal newspaper registrations, among others. The secretary also accepts service of process on businesses under certain specific circumstances.

A statewide computerized network with county recorders is maintained so that the public may search Uniform Commercial Code records throughout the state from any filing office. Business information is also available for a fee at any county courthouse through this communications network.

The secretary of state is the chief election official in Minnesota and is responsible for administration of the Minnesota election law. In this capacity, the secretary of state operates the statewide voter registration system and prepares the official roster of voters for every election conducted in Minnesota. Other election activities include: certifying voting systems, conducting administrative recounts, accepting filings by candidates for multi-county offices, and training of local election officials. The secretary of state is also the chair of the state canvassing board and certifies the results of state elections.

The secretary of state administers the open appointments process and publishes the *Minnesota Legislative Manual*, a compendium of federal, state and county government information, as well as the election law book, election judge training guides, official election results, and the *Minnesota Elected Officials* booklet.



The secretary of state and chief deputy are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Information Call Center

(651) 296-2803 or 1-877-551-6767. A team of information specialists respond to public inquiries for general and business information.

On-line access to the Business and Uniform Commercial Code (UCC) databases is available on a 24-hour basis via the Internet effective July 1, 2001. Fees for on-line access include an annual subscription fee and a per-transaction charge for detailed information (there is no annual fee for government agencies). The annual fee covers training, five user log-on codes, and help desk assistance. Services provided at no charge include name availability, business status, legal styling, and access to UCC and Business records by file number.

Forms, fee information, directions, and other information is available at www.sos.state.mn.us or by calling (651) 296-2803 or 1-877-551-6767, or email: public.information@state.mn.us.

Customer Service Division

(651) 296-2803 or 1-877-551-6767. Public walk-in service is located in room 180 State Office Building, 100 Constitution Avenue, St. Paul, MN. Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday (excluding holidays).

• Services Provided

The Certification Section of the division provides copies of corporate and other business documents. Requests for copies of business documents cost \$3.00 for the original filing or a specific amendment and \$6.00 for the original filing and all amendments. Add an additional \$5.00 for a certified copy.

Certificates of fact and status are also provided. These certificates are \$5.00 each and include good standing, not in good standing, name change, merger and no record certificates. A certificate requesting authentication of a notary public or public official may be requested. These types of certificates are for documents to be used internationally.

and are based on the country of intended use. The two types are apostille or certificate of office.

Copies and certificates are available by mailing written request and including the appropriate fees. Customers may call to place an order at (651) 296-2803 or 1-877-551-6767. These orders may be paid for and picked up at the public counter in St. Paul. Orders for expedited service are accepted at the public counter and are subject to an expedited fee of \$20.00.

Corporate filings and orders may be presented in person at the public counter and processed while the customer waits. This expedited service is available at the public counter for all filings, copy requests, and certificate requests for an additional expedited service charge of \$20.00 per transaction. UCC filings and orders may also be presented in person, however there is no additional expedited service charge applied.

This section is responsible for the sale of database information. This includes distribution of Business and Uniform Commercial Code data on paper, labels, and electronic media.

Voter registration information is provided on paper, labels, and electronic media. Use of voter registration information is limited to elections, political activities, and law enforcement. The cost of any product order is limited to the actual cost of producing the product.

Uniform Commercial Code Division

(651) 296-28-03 or 1-877-551-6767. The division files financing statements on certain commercial and consumer debts, effective financing statements on farm products in the Central Notification System (CNS), and notices of federal and state tax liens.

Interested parties may request information searches and copies of documents on UCC, CNS, and Tax Lien documents and may register to receive monthly lists for the Central Notification System.

Filing and searching services are also available in satellite offices located throughout the office. More information is available at www.sos.state.mn.us

Business Services Division

(651) 296-2803 or 1-877-551-6767. The Business Services Division registers businesses in Minnesota and is the public recorder for almost all businesses in the state. The division reviews and files applications for incorporation by all businesses, nonprofits, foreign corporations, cooperatives, limited partnerships, limited liability companies, limited liability partnerships, assumed names, trade or service marks, business trusts, banks and insurance companies. Also reviewed and recorded are changes to any of these business records including amendments, mergers, annual registrations, and dissolutions. Various other miscellaneous records are filed such as credit unions, municipal power agencies, services of process, railroad records and bonds.

Sample forms for many filings, directions and filing fees are available at www.sos.state.mn.us or by calling (651) 296-2803 (metro) or 1-877-551-6767 (toll free). All information on record is open to the general public.

• Business Filing Requirements

Each specific business registered has an applicable Minnesota Statute. The statutes list the requirements for filing, name availability standards, legal requirements, and filing fees. These statutes can be purchased from the Minnesota Bookstore, 117 University Avenue, St. Paul, MN 55155, (651) 297-3000 or 1-800-657-3757 or can be accessed at www.leg.state.mn.us/leg/statutes.htm.

The statutes applied to each filing type within the Business Services Division are listed below (*M.S.* stands for *Minnesota Statute*):

- Uniform Commercial Code – *M.S.* 336.9
- Central Notification System – *M.S.* 336A.9
- Business Corporations – *M.S.* 302A
- Nonprofit Corporations – *M.S.* 317A
- Foreign Corporations – *M.S.* 303
- Cooperatives – *M.S.* 308A

- Limited Partnerships – *M.S.* 322A
- Limited Liability Companies – *M.S.* 322B
- Limited Liability Partnerships – *M.S.* 323
- Assumed Names – *M.S.* 333
- Trade or Service Marks – *M.S.* 333
- Business Trusts – *M.S.* 318
- Banks and Insurance Companies – *M.S.* 300
- Professional Corporations 319A and RUPA Partnership Filings – *M.S.* 323A.

• Name Availability

Upon receipt of a corporate document for filing the first step is to check the availability of the requested name. Minnesota Statutes requires a name to be “distinguishable upon the records of the Secretary of State.” If a requested name is deemed non distinguishable, a different name will be required for consideration. The name standards document is available at www.sos.state.mn.us/business/pdf/bus76.pdf. The registration of a business name with the Office of the Secretary of State advises the public that a particular name is registered to individuals or a particular entity. Registration of a name does not grant rights to or interests in that name.

• Name Appeal Process

(651) 297-5163, staff attorney. The name appeal process governed by *Minnesota Statutes*, Section 5.22 is a procedure that permits a person doing business in this state to challenge the subsequent registration of a similar name with the Office of the Secretary of State. The required basis of the challenge is that the latter registration of a name will cause confusion, mistake, or deception among the public. Both sides may present information for a decision by the Secretary of State. The challenger must deposit \$100.00 which is awarded to the successful party. The Secretary’s decision may be appealed to the district court. Forms and instructions are available at www.sos.state.mn.us.

Election Division

(651) 215-1440. The division carries out the secretary of state’s election responsibilities, publishes the *Minnesota Legislative Manual* and other election publications, files official documents, and manages other administrative functions.

Eligibility to Vote and Registration

Minnesota Statutes, chapter 201

• Eligibility

Anyone who meets the following requirements at the time of an election is **eligible to vote**. An individual must:

- be 18 years of age or older;
- be a citizen of the United States; and
- maintain a residence in Minnesota for 20 days immediately preceding the election. An eligible voter may vote only in the precinct in which the vote maintains a residence. (Cities, towns and school boards may require eligible voters to maintain a residence for a period of 30 days prior to voting in an election in their respective precinct, town or school district.)

The following individuals are **not eligible to vote**. Anyone:

- convicted of treason or any felony whose civil rights have not been restored;
- under a guardianship; or
- found by a court of law to be legally incompetent.
- Anyone who votes, who knowingly is not eligible to vote, is guilty of a felony.

• Registering

Anyone eligible to vote must be registered with the auditor in the county of residence in order to vote in any primary, special primary,

general, school district, or special election held in their county. Anyone may register to vote:

- at any time before the 20th day preceding any election;
- on the day of the election as provided
- when submitting an absentee ballot, by enclosing a completed registration card as provided

No one shall intentionally:

- Cause or attempt to cause the individual's name to be registered in any precinct if the individual is not an eligible to vote;
- Cause or attempt to cause the individual's name to be registered for the purpose of voting in more than one precinct, or in any precinct in which the individual does not maintain residence;
- Misrepresent the individual's identity when attempting to register to vote; or
- Aid, abet, counsel, or procure
- A violation of this law is a felony.

• Candidate Filings

Candidates for election to state and federal offices who are voted on in more than one county must file with the Office of Secretary of State. Filing consists of submission of a notarized Affidavit of candidacy; payment of a filing fee or submitting a petition in lieu of fee; and, for independent or minor party candidates, submission of a nominating petition. Filing must be performed during the designated filing period which, for state elections, typically falls during the first two weeks of July in even numbered years. Candidates may file in person or by mail. Complete filing information and forms are available from the Election Division.

• Public Documents

Voter's guides and *Minnesota Elected Officials* are available free of charge. Maps of congressional, legislative, county commissioner, and school district boundaries are available for a fee. The division publishes the *Minnesota Campaign Manual* for candidates and provides campaign financial report forms for local elections. *Minnesota Election Laws* and *Minnesota Election Judge Guide*, *Minnesota County Auditor Election Guide*, and *Minnesota School Clerk Election Guide* (along with a wide variety of brochures and pamphlets concerning elections) are published on the Secretary of State's website and are distributed to local jurisdictions.

Precinct level election results are also posted on the Secretary of State's website: www.sos.state.mn.us.

• Voting Systems Certification

The secretary of state certifies voting equipment so it may be offered for sale in the state of Minnesota. Equipment must meet the standards established in the Minnesota election law. All costs of testing and certification are borne by the vendor of the equipment; an initial payment of \$5,000 is required when the vendor submits a request for certification.

Minnesota Legislative Manual

The *Minnesota Legislative Manual* and student edition are published each odd-numbered year. The manual describes and summarizes the major branches of the state government and the persons involved. The manual also contains information on local county and federal governments. The manual is distributed to the legislature, libraries, schools, public institutions and the general public.

Session Laws

The Elections Division files each law and resolution enacted during a legislative session. These laws are available for public inspection. For a \$5.00 fee, the division will certify copies of the laws that are obtained from Minnesota's bookstore, 117 University Ave., St. Paul, MN 55155, (651) 297-3000. The division also files Certificates of Approval submitted by local governing bodies accepting "special laws" that affect their jurisdictions. Forms are available from the division.

Official Documents

The Secretary of State is the custodian for all official public documents, including oaths of office and appointments of state officials, executive orders, and proclamations of the governor, delegations of authority, and other state documents.

Open Appointments

(651) 297-5845. Open Appointments informs the public of openings for voluntary service positions on state agencies (boards, commissions, councils, committees, task forces) and provides a uniform application process as directed by *Minnesota Statutes* 15.0597. Application forms are available on request. Vacancies are published the first Monday of each month, and applications are routed to the governor or other appointing authorities for their consideration. Each November an "Annual Compilation of State Agencies" is published and lists all of the participating agencies, their current memberships, and all vacancies occurring the following January. The Annual Compilation is available upon request from the Secretary of State's office in print and at www.sos.state.mn.us.

Computer Services

(651) 215-1458, **chief information officer**. Computer Services handles all the information technology requirements of the Office of Secretary of State. Computer Services has two main functions: System Development and System Support.

System Development provides programming support for all Secretary of State systems. System Development staff provide on-going maintenance and enhancements which will expand appropriate web access to OSS databases:

- Voter Registration
- Election Reporting
- Business Services
- Uniform Commercial Code (UCC)
- Central Notification System for Farm Product Liens

System Support maintains the operation of OSS servers, applications and network. These services support 450 direct access customers, 87 county Auditor and Records, and OSS staff. This section produces polling place rosters and election night vote tallies. OSS has developed a substantial web-based infrastructure. System Support staff are responsible for assuring adequate security and performance. System Support also operates a help desk for direct access customers, counties, and OSS staff.

Fiscal and Support Services

(651) 296-7976, **director**. Fiscal and Support Services is responsible for tracking and documenting all incoming revenue for the Office of the Secretary of State. The division processes all disbursements for the Office of the Secretary of State and ensures compliance with applicable accounting principles, laws, rules, policies, and guidelines for use of fiscal resources.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

CITIZEN OUTREACH ADVISORY TASK FORCE - The task force will assist the Secretary in developing effective voter and citizenship education materials for use in traditionally under-represented communities. See also *Minnesota Statutes*, Section 204B.27, Subdivision 6. The task force consists of 15 members including representation by African American, American Indian, Asian-Pacific, Hispanic and disabled persons. Quarterly meetings for four hours at the State Office Bldg., St. Paul. The task force expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Secretary of State. **Compensation:** None. *Minnesota Statutes 15.014*. 174 State Office Bldg., 100 Constitution Avenue, St. Paul, MN 55155-1299. (651) 297-5845.

ELECTRONIC REAL ESTATE RECORDING TASK FORCE - Study and make recommendations for the establishment of a system for the electronic filing and recording of real estate documents. The task force shall submit a report to the legislature by 1/15/01, outlining a proposed work plan and budget for consideration by the legislature. There is no limit on the number of members. The task force must include: two members of the senate appointed by the subcommittee on committees of the committee on rules and administration and two members of the house appointed by the speaker of the house; representatives of county recorders and other government officials; real estate attorneys, real estate agents, and public and private land surveyors; representatives of title companies, mortgage companies and other real estate lenders; a representative of the Minnesota historical society and other state and local government archivists; technical and industry experts in electronic commerce and electronic records management and preservation; representative of federal government-sponsored enterprises active in the real estate industry; the commissioner of revenue; and other members appointed by the secretary of state. Meetings will be held upon the call of the Secretary of State at a location to be determined. The task force expires on June 30, 2003, unless reauthorized by the Legislature. **Appointing Authority:** Secretary of State. **Compensation:** None. *Minnesota Session Laws of 2000, Chapter 391*. 180 State Office Bldg., 100 Constitution Avenue, St. Paul, MN 55155-1299. (651) 215-1441.

YOUNGER CITIZEN ADVISORY TASK FORCE - The task force will assist the Secretary in developing effective voter and citizenship education materials for use with Minnesotans who are under the age of 25. See also *Minnesota Statutes*, Section 204B.27, Subdivision 7. The task force consists of fifteen members. At least 13 of the members must be 16-24 years of age, none under 16. All must be Minnesota residents or attending school full-time in Minnesota. Quarterly meetings for four hours at the State Office Bldg., St. Paul. The task force expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Secretary of State. **Compensation:** None. *Minnesota Statutes 15.014*. 174 State Office Bldg., 100 Constitution Avenue, St. Paul, MN 55155-1299. (651) 297-5845.

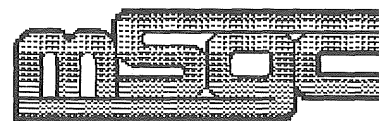
Secretaries of State Since Statehood:

For more detailed information, visit the Legislative Reference Library website: www.leg.state.mn.us/lrl/mngov/Mngov.htm

Name	P.O. address	Assumed office
Francis Baasen	New Ulm	May 24, 1858
James H. Baker	Mankato	January 2, 1860
David Blakeley	St. Paul	November 17, 1862
Henry C. Rogers	St. Paul	January 8, 1868
Hans Mattson	Minneapolis	January 7, 1870
S. P. Jennison	Red Wing	January 5, 1872
John S. Irgens	Austin	January 7, 1876
Fred VonBaumbach	Alexandria	January 10, 1880
Hans Mattson	Minneapolis	January 4, 1887
Frederick P. Brown	Blue Earth	January 5, 1891
Albert Berg	Center City	January 7, 1895
Peter E. Hanson	Litchfield	January 7, 1901
Julius A. Schmahl	Redwood Falls	January 7, 1907
Mike Holm	Roseau	January 4, 1921
H. H. Chesterman	St. Paul	July 7, 1952
Mrs. Mike Holm	St. Paul	September 16, 1952
Joseph L. Donovan	Duluth	January 3, 1955
Arlen I. Erdahl	Blue Earth	January 4, 1971
Joan Anderson Growe	Minneapolis	January 6, 1975
Mary Kiffineyer	Big Lake	January 4, 1999

Minnesota

Sentencing Guidelines Commission



200 University Avenue West,
University National Bank Building, Suite 205, Saint Paul, MN 55103-2043

Phone: (651) 296-0144; Fax: (651) 297-5757

TTY: 1-800-627-3529, ask for (651) 296-0144

Website: www.msgc.state.mn.us

Email: sentencing.guidelines@state.mn.us

Director Debra L. Dailey

Minnesota Statutes, Section 244.09; *Minnesota Rules*, Parts 3000-3000.0600

THE MINNESOTA SENTENCING GUIDELINES COMMISSION IS an ongoing policy-making body created by the legislature in 1978. It developed and continues to maintain a model for rational and consistent sentencing standards to reduce disparity in sentencing practices throughout the state in terms of length of imprisonment as well as imprisonment versus probation and local incarceration; to increase proportionality in sanctions; and ensure more equitable and uniform sentencing for convicted felons.

Through its staff, the commission collects, prepares, analyzes and distributes information on local and state sentencing practices and conducts ongoing research and policy evaluation. It also provides support in the implementation of the guidelines through training, consultation, and referral services.

Background

The commission was established to develop, maintain, and monitor guidelines for trial court judges to use in sentencing people convicted of felony offenses. The guidelines are effective for offenses occurring on or after May 1, 1980. Recommended sentences under the guidelines are based on the severity of the current offense of conviction and on a measure of the person's criminal record.

The judge may depart from the recommended guideline sentence if the circumstances of the case are substantial and compelling. However, the judge must state the reasons for departure and either the prosecution or the defense may appeal any sentence. Regardless of whether the judge follows the guidelines, the sentence is fixed. An offender who is sentenced to prison will serve a term of imprisonment

equal to two-thirds of the total pronounced sentence. The remaining one-third will be served on supervised release. The actual period of incarceration may be increased (up to the total sentence) if the person violates disciplinary rules.

Goals

The guidelines promote the goals of uniformity, proportionality, truth and certainty in sentencing, the coordination of sentencing policy and correctional resources, and the overriding goal of ensuring public safety.

The guidelines promote uniformity in sentencing so that people convicted of similar types of crimes and have similar criminal records will receive similar sanctions. Proportionality is established by emphasizing a just deserts philosophy of sentencing whereby the most severe penalties are recommended for people convicted of serious violent offenses (even with no prior record), those who have repeat violent records, and those who have extensive nonviolent criminal records. Under Minnesota's guidelines system there is truth and certainty in sentencing because sentences and terms of imprisonment are fixed and there is no parole board to grant early release from prison. The guidelines enable the legislature to coordinate sentencing policies with correctional resources so that the availability of prison space for violent offenders is better assured. The guidelines also promote the overriding goal of public safety. Under the guidelines, more violent offenders who pose the greatest danger to public safety are imprisoned. In many instances they are imprisoned for a longer period of time than under the previous indeterminate system.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA SENTENCING GUIDELINES COMMISSION - The legislature established the Sentencing Guidelines Commission for the purpose of developing and maintaining rational and consistent sentencing standards, which reduce sentencing disparity, increase proportionality in sanctions, and ensure more equitable and uniform sentencing for convicted felons. The following are the specifically stated goals of the sentencing guidelines system.

1) To promote public safety by recommending the harshest sanctions for violent offenders who pose the greatest danger to public safety and coordinating sentencing practices with correctional resources to assure that prison resources are available for these violent offenders. 2) To promote uniformity in sentencing so that offenders who are convicted of similar types of crimes and have similar types of criminal records are similarly sentenced. 3) To establish proportionality in sentencing by recommending the most severe sanctions for those offenders who are convicted of serious violent offenses even with no criminal record, those who have repeat violent criminal records, and those who have more extensive nonviolent criminal records. 4) To provide truth and certainty in sentencing by having the judge pronounce a fixed sentence that requires the offender to serve at least two thirds of the pronounced time as opposed to an indeterminate and symbolic sentence of zero to the statutory maximum sentence and a parole board that ultimately decides when to release an offender. 5) To coordinate sentencing practices with correctional resources by informing the legislature of the impact of the existing sentencing policy on correctional resources and the impact of any proposed changes to the sentencing system. To achieve the mission and goals stated above, the agency and commission evaluate sentencing policy and practices, modifies sentencing policy; determines the impact of policy on correctional resources; and provides training, implementation, and information services to the criminal justice community and the public. The criminal justice system is extremely dynamic and the commission must consider whether to make changes to the sentencing guidelines in order to continue to fulfill its mission. The commission presents recommendations to the legislature each year for changes to the sentencing guidelines. The eleven members include one judge of the Court of Appeals and one district court judge to be appointed by the Chief Justice of the Supreme Court; one public defender; one county attorney; one peace officer; one probation officer; three public members, one of whom must be a victim of a crime defined as a felony; and the Chief Justice of the Supreme Court and the Commissioner of Corrections or their designees. The term of any member appointed or reappointed by the Governor after the first Monday in January 1991 is coterminous with the Governor. No set meeting schedule, but the meetings are usually the third Thursday of each month for three hours. No set meeting location, however, the meetings have been routinely held at the Dept. of Corrections, central office. The commission does not expire. **Appointing Authority:** Governor and Chief Justice of the Supreme Court. **Compensation:** \$50 per diem (for citizen members) plus expenses. *Minnesota Statutes 244.09.* **Required to file Statements of Economic Interest:** members and chief administrative officer. University National Bank Bldg., 200 University Avenue West, #205, St. Paul, MN 55103. (651) 296-0144.

Commission Membership and Role

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 improvements in sentencing, the criminal code, or other criminal justice procedures.

The commission modifies the sentencing guidelines annually to incorporate new offenses created by the legislature, to account for other legislative changes, and to make any language revisions necessary for clarification.

Meetings

The commission usually meets the third Thursday of each month, or as often as necessary. In addition, periodic public hearings are held to solicit public comments on proposed changes to the sentencing guidelines. All commission meetings are open to the public. Anyone wanting to be placed on the mailing list to receive notices of meetings may contact the commission offices.

Publications

The guidelines are generally modified August 1 of each year. The commission also publishes annual reports summarizing sentencing practices throughout the state. Copies of the *Sentencing Guidelines and Commentary* are available on the commission's website and from the Department of Administration's Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155, (651) 297-3000 or 1-800-657-3757. Copies of other commission publications and reports are available on the commission's website or by contacting the commission offices.

Department of Public Service

(The Public Service Dept. has been merged with the Dept. of Commerce, under "C")

Sibley House Association Sibley House Historic Site

1357 Sibley Memorial Highway, Mendota, MN 55150

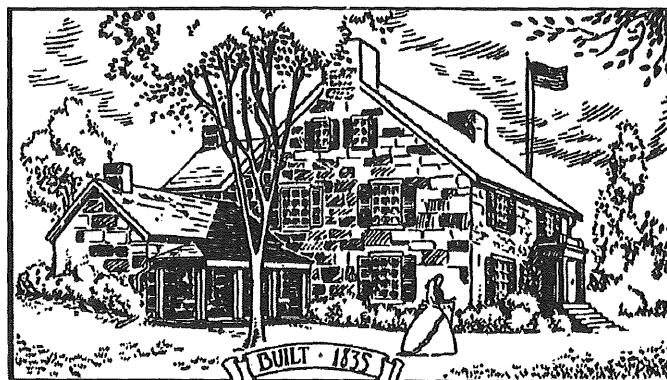
Phone: (651) 452-1596; Fax: (651) 452-1238

Website: www.mnhs.org/places/sites

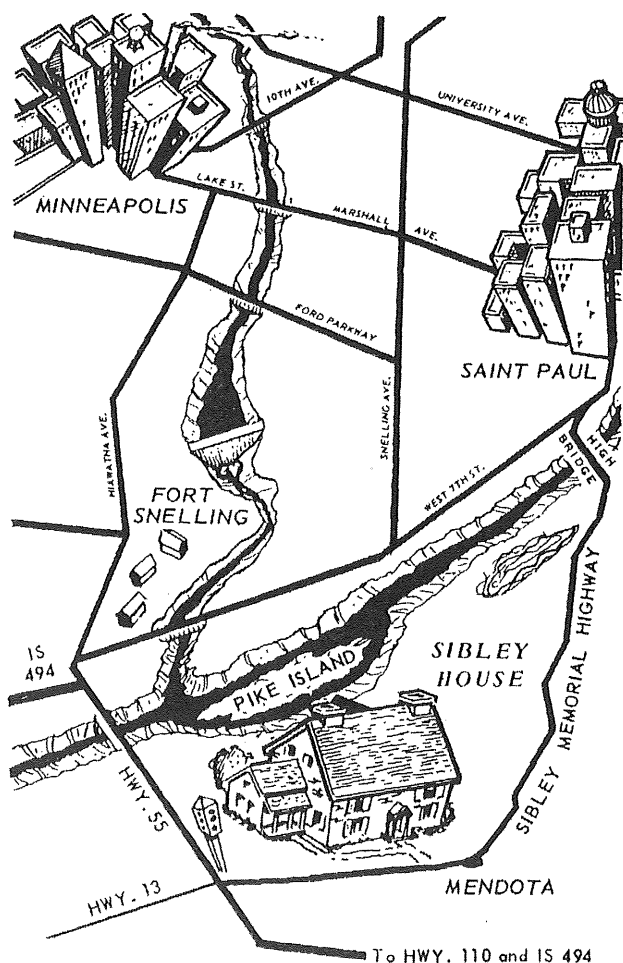
Site Manager Lisa Krahn;

SHA Board President Marveen Minish

Minnesota Statutes, Section 43A.27



Sibley House First Stone Dwelling in Minnesota Mendota Minn.



THE SIBLEY HOUSE ASSOCIATION (SHA) IS A NON-PROFIT incorporation of the Minnesota Society of the Daughters of the American Revolution dedicated to the preservation and interpretation of Minnesota's first public history site, the Sibley House, which it opened as a museum in 1910. Today known as Sibley House Historic Site, the six acre historic house museum complex preserves structures from Henry Sibley's American Fur Company post on its original site at Mendota, near the confluence of the Minnesota and Mississippi rivers. The Sibley house (1838) served as the state's first governor's residence when Henry Sibley governed from 1858 to 1860.

The Site welcomes reserved groups as well as casual visitors to its public programs from May to October. Professional guided historic house tours depart regularly from the Site office at 1357 Sibley Memorial Hwy. For more information on hours and times, as well as special programs call the Site at (651) 452-1596.

The public programs operated by Sibley House Association have been supported by the state of Minnesota since 1911 under *Minnesota Statutes, Section 43A.27*. During its six month season, guided house tours, K-12 educational tours, special events and cultural programs are offered to a diverse public audience. Programming focuses on the various peoples and changes of Minnesota's immediate pre-territorial, territorial and early statehood period. The historic houses also preserve and exhibit an important and wide ranging collection of historic objects assembled by the SHA. Rare historic and prehistoric archaeological resources remain intact underground on the Site.

The SHA constituency has recognized that it cannot administer a site of this size and importance in perpetuity. On May 21, 1996, the SHA conveyed its real estate to the state of Minnesota and its object collection to its fiscal agent, the Minnesota Historical Society (MHS). On that date, the MHS entered into a management agreement with the SHA, and the eventual transfer of operations to MHS is under negotiation.

Board of Social Work

2829 University Avenue Southeast, Suite 340, Minneapolis MN 55414-3239

Phone: (612) 617-2100, or toll free (888) 234-1320: Fax: (612) 617-2103

TTY: Dial (651) 297-5353 (Twin Cities); (800) 627-3529 (Greater Minnesota)

Website: www.socialwork.state.mn.us

Email: social.work@state.mn.us

Executive Director Penny Troolin

Minnesota Statutes, sections 148B.01-148B.28; *Minnesota Rules*, Chapter 8740

THE MINNESOTA BOARD OF SOCIAL WORK LICENSES AND REGULATES social work practice in Minnesota. The Board of Social Work's vision is to **ensure to the citizens of Minnesota quality social work services by establishing and enforcing professional standards.** The board fulfills this vision by initial licensing, renewal of licenses, and processing of complaints against licensed social workers. A license is required to practice social work in most settings. A license is not required to practice social work in a city, county, or state agency; in a federally recognized tribe; or in private nonprofit agencies whose primary service focus is to address ethnic minority populations and when the social worker is a member of the same ethnic minority population.

The board was created by the legislature in 1987, and the first licenses were issued in 1989. The board licenses social workers at four levels: licensed social worker (LSW), licensed graduate social worker (LGSW), licensed independent social worker (LISW), and licensed independent clinical social worker (LICSW). Currently, there are approximately 9,800 social workers licensed at these four levels combined.

Licensure

Applicants for licensure must meet requirements established by the legislature. Applicants for licensure at the LSW level must have a baccalaureate degree from an accredited program of social work, as determined by the Council on Social Work Education. Applicants for licensure at the LGSW, LISW, or LICSW levels must have a masters degree from an accredited program of social work, also determined by the Council on Social Work Education. All applicants must pass a national licensing examination, developed and administered by the Association of Social Work Boards. There are different supervision requirements for each licensure level. Please call the board office for an application for licensure and for further information about licensure requirements.

The licensure examination is now offered daily in the Twin Cities, Duluth, St. Cloud, and Rochester. Other testing sites are located throughout the nation and the results can be forwarded to the Board. Examination availability and examination sites are subject to change. A person enrolled in an accredited program of social work may take the examination six months prior to graduation if the person can verify the expected graduation date.

Licensed social workers are required to obtain 30 hours of acceptable continuing education every two years and meet any applicable supervision requirements as part of the renewal process. Renewal forms are automatically sent to licensees at their current mailing

address at least 45 days prior to their expiration date. The board may refuse to grant or renew a license, or may suspend, revoke, or restrict a license, upon a finding of incompetence to engage in social work practice, practicing social work in a manner harmful or dangerous to a client or the public, unprofessional conduct, violation of the statutes or rules which the board is empowered to enforce, or violation of any other law related to the practice of social work.

Continuing education sponsors may submit their programs for board pre-approval. Please call the board for a sponsor application. The board charges a fee of \$10 per hour submitted for consideration, plus a \$20 flat fee for an application for pre-approval of a continuing education program, up to a maximum of \$200 per program.

Complaints

Citizens with concerns about social work services received are encouraged to call the Board of Social Work to report their concerns. The board can send information about the disciplinary process, as well as complaint forms which are to be submitted to the board. Most information in a licensee's file is public information and may be obtained by a written request. Disciplinary action taken by the board against licensees is also public information. Verification of licensure and current standing by insurance or credentialing agencies, or persons seeking licensure in another jurisdiction may be obtained by written request and payment of a \$15 fee.

Current Fees:

- application for LSW and LGSW \$45.00
- application for LISW and LICSW \$90.00
- application by reciprocity \$150.00
- criminal background check \$15.00
- examination \$110.00
- temporary permit application \$20.00
- temporary permit issuance \$20.00
- initial license/biennial renewal/inactive license:
 - for LSW \$115.20
 - for LGSW \$201.60
 - for LISW \$302.40
 - for LICSW \$331.20
- late renewal: half of applicable renewal or inactive license fee
 - emeritus license \$43.20
 - duplicate license card \$10.00
 - duplicate license wall certificate \$30.00

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA BOARD OF SOCIAL WORK - The board adopts and enforces rules for licensure of social workers and for regulation of their professional conduct. The 15-member board includes five licensed independent clinical social workers and/or licensed independent social workers; five licensed social workers; and five public member as defined in *Minnesota Statutes* 214.02. The social workers shall be engaged in the practice of social work in Minnesota in the following employment settings: one in a state agency; one in a county agency; two in private agencies; one in a private clinical social work setting; one educator engaged in regular teaching duties at an accredited program of social work; one engaged in the practice of social work in an elementary, middle, or secondary school; and one employed in a hospital or nursing home licensed under Chapter 144 or 144A. In addition, at least five members shall have expertise in communities of color and at least six members shall reside outside the seven-county metropolitan area. Members must file with the Campaign Finance and Public Disclosure Board. The board meets six times per year at the MN Board of Social Work office. The board does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes* 148B.19. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. 2829 University Avenue SE., #340, Minneapolis, MN 55414. (612) 617-2100.

Minnesota Amateur Sports Commission

1700 – 105th Avenue N.E., Blaine, MN 55449

Phone: (763) 785-5630; Fax: (763) 785-5699

Website: Web Site: www.masc.state.mn.us

Executive Director Paul D. Erickson

Minnesota Statutes, Chapter 240A



THE GOALS OF THE MINNESOTA AMATEUR SPORTS COMMISSION (MASC) are to generate economic development through amateur sport, create maximum opportunity for sport participation for all Minnesotans and establish Minnesota as a national model in the amateur and Olympic sports movement.

The MASC generates economic development by attracting major national and international events to Minnesota; developing Minnesota's own sports events, camps, and educational programs; and supporting Minnesota communities that have established their own local sports commissions or other sports promotion programs.

Some examples of the major amateur sports events that have been hosted by Minnesota in the past several years include the World Figure Skating Championship in Minneapolis (1998), World Tug-of-War Championships in Rochester (1998), and the Women's World Hockey Championship in Rochester, St. Cloud and the Twin Cities (2001).

Some examples of the MASC-sponsored events that create significant economic impact for the state are the Schwan's USA Cup youth soccer tournament, USA International Hockey Cup, Great American Shoot-Out basketball tournament, and the All-American Girls Soccer Tournament.

The MASC has partnered with many Minnesota cities to enhance their sports programs and facilities. Over 100 Minnesota cities, counties, or school districts have received MASC grants for sports facilities or programs. Several cities, including Rochester, St. Cloud, Brooklyn Park, and Roseville have hosted MASC events.

The MASC also creates maximum sport opportunities by sponsoring annual Olympic-style sports competition, the Star of the North State Games. The agency also supports Minnesota's sport associations, and it actively creates programs to increase involvement in sport for special gender, race, age and underprivileged groups.

The agency also constructs world-class training and competition facilities around the state. Some of the facilities funded by the MASC include the National Sports Center in Blaine, the Giants Ridge Nordic ski trail system in Biwabik, the National Volleyball Center in Rochester, the John Rose Minnesota Oval speedskating center in Roseville, and the National Hockey Center in St. Cloud.

MASC sponsored events, and events held at MASC funded facilities, annually generate over \$50 million in out-of-state economic impact for the state.

Offices and Programs of the Amateur Sports Commission:

- **Minnesota Amateur Sports Commission Foundation**, (763) 785-5643.
- **National Sports Center Foundation**, (763) 785-5600, www.nscsports.org.
- **Star of the North State Games**, (763) 785-5678, www.starofthenorthgames.org.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA AMATEUR SPORTS COMMISSION - The commission works and supports the amateur sports associations in the state and promotes amateur sports events. The twelve voting members include four who should be experienced in promoting amateur sports. Nine of the voting members shall be appointed by the governor to three-year terms. The governor, speaker of the house, and senate majority leader shall each appoint one voting member to a two-year term; the purpose of these three appointments is to ensure gender balance in commission membership. Four legislators, two from each house appointed according to its rules, shall be nonvoting members. One member from each house shall be from the minority caucus. Meetings are held monthly for one hour at the National Sports Center. The commission does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 240A.02.* **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. 1700 105th Avenue N.E., Blaine, MN 55449. (763) 785-5630.

Minnesota

Amateur Sports Commission Foundation

(612) 785-5630. The Minnesota Amateur Sports Commission Foundation (MASC Foundation) is the charitable fund-raising arm of the MASC. Its mission is to support the development of maximum sport and physical fitness opportunities for all Minnesotans regardless of gender, age, race, ability, geography or economic status. The MASC Foundation specifically addresses issues which provide meaningful

sport and fitness opportunities for the economically disadvantaged, girls and women, inner city youth, senior citizens, persons with disabilities and residents of Greater Minnesota.

Since its inception in 1989, the MASC Foundation has awarded nearly \$50,000 in grants which solely benefit programs and projects serving the amateur sport, physical fitness and health community.

The MASC Foundation takes in financial contributions through a number of sources, including an annual campaign, special events and other grants.

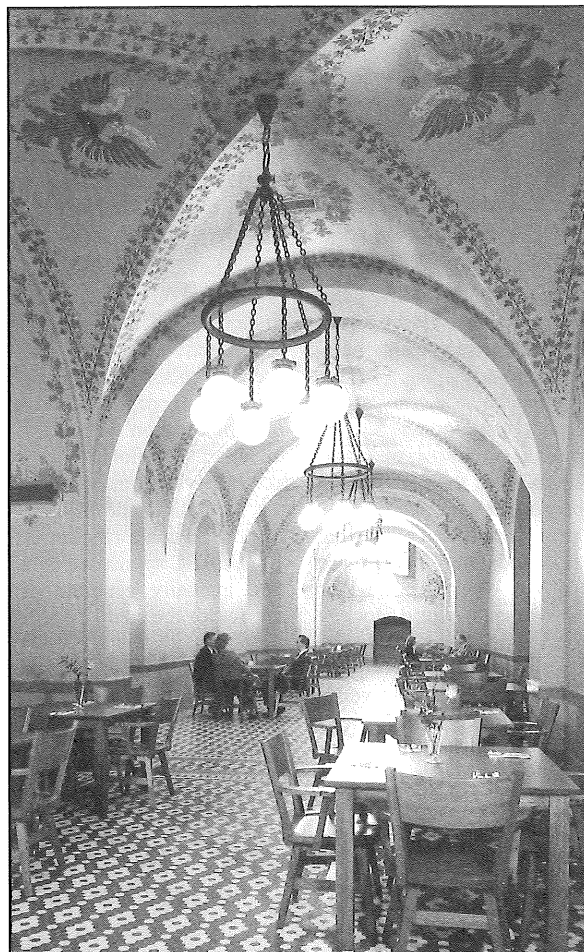
National Sports Center Foundation

(763) 785-5600, www.nscsports.org.

Star of the North State Games

(612) 785-5678; 1-800-756-STAR. The Star of the North State Games is Minnesota's premier amateur sports event, featuring both winter and summer multi-sport competitions open to all amateur athletes regardless of age or ability. The games promote health, physical fitness and good sportsmanship in a friendly atmosphere of fun and open participation while fostering the development of Minnesota's grassroots amateur sport programs.

Star of the North State Games competitions have been hosted by ten different communities and have averaged more than 10,000 participants annually since 1988. The games are funded entirely by participant entry fees, corporate sponsorship and private donations and receive help from state amateur sport governing bodies, host community organizing committees and volunteers to provide the necessary support in making it successful.



State Capitol new cafeteria – looking east.

Minnesota Tax Court

245 Minnesota Judicial Center, 25 Constitution Avenue, St. Paul, MN 55155

Phone: (651) 296-2806; Fax: (651) 297-8737; TTY/TDD: (800) 627-3529

Website: www.taxcourt.state.mn.us

Email: info@taxcourt.state.mn.us

Chief Judge George W. Perez

Minnesota Statutes, Chapter 271; *Minnesota Rules*, Parts 8610.0010-8610.0150

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 county 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.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

TAX COURT - The Tax Court is maintained for taxpayers to file appeals related to any state or local tax, except special assessments. The Tax Court consists of three judges who must have knowledge of taxation and tax laws. These are full time positions. There is no set meeting schedule or location at this time. The Tax Court does not expire. **Senate Confirmation:** Yes. No set meeting schedule. The Tax Court does not expire. **Appointing Authority:** Governor. **Compensation:** \$96,727 per year. *Minnesota Statutes 271.01*. Minnesota Judicial Center, 25 Constitution Avenue, St. Paul, MN 55155. (651) 296-2806.

Appeals from orders of the commissioner of revenue may be filed in person or by mail at the Tax Court's office in St. Paul or with District Court personnel in the county where the taxpayer resides. Prop-

erty tax petitions must be filed with the District Court where the property is located. Appeals and petitions may be filed in regular division or small claims division. In small claims division, the amount in controversy for orders of the commissioner cannot exceed \$5,000. In the case of property tax petitions filed in small claims, the value of the property cannot exceed \$100,000 (there is an exception for homestead property). A taxpayer is also required to first appear before their local and county boards of equalization. The filing fee in regular division is \$122.00; in small claims division, \$25.00. District courts charge an additional library fee. Decisions of the regular division are appealable to the Minnesota Supreme Court by either party. Small claims division decisions are final.

Motions, pre-trial conferences and trials are held in district court-houses throughout the state. Procedures are similar to those of the district courts. The Tax Court judges travel extensively so that the taxpayer may appear before the court with minimum inconvenience and expense.

All decisions on orders of the commissioner of revenue and decisions involving property tax appeals, in the regular division, are available on the Tax Court's website and are published via **WestLaw**, **Lexis**, **Commerce Clearing House** and the **Minnesota Legal Register**. Copies of decisions are also available for a fee from the Department of Administration's Print Communications Division, Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155, (651) 297-3000, or 1-800-657-3757.

For free forms and fact sheets, contact the Tax Court or your District Court. These are available on the Tax Court's website. A booklet entitled "Presenting Property Tax Appeals to the Minnesota Tax Court" is also available. This booklet explains what a taxpayer must do if he or she is representing himself or herself (pro se) in a property tax appeal.

Board of Teaching

1500 Highway 36 West, Roseville, MN 55113

Phone: (651) 582-8861; Fax: (651) 582-8872,

TDD (651) 582-8201

Website: <http://cfl.state.mn.us/teachbrd/>

Email: E-mail mike.tillmann@state.mn.us

Michael Tillmann, Executive Director

Minnesota Statutes, Chapter 122A; *Minnesota Rules*, Chapters 8700, 8710 and 8750

THE BOARD OF TEACHING WAS ESTABLISHED BY THE LEGISLATURE in 1973 to develop and maintain standards of initial licensure and continuing occupational ability for licensed teachers. Its mission is to ensure that throughout their professional careers educators meet high standards which will enable them to provide the highest quality education for all learners in our diverse, multicultural society. The board has representation from the teaching profession, the public, and the institutions of higher education that have approved programs of teacher preparation. The board regularly meets the third Friday of every month.

The Board of Teaching establishes rules governing teacher education programs and approves teacher preparation institutions and programs. It provides leadership for improving teacher education and licensure. The board is presently involved in a redesign of the teacher preparation and licensure system.

The board promulgates rules for licensing and relicensing public school teachers and interns. All teachers employed by a public school district must hold a Minnesota teaching license. Minnesota licenses are based on the completion of an approved teacher education program at a college or university approved by the board to prepare teachers. The fee for the issuance or renewal of a license is \$47. Applicants must complete the Pre-Professional Skills Tests/Praxis I before an entrance license is issued and also required Praxis II examinations in pedagogy and content. This exam is given five times a year at colleges and universities throughout the state. A computer version is available by appointment at five sites in Minnesota. A criminal background check will be required on all applicants for initial licensure. A money order or cashier's check payable to the Bureau of Criminal Apprehension for the fee for obtaining this background check must be submitted at the time of application.

If a teacher has never held 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 completing a renewal form available from a school district office or from the Personnel Licensing Team of the Department of Children, Families and Learning. To be granted a two-year entrance license, an applicant must complete an approved teacher education program and pass the Pre-Professional Skills Tests/Praxis I. To be granted a five-year teaching license, a teacher must earn 125 clock hours of continuing education approved by a local continuing education/relicensure committee. All licenses expire on July 1 of the year of

expiration. Applicants are encouraged to renew after January 1 of the year of expiration. Processing time is approximately 2-4 weeks. The processing time in the summer/fall months varies between 8-10 weeks.

The Board of Teaching also establishes a code of ethics to assure that teachers in the public schools maintain high standards of ethical conduct. A copy of the Code of Ethics for Minnesota teachers is available through the board office.

The board has the authority to suspend or revoke a license according to *Minnesota Statutes*, Section 122A.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 in processing complaints and in the investigation and hearings relating to them.

Information regarding teacher licensure in Minnesota, the code of ethics, and the complaint process is available through the board office.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

BOARD OF TEACHING - The board establishes rules governing the education, licensing and relicensing of teachers. The board consists of eleven members including six classroom teachers and one school administrator who must be fully licensed for the position he or she holds and have at least five years teaching experience in Minnesota; one higher education representative who must be a faculty member preparing teachers; and three members of the public, two of whom must be present or former members of school boards. No member may be reappointed for more than one additional term. **Senate Confirmation:** Yes. Monthly meetings for eight hours at 1500 W. Hwy 36 in Roseville. Does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers.

Minnesota Technology Inc

111 Third Avenue South, Minneapolis, MN 55401
 Phone: (612) 373-2900; toll-free: (800) 325-3073
 Fax: (612) 373-2901
 Website: www.minnesotatechology.org
 Email: tsvoboda@mntech.org
 Jacques Koppel, President

Minnesota Statutes, Chapter 1160

MINNESOTA TECHNOLOGY, INC. IS A NONPROFIT CORPORATION established to contribute to the growth of Minnesota's economy by assisting industry in developing, applying and commercializing technology. The corporation has six main offices throughout the state: Minneapolis, Rochester, Virginia, Moorhead, Redwood Falls and St. Cloud.

Minnesota Technology, Inc accomplishes its mission through three strategic directions:

1. **Diversification of the rural Minnesota economy towards advanced manufacturing and technology-based businesses.** Through 50 in-house professionals located statewide, we provide direct company assistance to small- and medium-sized advanced manufacturing and technology companies. We identify customer needs through diagnostic assessments, develop successful strategies and apply effective solutions. Our staff has expertise in advanced manufacturing, technology, engineering, environmental performance and strategic business. Most services are free to qualifying companies, although assessment tools are generally recouped at cost; companies are also charged for some MTI seminars.
2. **MTI supports the growth of the technology community in Minnesota** through events, *Minnesota Technology* magazine, a statewide *Technology Directory*, and a comprehensive website that includes information and services for companies. For magazine subscription information, log onto www.minnesotatechology.org
3. MTI plays a pivotal role in helping to **provide leadership in public policy discussions concerning technology development in Minnesota.**

Minnesota Technology Inc is governed by a 15-member Board of Directors, whose membership is specified in statute. MTI also has 10 Advisory Councils around the state to provide on-going input on issues confronting manufacturing companies.

Agency Services at Work in Minnesota:

MTI was established by the State in 1991 as a technology-based economic development organization focused on advanced manufacturing companies. It was also one of seven original Manufacturing Extension Partnership (MEP) Centers funded by the federal Government through the US Dept. of Commerce. The MEP is a national network of 70 service providers for manufacturing and technology companies. As an MEP center, MTI is annually awarded federal funds, and is able to utilize resources nationwide to benefit Minnesota companies.

The center targets numerous industries, including manufacturers of computers and electronics, scientific and medical instruments, industrial machinery, fabricated metals, plastic and composite materials.

Initiatives:

In addition to helping companies apply, develop and commercialize technology, MTI also supports a number of initiatives designed to ensure a well rounded offering of services:

- **eBusiness Institute:** A collaboration between MTI and the UM-Crookston, these seminars are geared to senior level staff at

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA TECHNOLOGY, INC. - The duties of the corporation include applied research, technology transfer and technology assistance to small manufacturers and technology companies; establishing programs and policies to provide technology transfer and research and development assistance to individuals, businesses and non-profit organizations; and providing assistance for bringing new products to the marketplace. The corporation consists of fifteen directors including: a person from the private sector appointed by the Governor who shall act as chair and serve as chief science advisor to the Governor and legislature; the Dean of the Institute of Technology and the Dean of the Graduate school of the University of Minnesota; the Commissioner of the Department of Trade and Economic Development; the Commissioner of the Department of Administration and six members appointed by the Governor, at least one of whom must be a person from a public post-secondary system other than the University of Minnesota; and one member who is not a member of the legislature appointed by each of the following: the Speaker of the House of Representatives, the House of Representatives Minority leader, the Senate Majority Leader, and the Senate Minority Leader. At least fifty percent of the six members appointed by the Governor and fifty percent of the four members appointed by the legislature must reside outside the seven-county metropolitan area and must have experience in manufacturing, the technology industry, or research and development. Meetings are held on the third Thursday of each month for two hours at the Minneapolis office. The board does not expire. **Appointing Authority:** Governor, legislative leadership. **Compensation:** \$55 per diem plus expenses. **Required to file Statements of Economic Interest:** president, directors. *Minnesota Statutes 1160.03, Subd. 2.* 111 3rd Avenue South, # 400, Minneapolis, MN 55401. (612) 373-2900.

small and medium-sized companies in greater Minnesota, focusing on how to incorporate Internet technologies into their business strategy.

- **Federal Technology Transfer:** Utilizing strength and knowledge at federal labs (including NASA), MTI is able to help companies find solutions to design and process issues.
- **University Collaborations:** MTI helps companies find a resource within the University of Minnesota that may be able to assist in design solutions for products and processes.
- **Tekne Awards,** a collaboration with the Minnesota High Tech Association, recognizes those technology companies, leaders and products that help make Minnesota a leading technology center.
- **Minnesota Technology Directory Online:** Minnesota's most comprehensive listing of technology-intensive companies in the state.

Impact

Since 1991, MTI has served more than 4,700 companies through seminars or one-on-one customized services. These services have generated an overall economic impact to the state of **\$665,951,025**. This impact is reflected in the form of sales increase, sales retention, employee increase, employee retention, cost savings, cost avoidance, investments in plant/equipment, workforce practices and employee development, and information systems. Economic impact is measured through a third-party survey of clients served.

Locations:

- **Moorhead:** (218) 236-8584

Department of Trade and Economic Development

121 7th Place East, 500 Metro Square Building,
St. Paul, MN 55101-2146

Phone: (651) 297-1291;
toll-free: (800) 657-3858; Fax: (651) 296-4772

TTY/TDD: Metro - (651) 282-6142;
Greater Minnesota - (800) 366-2906

Commissioner Rebecca Yanisch

Minnesota Statutes, Chapter 116J; *Minnesota Rules*, Chapters 4100-4399

THE DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT (DTED) is the state of Minnesota's principal economic development agency, with programs promoting business expansion and retention, workforce development, international trade, community development and tourism.

The mission of the department is to employ all available state government resources to facilitate an economic environment that produces net new job growth in excess of the national average, upgrade the skills of Minnesota's workforce and increase non-resident and resident tourism revenues.

DTED's primary clients are business and communities. The agency provides services to its clients by meeting shared goals for economic development in domestic and international markets. The department's Office of Tourism provides direct services to consumers seeking information about Minnesota travel, tourism and recreation opportunities.

Background

Minnesota's first economic development agency was created in 1947. The Department of Business Research and Development was established to encourage "the prosperous development and protection of the legitimate interest and welfare of Minnesota business, industry and commerce."

Since its creation, the department has undergone several legislative reorganizations. In 1953 it was renamed the Department of Business Development, and in 1967 the Department of Economic Development. A 1981 legislative restructuring included the addition of many community development and energy development programs and it became the Department of Energy, Planning and Development. In 1983, yet another reorganization led to the creation of the Department of Energy and Economic Development.

- 725 Center Avenue, Moorhead, MN 56560
- **Virginia:** (218) 741-4241
820 North Ninth Street, 200 Olcott Plaza, Virginia, MN 55792
- **St. Cloud:** (320) 654-5201
300 East St. Germain Street, Suite 200, St. Cloud, MN 56301 • •
- **Redwood Falls:** (507) 637-2010
1030 East Bridge Street, Redwood Falls, MN 56283
- **Rochester:** (507) 285-7184
851 - 30th Avenue SE, Rochester, MN 55904
- **Twin Cities:** (612) 373-2900
111 Third Avenue South, Minneapolis, MN 55401



The agency became known as the Department of Trade and Economic Development in 1987 when the state's international trade activities were returned to the agency's purview. In addition, its energy programs were transferred to the Department of Public Service. The 1990 legislature further focused DTED's role as a business development organization by creating Advantage Minnesota as the state's marketing arm and by moving technology policy matters to Minnesota Technology, Inc. (formerly the Greater Minnesota Corp.)

The 1993 legislature provided the department with the means to merge the Business Development and Analysis and the Community Development Divisions. This merger brought together financial, technical and information services available to local communities and the state's business sector. Legislative action led to the transfer in 2000 of the Dislocated Worker Programs from the Department of Economic Security to the Minnesota Job Skills Partnership Board, resulting in the creation of the agency's Workforce Development Division.

The department is organized into four operating divisions; Business and Community Development; Workforce Development; the Minnesota Trade Office; and the Minnesota Office of Tourism. The primary clientele consist of communities, local units of government and the commercial, industrial and agricultural sectors of the state economy.

Providing support to the four operating divisions are the divisions of Administration and Information and Analysis. Administration encompasses the department's commissioner's office, administrative/fiscal services, human resources and information management services. Information and Analysis provides centralized services in the areas of communication, public relations, marketing, research, analysis, program evaluation and governmental liaison services.

The commissioner, deputy and assistant commissioners are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Business and Community Development Division

(651) 296-5005, Gary Fields, deputy commissioner; toll-free: (800) 657-3858; Fax: (651) 296-5287 or (651) 296-1290; E-mail: dted@state.mn.us

Web site: www.dted.state.mn.us

The Business and Community Development Division consists of offices which market all of DTED's programs to business and community customers; work with companies to expand in, or re-locate into, Minnesota; finance business expansions; finance improvements in community infrastructure including public facilities, housing and commercial rehabilitation, new housing, environmental cleanup, and redevelopment of industrial land; provide information and consultation to small businesses; and assist communities and development organizations with strengthened capacity to undertake development.

Office of Business Finance

(651) 297-1391, Paul Moe, director. The Office of Business Finance administers financing programs assisting businesses primarily with expansions, through a variety of development tools. The most well-known is the Minnesota Investment Fund which receives legislative appropriations and federal funding to assist companies in projects that create new jobs, leverage private investment, and increase the tax base, in all parts of Minnesota. The office also administers the Small Business Development Loan Program, the Department's access to economic development bonds that are exempt from federal income tax. The office administers the Rural Challenge Grant Program, and the Urban Initiative Program, both of which are designed to support business development in partnership with neighborhood and regional organizations. Other programs in the office include the Tourism Loan Program and Capital Access Program.

Minnesota Investment Fund

This program assists expanding businesses in creating and retaining high quality jobs, with an emphasis on manufacturing, technology and professional service employment. Grants are awarded to local governments which, in turn, make loans for specific business projects or finance public infrastructure improvements. All projects must meet minimum criteria for private investment, number of jobs created or retained and wage thresholds. At least half of total project costs must be privately financed through owner equity and other lending sources.

Small Business Development Loan Program

(651) 297-5773, Mary Kruger. This program helps to create jobs and provide loans for business expansions. The Minnesota Agricultural and Economic Development Board (MAEDB) makes small business loans through the issuance of industrial development bonds backed by a state-funded reserve of 25 percent. Manufacturing and industrial businesses located or intending to locate in Minnesota may be eligible, generally, those with 500 employees or fewer. All projects must meet minimum criteria of new capital investment resulting in a significant number of new jobs and other beneficial economic impacts. Working capital and refinancing are not eligible. Loans are available from \$500,000 minimum up to a maximum of \$6 million.

Rural Challenge Grant Program

The Rural Challenge Grant Program helps provide job opportunities for low-income individuals, encourages private investment, and promotes economic development in rural areas of the state, in partnership with the six Minnesota Initiative Funds. Loans are drawn from a state appropriation and matched by the same level of funding from the McKnight Foundation. The program operates as a revolving fund.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA AGRICULTURAL & ECONOMIC DEVELOPMENT BOARD - The board issues revenue bonds backed by a state reserve for projects that provide for agricultural and economic development in the state. The board applies bond receipts to loans and loan guarantees to private firms for the purchase of real estate and capital equipment. The seven members include two public members with experience in finance, appointed by Minnesota Technology Inc., the Commissioner of Finance as chair, the Commissioner of Agriculture, the Commissioner of Trade & Economic Development, the Commissioner of the Pollution Control Agency, and the president of Minnesota Technology Inc., or the president's designee. Meetings are held monthly for two hours at the MN Dept. of Trade & Economic Development. The board does not expire. **Appointing Authority:** MN Technology Inc. **Compensation:** \$55 per diem. **Minnesota Statutes 41A.02. Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. Minnesota Dept. Trade and Economic Development, 500 Metro Square, 121 7th Place East, St. Paul, MN 55101. (651) 297-1391.

Urban Initiative Program

The Urban Initiative Fund assists minority owned and operated businesses and others that will create jobs in low-income areas of the Twin Cities. The program was created by the Legislature in 1993 and is matched by funds provided by certified nonprofit organizations with whom the Urban Initiative Board partners in the Twin Cities area. The program operates as a revolving fund.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State.]:

URBAN INITIATIVE BOARD - The board shall investigate and evaluate methods to enhance urban development, particularly methods relating to economic diversification through minority business enterprises and job creation for minority and other persons in low-income areas. The board oversees the Urban Initiative Program. The eleven members include eight public members with six being from minority business enterprises. No more than four of the public members may be of one gender and all must be experienced in business or economic development. The Commissioners of Trade and Economic Development, Economic Security, and the chair of the Metropolitan Council also serve as members. Meetings are as needed for two hours. No set meeting location. The board does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. **Minnesota Statutes 116M.15.** Dept of Trade and Economic Development, 500 Metro Square Bldg., 121 7th Place East, St. Paul, MN 55101-2146. (651) 296-5022.

Capital Access Program

The Capital Access Program targets assistance to small- and medium-sized businesses obtaining financing for start-up or expansion costs. The program enables bank lenders and other investors to address situations where a fundamentally good loan does not meet all of an investor's underwriting standards.

Tourism Loan Program

The Tourism Loan Program provides low-interest financing that would otherwise be unavailable to existing tourism-related businesses who provide overnight lodging and are expanding or renovating their facilities. The program operates as a revolving fund, whereby interest and principle payments by borrowers are made available for additional tourism-related loans.

Microenterprise Assistance Grants Program

The Microenterprise Assistance Grant Program assists entrepreneurs with no personal resources who employ fewer than five people and require less than \$25,000 to start up or expand their business. Selected nonprofit business development organizations receive grants to provide technical assistance and financial support to any qualified business, especially non-traditional entrepreneurs such as women, members of a minority, low-income individuals or persons currently on or recently removed from welfare assistance who are seeking work. Maximum allowable support for technical assistance is \$2000. Participating organizations are reimbursed by DTED for approved expenses they incur on behalf of the business owner.

Office of Community Finance

The Office of Community Finance administers the Small Cities Development Program, the state's mechanism for assisting local governments with rehabilitating housing and commercial buildings, and investing in new water and wastewater infrastructure. The Office also administers the Contamination Cleanup Grant Program and the Redevelopment Grant Program. In recent years there have been substantial efforts in disaster relief arising from the flooding of 1993 and 1997, and the tornadoes of 1998.

Small Cities Development Program

(651) 297-3172, **Louis Jambois**. The purpose of this program is to provide decent housing, a suitable living environment and expanding economic opportunities, principally for persons of low-and-moderate income. It provides federal grants from the U.S. Department of Housing and Urban Development (HUD) to local units of government on a competitive basis for a variety of community development projects. Cities and townships with populations under 50,000 and counties with populations under 200,000 are eligible. Indian tribal governments, which can receive funds directly from HUD, are ineligible for this program. Proposed projects must meet one of three national criteria: benefit low and moderate income person, eliminate slum and blight conditions, or eliminate an urgent threat to public health or safety. In addition, proposed project activities must be eligible for funding, project need must be documented, and the general public must be involved in the application preparation. State program rules subdivide grant funds into three general categories: Housing Grants, Public Facility Grants and Comprehensive Grants. The maximum grant award for a Public Facility or Housing project is \$600,000. The maximum grant for a Comprehensive project is \$1.4 million.

Contamination Cleanup Grant Program

(651) 297-4132, **Meredith Udoibok**. These grants are awarded to development authorities for contamination investigations and the development of Response Action Plans (RAPs) or for the cleanup of contamination on sites that will be redeveloped. The Contamination Investigation grants allow communities to test sites believed to be contaminated and develop plans to clean sites for future redevelopment. The Contamination Cleanup grants address the growing need for uncontaminated, developable land. In both cases, grants are awarded to those sites where there is serious, imminent private or public redevelopment potential. Cities, port authorities, housing and redevelopment authorities, economic development

authorities or counties are eligible. Both publicly and privately owned sites qualify for this program.

Redevelopment Grant Program

These grants are awarded to development authorities to assist with costs related to redeveloping blighted properties such as old industrial, residential or commercial properties. The program only applies to sites where a past use and the need to "recycle" the land for a more productive use exist. Grants can pay for land acquisition, demolition, infrastructure improvements, stabilizing unstable soil when infill is required, ponding, environmental infrastructure and other costs on sites where a subsequent redevelopment will occur. Eligible applicants include: cities, counties, port authorities, housing and redevelopment authorities, and economic development authorities. Grants pay up to 50 percent of redevelopment costs for a qualifying site. There is a 50 percent local match required from the eligible applicant. At least 25 percent of the funds must be awarded outside the Twin Cities Metro Area, unless an insufficient number of applications are received.

Enterprise Zone Program

This program provides business tax credits to qualifying businesses for investment, development, job creation or retention in the Enterprise Zone cities of Breckenridge, Dilworth, East Grand Forks, Moorhead, Ortonville and Duluth. Businesses may apply for property tax credits, debt financing credit on new construction, sales tax credit on construction equipment and materials, and new or existing employee credits.

Public Facilities Authority

(651) 296-5005 **Terry Kuhlman**, executive director. Website: www.dted.state.mn.us; Email: terry.kuhlman@state.mn.us **Law provides:** A board of six ex officio members manages revolving funds for assisting state or local jurisdictions in financing water, wastewater treatment systems non-point-source and transportation-related projects. Chair is the commissioner of trade and economic development. (*Minnesota Statutes* Chapter 446A)

The members, chief and deputy administrative officers are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

The Public Facilities Authority manages the investments and transaction of three revolving funds and administers several financing programs that provide financial assistance to state agencies and local units of government to improve infrastructure related to water quality, drinking water, and transportation. Specific programs include the Water Pollution Control Revolving Fund, Drinking Water Revolving Fund, Wastewater Infrastructure Fund, and the Transportation Revolving Fund. The Authority also is authorized to issue up to \$850 million in revenue bonds to fulfill its corporate purposes. The Authority has become the third largest issuer of bonds in the state, behind the Housing Finance Agency and the State of Minnesota. In addition, the Authority administers the County Credit Enhancement Program which provides a state guarantee of county general obligation bonds issued for certain purposes. DTED's Commissioner chairs the Authority and the department provides staff support and administration.

Drinking Water Revolving Fund

This fund enables borrowers to finance public drinking water storage, treatment and distribution systems that meet Safe Drinking Water Act standards. The Authority provides below-market rate loans to borrowers for upgrading and constructing public drinking water systems. Eligible applicants include any county, city, town, township, regional entity or other governmental entity, or other entities having primary responsibility for providing public drinking water. Projects must be included on the Minnesota Department of Health's (MDH) Project Priority List and on the Authority's Intended Use Plan (IUP). Projects must be certified by MDH before the Authority may consider approving a loan. An applicant must demonstrate it has the financial capability

ity to repay the loan and that complete financing of the project is in place. Borrowers must issue a general obligation bond to the Authority as security for the loan. Allowable cost as defined in the Safe Drinking Water Act include site preparation; land acquisition costs; construction costs; engineering costs; costs of equipment and machinery; bond issuance costs; and certain fees and contingency costs. Projects that are primarily to serve growth are not eligible.

Water Pollution Control Revolving Fund

This fund enables borrowers to finance wastewater facilities that meet effluent standards mandated under the Clean Water Act. The Authority provides below-market rate loans to borrowers for upgrading and constructing wastewater facilities. Any home rule charter or statutory city, county, sanitary district, or other governmental subdivision having primary responsibility for wastewater treatment. Projects must be included on the Minnesota Pollution Control Agency's (MPCA) Project Priority List and Intended Use Plan (IUP). Projects must be certified by MPCA before the Authority may approve a loan. An applicant must demonstrate it has the financial capability to repay the loan and that complete financing of the project is in place. Borrowers must issue a general obligation bond to the Authority as security for the loan.

Wastewater Infrastructure Fund

This fund provides supplemental assistance grants to municipalities seeking financing for high cost wastewater treatment projects and municipalities that discharge to Outstanding Resource Value Waters. (ORVWs). Municipalities that apply for wastewater financing through the Public Facilities Authority or the U.S. Department of Agriculture's Rural Development program may receive a grant from the Wastewater Infrastructure Fund (WIF) for a portion of the project costs if they meet certain eligibility requirements. Any home rule charter or statutory city, county, sanitary district, or other governmental subdivision having primary responsibility for wastewater treatment. Applicants less than 10,000 population and with Median Household Income below \$27,500 must apply directly to USDA Rural Development.

Transportation Revolving Fund

The purpose is to attract new funding into transportation, to encourage innovative approaches to financing transportation projects, and to help build needed transportation infrastructure by providing low-cost financing to eligible borrowers for transportation projects. The Authority provides below-market rate loans to borrowers for transportation projects approved by the Minnesota Department of Transportation (Mn/DOT). When the loans are repaid, the funds are returned to the TRLF, recycled, and used to finance additional projects. The state, counties, cities, townships, and other governmental entities are eligible to apply. An applicant must demonstrate it has the financial capability to repay the loan and that complete financing of the project is in place. Borrowers must issue a general obligation or revenue bond to the Authority as security for the loan. Loans can be amortized up to a maximum of 30 years but cannot exceed the useful life of the project. Eligible projects include, but are not limited to pre-design studies; acquisition of right-of-way; road and bridge maintenance, repair, improvement, or construction; enhancement items; rail and air safety projects; and transit capital projects.

Small Business Assistance Office

(651) 296-0617, **Charles Schaffer**. The Small Business Assistance Office seeks to facilitate the incubation and survival of new businesses, jobs, and wealth by serving as a point of first and continuing contact for information and assistance regarding the start-up, operation, or expansion of a small business in Minnesota. The Office works to reduce the cost of information to potential, new and existing small businesses in three ways:

(1) **By providing free-of-charge, publications** which address topics and issues with the potential to affect the success of small business operations. This program presently has 13 publications. The two most frequently requested are *A Guide to Starting a Business in Minnesota* and *An Employer's Guide to Employment Law Issues in Minnesota*.

(2) **By offering workshops and training programs** on topics which cut across industry lines (e.g., capital formation), topics specific to particular industries (e.g., products liability for medical device manufacturers) and topics specific to new business circumstances (e.g., the new European currency).

(3) **By offering one-on-one counseling to small businesses** on business planning, financing, marketing, regulations and other areas of business management and operations. Much of this counseling is delivered through a state-wide network of 17 Small Business Development Centers.

In addition the Office administers two statutory programs to assist businesses with identifying and securing business and environmental licenses and permits.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA SMALL BUSINESS DEVELOPMENT CENTER

ADVISORY BOARD - The advisory board is to advise, counsel and confer with the director of the Small Business Development Center Network on all policy matters pertaining to the operation of the network, to include advice and counsel on needs assessments, program offerings, and program evaluations. The advisory board also is to advise and assist in leveraging of local financial and other resources to support the statewide Small Business Development Center Network and regional SBDC centers. This board is mandated by 15 U.S.C. 648 (j) (1) as condition of receiving federal funds to operate the Small Business Development Center Program authorized by 15 U.S.C.648. The total number of members varies. The membership is composed primarily of small business owners and representatives of small business associations. Minimum membership includes one member from each of the eight regions served by the out state regional centers and two representatives from the metro area and one at-large member. Meetings are held twice a year for six hours usually in St. Paul. The board does not expire. **Appointing Authority:** Commissioner of Trade and Economic Development. **Compensation:** None. *Minnesota Statutes 116J.68(N)*. Minnesota Dept. of Trade and Economic Development, 500 Metro Square, 121 7th Place East, St. Paul, MN 55101-2146. (651) 297-5770.

Office of Marketing and Business Development

(651) 297-4567, **Mark Lofthus**. Marketing representatives have regional assignments to market DTED programs in their areas to businesses and to communities, and to serve as "account representatives" for those customers in assuring that they receive the services they require or for which they are eligible. Staff also serve as business development specialists in assisting companies with information and site selection to achieve their expansions. Among the staff are industry specialists focusing on selected sectors with particular importance to the Minnesota economy and with potential for growth. Within the regional representatives network are three field offices in Mankato, Duluth, and Bemidji. Helping provide quality information to further business expansions are Web-based Community Profile System and Property Tracking System. The E-Commerce certification program helps communities determine their capability for participation in electronic commerce. Other activities of the office include support for the annual Manufacturer's Week recognition

activities, national marketing initiatives and targeted trade shows to market Minnesota to prospective businesses. Professional enhancement of the economic development community occurs through the annual Development Conference and the National Development Council finance certification training. The office also administers several special appropriations for DTED.

Industry Assistance

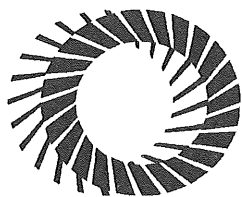
Industry Specialists at the Minnesota Department of Trade & Economic Development provide information to business on financial programs, supply sources, business planning assistance, trade opportunities, strategic partners and venture partners. In addition to other technical assistance with proposed projects, specialists actively market Minnesota and provide information on available markets, technologies, buildings and sites, transportation and other Minnesota advantages. To foster the growth of jobs, revenues and investments in key industry sectors, DTED provides specialized assistance to the following industries:

- Business Services
- Industrial Equipment
- Electrical and Electronic Equipment
- Data Processing and Software Programming
- Medical Devices and Scientific Instruments
- Printing and Publishing Industry

Workforce Development Division

(651) 296-2953; Fax: (651) 215-3842; Roger Hughes, executive director. E-mail: dted@state.mn.us
Web site: www.dted.state.mn.us

The Workforce Development Division was created in July 2000 in response to legislative action to combine the Minnesota Job Skills Partnership Program and the Dislocated Worker Programs. The division provides staff support to the Minnesota Job Skills Partnership Board and carries out agency workforce programs. Roger Hughes, Executive Director



*Minnesota
Job Skills
Partnership*

Minnesota Job Skills Partnership

(651) 282-9829, Richard Caligiuri, manager. The Minnesota Job Skills Partnership is a commitment by the state of Minnesota to extend its education and training resources so that Minnesota employers will be provided with a well-trained and skilled workforce. The partnership provides grants-in-aid to businesses, educational institutions and labor organizations to assist in new business development and expansion. These partnerships develop customized training programs that result in businesses obtaining needed employees, and Minnesotans being trained and employed in skilled and technical jobs. Awards, which are competitive, cannot exceed \$400,000 and require a minimum 1:1 business match with cash and in-kind contributions.

Pathways

The Pathways program assists persons in the transition from public assistance to private sector employment. Pathways is open only to those moving from welfare to work and projects must include active participation of private employers. Special grants are provided to educational institutions to develop programs in partnership with private

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA JOB SKILLS PARTNERSHIP BOARD - The board brings together employers with specific training needs with educational or other non-profit institutions, which can design programs to meet those needs. The board shall assist in the development of training programs that train and place workers. The twelve members include the Commissioner of the Department of Economic Security, the Commissioner of the Department of Trade and Economic Development, and the Chancellor of the MNSCU Board. The chair and nine members are appointed by the Governor. Terms are staggered. Meets four times per year or more for eight hours. The board does not expire. **Appointing Authority:** Governor. **Compensation:** Contact the board for this information. *Minnesota Statutes* 268. 500 Metro Square Bldg., 121 7th Place East, St. Paul, MN 55101. (651) 296-0388.

firms to train welfare recipients for good jobs. Preference is given to projects that provide employment with health benefits and defined career path opportunities. Pathways grants require businesses to match the grants with cash and in-kind contributions.

Hire Education Loan Program (HELP)

HELP provides five-year, no-interest loans to help Minnesota businesses train existing and prospective employees. The program offers employers a special resource for up-to-date training that allows Minnesota companies to remain viable in today's changing, fast-paced and wide-ranging markets. Public and private training institutions can be contracted to develop and deliver job training. Priority is given to loans that provide health coverage and other fringe benefits, and have a career or job path with prospects for wage increases.

Dislocated Workers Program

(651) 282-9814, Paul Moe, manager. The Dislocated Workers Program, transferred from the Department of Economic Security in July 2000, provides counseling, placement and training services to persons who are laid off or are at risk of being laid off. These employment and training services are specifically intended for people who, due to market demand or ever-increasing qualification requirements, may have difficulty finding a job comparable to the one they had. The programs are appropriate for people in any occupation, regardless of previous experience or education. The goal of the program is re-employment into positions comparable to those which were lost.

Health Care and Human Services Worker Training and Retention Program

The Health Care and Human Services Worker Training and Retention Program is designed to alleviate critical worker shortages in the health care and human services industries and to increase opportunities for direct care employees to qualify for advanced employment in these fields through training and education. Grants are awarded to qualifying consortiums, which may include employers within the health and human services industry, work force centers, and counties. A public or private higher education institution must be present in the consortium. All projects must include at least one educational institution and one eligible employer. Grants may not be made to alleviate shortages of physicians, physicians assistants, or advanced practice nurses. Consortiums must provide at least a 50 percent match for grant funds awarded through cash or in-kind contributions from local resources.

Minnesota Office of Tourism

100 Metro Square,
121 Seventh Place East
Saint Paul, MN 55101
Phone - Twin Cities area:
(651) 296-5029
Toll-free:
800-657-3700
E-mail:

dted@state.mn.us

Web site: www.dted.state.mn.us

www.exploreminnesota.com

The mission of the Minnesota Office of Tourism is to market Minnesota as a travel destination, sustain and increase tourism revenues, and lead tourism policy and product development. The Tourism Office markets Minnesota in the U.S. and internationally as a travel destination to consumers, tour operators and travel agents and promotes coverage of Minnesota by U.S. and international media. The tourism industry is an active partner in the state's tourism marketing initiatives and participates in marketing efforts through a variety of partnership activities. In addition to its St. Paul office, the Tourism Office serves travelers at 13 locations and the tourism industry through four regional offices. Director's office: 651-296-2755, 800-657-3535



Travel Information

(651) 296-5029; (800) 657-3700. The Consumer Marketing unit handles requests for travel information received by telephone, correspondence, fax, the Internet, and in response to consumer advertising programs. Travel counselors are available weekdays and can provide a free *Journey* (TM) customized travel planner with information on lodging, attractions, activities and events. Recorded travel reports are available 24 hours a day. A wide variety of publications are available, including the *Minnesota Explorer* newspaper and the *Explore Minnesota Travel Guide*. The "Explore Minnesota" web site also provides extensive travel planning information.

The Traveler Sales unit delivers person-to-person tourism information at 12 highway Travel Information Centers at key points in the state. The Tourism Office also operates the Explore Minnesota U.S.A. Store at Mall of America, which provides travel information and sells state park permits, fishing and hunting licences, and event and attractions tickets.

Tourism Marketing

(651) 296-5028; (800) 657-3638. Product Marketing includes advertising and promotions directed to potential travelers. The primary market is the 12-state North Central Region, which generates over 80% of Minnesota's U.S. visitors. National markets are targeted for more specific activities such as fishing and golf. Other tactics include travel media relations, electronic marketing, and publishing partnerships.

Destination Sales markets Minnesota as a travel destination to international markets, group tour operators and travel agents. Marketing targets are North American tour operators and international markets including Canada, Japan, the United Kingdom, Germany and Scandinavia. Tactics include trade shows, trade missions and sales calls, promotions, consumer advertising, foreign language publications, and hosting international tour operators, travel agents, and travel media.

Tourism Industry Services

(651) 297-2333; (800) 657-3637. The Industry Sales unit is responsible for facilitating two-way communication between the Minnesota Office of Tourism and the state's tourism industry, and providing education, planning assistance, and regional and community based marketing including organizational partnerships and partnerships with regional tourism associations. The Tourism Office has staff in St. Paul, Mankato, Duluth, Brainerd and Thief River Falls who work closely with communities and businesses interested in tourism development.

Minnesota Trade Office

(651) 297-4222; toll-free: (800) 657-3858; Fax: (651) 296-3555; Allan K. Petersen, deputy commissioner

E-mail: mto@state.mn.us Web site: www.dted.state.mn.us

1000 Minnesota World Trade Center, 30 East 7th Street, Saint Paul, MN 55101-4902



MINNESOTA
TRADE
OFFICE

The Minnesota Trade Office (MTO) is the division of the Department of Trade and Economic Development that provides programs and services ensuring that state resources are effectively focused on the countries and industries that have the greatest potential for developing and improving Minnesota's export opportunities. The mission of the MTO is to promote international trade and provide information, training, and counseling to Minnesota businesses wishing to enter the international marketplace.

The MTO offers a variety of technical assistance and training programs for companies that are interested in exporting. The international trade representative experts at the MTO provide market specific and/or industry-specific information on market entry methods, documentation requirements, and cultural perspectives. The office hosts trade delegations, coordinates trade shows and trade missions, and provides resources regarding export financing.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

EXPORT FINANCE AUTHORITY - The authority is created to aid and facilitate the financing of exports from Minnesota and will assist with credit needs of Minnesota exporters through loan guarantees and export credit insurance. Consist of seven members, six of whom must be knowledgeable in international finance, exporting, or international law, and one member to represent a company specializing in agricultural international trade. The Commissioner of the Department of Trade and Economic Development (DTEd) is the chair of the board. The board meets as needed, to review loan guarantee applications and to review the operations of the Authority. The board does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. *Minnesota Statutes 116J.9673.* 1000 World Trade Center, St. Paul, MN 55101-4902. (651) 297-4222.

Export Promotion Services

(651) 297-4222; Fax: (651) 296-3555. The MTO's Export Promotion unit identifies markets for Minnesota products and services; arranges and leads trade missions to promote Minnesota's products and services; provides one-on-one counseling to companies either at the Trade Office or at the company's location; assists Minnesota businesses with trade leads; provides referrals regarding export services; promotes Minnesota products and services at national and international trade shows; hosts foreign delegations; plans itineraries and arranges meetings to help foreign buyers find compatible Minnesota companies; provides market intelligence and personalized export consultation; assists Minnesota agricultural providers in developing agricultural markets; helps foreign companies locate facilities in Minnesota by finding appropriate government, legal, real estate and business services; and maintains an international information network.

Export Education and Training Services

(651) 297-3920; Fax: (651) 297-4265. The MTO's Education and Information unit conducts an intensive export training program to familiarize potential exporters with the fundamentals of international trade; conducts and co-sponsors basic and advanced export training seminars and workshops across the state; and maintains an International Library with up-to-date resource material on foreign markets, current trends, and general export information and statistics.

World Trade Conference Center Services

(651) 296-8000; Fax: (651) 297-4812. The MTO manages the World Trade Conference Center facilities - a full-service center for business meetings and conferences featuring satellite and fiber optic video conferencing capabilities - and the World Trade Centers Association of Minnesota (WTCA), a membership-based organization that is one of more than 300 throughout the world. Membership in the WTCA of Minnesota is a cost-effective way for companies to explore global markets and network with local and international business leaders.

International Library Services

Hours: 8:30 a.m. to 5:00 p.m., Monday through Friday

Phone: (651) 297-4170; Fax: (651) 297-7904. The International Library is the resource center of the Minnesota Trade Office, and its collection supports the agency's mission. Patrons use the library to research foreign markets and to gather background information on a country's economy, marketing, regulations, standards and culture. Materials are available to help exporters learn the basic mechanics of exporting and the art of conducting business in countries around the globe.

The International Library has economic data, export statistics, international trade periodicals, information on trade shows, "How-to-export" guides and company directories. Some of these resources include:

- EIU ViewsWire
- ExpoBase PRO Trade Show Database
- International Agency & Distribution Law
- International Marketing Data & Statistics
- International Risk & Payment Review
- International Trade Reporter
- Kompass Online Directory
- National Trade Data Bank (NTDB)

An online catalog can be accessed at www.pals.msus.edu (select Department of Trade & Economic Development as the library to search).

The MTO has the expertise necessary to assist Minnesota companies in developing and expanding export markets, and is a leading provider of export-related training programs. To take advantage of the full range of services available, call the MTO at 651-297-4222, or, 800-657-3858 (ask for the Minnesota Trade Office).

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

ADVISORY COMMITTEE ON PUBLIC CONVENTION & CIVIC CENTERS - Develop & implement a coordinated marketing plan for all convention & civic centers. Review proposals for state funding of convention & civic centers. The committee consists of nineteen members. A chair shall be appointed by the Governor; one member from any political subdivision receiving a state subsidy for a convention or civic center, to be appointed by the city council or board of county commissioners; four members of the public, appointed by the governor, two of whom are representatives, members, or employees of convention bureaus or trade associations, and two of whom are representatives of other businesses or employee organizations that benefit from the operation of the public convention and civic centers; and the Commissioner of Trade and Economic Development or the commissioner's designee. The committee meetings are held 3 to 4 times per year at an undetermined location. The committee expires on June 30, 2001. **Appointing Authority:** Governor. **Compensation:** \$55 per diem, plus expenses. *Minnesota Session Laws 1998, Chapter 404.* Dept. of Trade & Economic Development, Metro Square Bldg., St. Paul, MN 55101. (651) 297-1291.

Department of Transportation

Transportation Building, 395 John Ireland Boulevard, St. Paul, Minnesota 55155

General Information Phone number: (651) 296-3000

Mn/DOT Library: (651) 296-2385

Website: www.dot.state.mn.us

Email: info@dot.state.mn.us

Commissioner Elwyn G. Tinklenberg



Minnesota Statutes, Chapters 11A, 13, 15A, 16B, 17, 84, 103A, 103C, 103E, 116, 116C, 117, 160-162, 165, 167, 169, 173, 174, 216C, 218, 219, 221, 222, 360, 457A and 505; *Minnesota Rules*, Chapters 8800-8870.

THE MINNESOTA DEPARTMENT OF TRANSPORTATION (Mn/DOT) was created to provide a balanced transportation system, including aeronautics, highways, motor carriers, ports, public transit, railroads and pipelines.

Mn/DOT is the principal agency for developing, implementing, administering, consolidating and coordinating state transportation policies, plans and programs (*Minnesota Statutes*, Chapter 174).

Background

The various components that make up Mn/DOT evolved as follows. The Minnesota Legislature began passing laws regarding township and county road and bridge matters from its early days of statehood in 1858. Although a constitutional amendment passed in 1898 finally allowed the state to participate directly in road development, the state did not begin building roads and bridges until after the State Highway Commission was created in 1905. State licensing of motor vehicles started in 1903, except where municipalities had already done so.

From 1871 to 1905 the state gradually created a Railroad and Warehouse Commission. Its powers expanded from limited inspection of railways to establishing rates for railroads, regulating warehouses and grain handling, investigating carrier management, determining reasonable rates, ordering railroad companies to maintain safety devices and prosecuting cases before the U.S. Interstate Commerce Commission.

The period from 1911 to 1921 was very important to road building and highways. The Dunn Amendment of 1912 called for revising the road and bridge section of the constitution. Following the adoption of this amendment, an annual one-mill tax levy was passed and rural roads were divided into three classes for construction and maintenance purposes: state, county and township roads. The Legislature abolished the Highway Commission in 1917 and created a Department of Highways.

The Minnesota Aeronautics Commission, which was established on April 22, 1933, focused its efforts on two main goals: to make aviation in Minnesota safe and to promote interest in aviation throughout the state. In 1943, the Aeronautics Commission became the Department of Aeronautics.

In 1956, the U.S. Congress enacted laws that set up funding for the National System of Interstate and Defense Highways. Also in 1956, the voters of Minnesota approved a constitutional amendment to provide for the orderly distribution of state road user funds. The percentages established were: 62 percent state, 29 percent county and 9 percent municipal.

In 1967, the Legislature created the Department of Public Service and transferred the Railroad and Warehouse Commission to it. In 1969, the legislature established the Department of Public Safety and transferred the Highway Patrol and Driver License Bureau from the Highway Department to this new Department Public Safety..

In 1976, the Legislature created the Minnesota Department of Transportation to assume the activities of the former Departments of Highways and Aeronautics, and the transportation-related sections of the State Planning Agency and the Public Service Department. (See Brief Transportation History in the "About Minnesota" section at the end of this guidebook.)

Office of the Commissioner

(651) 296-3000; **Margo LaBau, chief of staff; Douglas Weiszhaar, deputy commissioner.** Invested with a number of duties by the legislature and appointed by the governor, the commissioner is chief administrator of the Department of Transportation. The commissioner is assisted by the deputy commissioner, chief of staff, government relations director and communications and public relations director and research director.

The commissioner, deputy and assistant commissioners are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Mission

Mn/DOT's mission statement describes its fundamental purpose:

To develop a coordinated transportation network that allows people and goods to move efficiently across the state. Through such a network Mn/DOT preserves, manages and improves the state's highway, transit, air, rail, waterway, bicycle, pedestrian and non-travel alternative systems and supports connections among all these transportation options.

Mn/DOT's strategic objectives are to:

- **Increase travel options** for moving people and goods.
- **Ensure that corridors** of statewide significance link the state's regional trade centers.
- **Streamline the highway** construction/maintenance program delivery process while improving quality and cost-effectiveness.
- **Listen to our customers** and respond with accurate, timely information upon which they can rely.

Office of Government Relations

(651) 296-5309, **Tim Worke, director.** This section maintains liaison with the state legislature and the U. S. Congress in order to develop and secure passage of legislation that will improve the operation of and services provided by the department. It also assists elected officials in making transportation-related decisions and in responding to constituent inquiries. It provides information to elected officials and their staff about transportation issues and specific bills through individual briefings, assistance with bill drafting, testimony to legislative committees, and response to inquiries. The office also interacts with federal, regional, county, and municipal government officials and transportation-related organizations and individuals.

Office of Communications and Public Relations

(651) 296-3581, **Shannon Beaudin Klein, director.** This office represents Mn/DOT externally and internally by anticipating and addressing the transportation information needs of Minnesotans and other customers. Communications specialists provide information on Mn/DOT programs, activities and accomplishments. Public affairs coordinators located in eight district offices statewide address local information needs.

Office of Research Services

(651) 282-2274, **Adeel Lari, director.** The department is committed to the advancement of research, innovation knowledge and new technology in transportation. The Office of Research Services coordinates Mn/DOT's effort. The office is responsible for providing a wide range of research-related services and functions. By acting as a research broker, the office matches identified needs with researchers and funding sources, manages research programs and projects, and coordinates the implementation of research results.

Research Services is Mn/DOT's primary liaison to the University of Minnesota through the **Center for Transportation Studies**. It also provides staff support, financial administration and project management services for the Local Road Research Board and contract management and project coordination services for Mn/DOT research programs and offices including Minnesota Road Research, Minnesota Guidestar, Environmental Services, and Maintenance Research.

The office also staffs a library of transportation-related materials. When you are connected to the Mn/DOT library, you are connected to the world. This group 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 information materials pertinent to areas of interest to the department and the equipment needed to use these materials.

The Mn/DOT library will provide limited assistance to the public with transportation-related questions.

Corporate Business Group

(651) 296-7942, **Kevin Z. Gray, director.** The Corporate Business Group is composed of the Officer of Financial Management and Alternative Transportation Financing. The Chief Financial Officer (CFO) heads the group. The CFO is the chief financial advisor to the Commissioner and the Executive Management Team. In this capacity the CFO identifies possible financial opportunities and difficulties. The CFO must include tactical and strategic alternatives in this discussion to aid in reaching consensus on action steps. The description of the duties of the two officers in the group follows. The Office of Audit while reporting to the Deputy Commissioner is considered part of this group for management purposes.

Office of Financial Management

(651) 296-3120, **Richard Swanson, director.** The office provides the systems and controls necessary to ensure the proper management of Mn/DOT's fiscal resources; coordinates the preparation and department level management of the departmental budget; maintains account summaries; prepares and issues official financial reports and statements; monitors accounting practices; coordinates financial activities; explores innovative methods of financing transportation activities; provides management consultant services (including organizational, management, and financial); is involved in early program delivery decision-making. The Office of Financial Management is the departmental liaison with the Minnesota Department of Finance.

Budget Section

(651) 296-3225. The section coordinates the preparation and management of the Mn/DOT budget and directs the preparation of annual and biennial financial plans for expenditures and revenue to assure the most appropriate use of available resources to facilitate the goals of management; 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; ensures that the department is in compliance with state contract financing policies; interacts with the Departments of Administration, Finance, Revenue, and Public Safety and the State Board of Investment, the Federal Highway Administration (FHWA), and legislative committees and staff; and provides no services directly to the public.

Financial and Management Analysis Section

(651) 297-1203. This section analyzes and reports on financial activities, monitors accounting practices, conducts fiscal studies, prepares required federal reports, maintains the general ledger and provides account summaries; designs, implements, and reviews administrative methods and procedures, and conducts organizational, management, financial analyses and implementation activities; provides financial and policy analysis to the department's senior management and in support of the department's legislative program, including preparing all fiscal notes on bills requested by the legislature; and provides no services directly to the public.

Financial Operations Section

(651) 297-7514. Financial Operations provides systems and controls necessary to ensure the proper management of Mn/DOT's financial resources. This includes establishment and operation of accounting systems, preparation and distribution of financial reports and statements, collection of amounts owed to Mn/DOT, and payment of Mn/DOT obligations. It interacts with the Departments of Finance, Revenue, and Public Safety; the state treasurer's office; the state auditor; the Federal Highway Administration (FHWA); the Federal Rail Administration; local governments; the Office of the Legislature Auditor; and legislative committees and staff. It provides no services directly to the public.

Office of Audit

(651) 296-3254; 1959 Sloan Place, Suite 200, Maplewood, MN 55117; **Ron 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; furnishes analysis, appraisals, and recommendations concerning the activities reviewed; 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. This section also conducts investigations concerning allegations of wrongdoing; and provides no services directly to the public.

Management Operations Group

(651) 296-7968, **Linda Bjornberg, director.** The group provides administrative, business planning, contracting, equal employment opportunity and affirmative action, human resources and information resource management policy direction and support for the Department within the following "service lines":

- **Performance Enabling.** Mn/DOT business units focus their efforts on satisfying customer needs while this group assures compliance with legal and governmental requirements such as safety and contracting.
- **Performance Improvement.** This group assists Mn/DOT business units in implementing planning and managerial

processes such as employee/organizational training and workforce diversity which lead to precise service delivery with continuous improvement in cost, timeliness and quality performance.

- **Performance Support.** The group remains the vendor of choice for Mn/DOT business units for services such as human resources, IT infrastructure and contract management based on cost effective, quality, and timely services provided.

This group is the focal point for the Department's interactions with the Departments of Administration and Employee Relations. This group also works closely with the Office of the Attorney General and maintains a close liaison with the US Department of Transportation.

Office of Administrative Services

(651) 296-3114, Ed Clarke, director. The office provides internal staff services and guidance to the Department and is the group's primary liaison with the Department of Administration for:

- **Facility management of Central Office**, including security and space use, acquisition of overflow rental office space, work orders relating to housekeeping, furniture and equipment, and planning and maintenance of the telecommunications network.
- **Oversight of Department-wide administrative functions** like records management, reprographics, and photography and film development services
- **Operation of the Central Office mail center** and document preparation centers.

Map and Manual Documents available to the public:

For information on maps and manuals, please call 651-296-0854 or write to the Minnesota Department of Transportation, Manual Sales, MS 260, Transportation Building, 395 John Ireland Blvd., St. Paul, MN 55155-1899. **Prices are subject to sales tax, mailing and handling charges unless the purchaser is exempt by law.** Prices are subject to change without notice and checks, drafts, or money orders payable to the Commissioner of Transportation must accompany all orders. All sales are final.

Documents available to the public:

For information on maps and manuals contact **Map and Manual Sales at Mail Stop 260, Transportation Bldg., St. Paul, MN 55155, (651) 296-2216.** Prices are subject to sales tax, and mailing charges unless the purchaser is exempt by law. Checks, drafts, or money orders, made payable to the Commissioner of Transportation, must accompany all orders. The unit will send out maps or manuals as soon as the request and proper fee are received. Prices quoted are current as of April 2001, but are subject to change without notice.

Maps

- **-County Maps**, depicting road types, culture, and drainage. 18" x 28" and 36" x 56".
- **-Large State Map**, 40"x43".
- **-Metro Area Map of the Twin Cities** and surrounding areas, showing major highways, corporate boundaries, and major drainage 30" x 34".
- **-Municipal Maps**, showing cities over 5,000 population on separate map sheets, while cities under 5,000 population are generally shown with several cities per sheet 24" x 36".
- **-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.
- **-Seven County Metro Maps**, showing State Highways and main roads. 24" x 36".
- **-Street Series Maps**, showing the seven-county metropolitan area on 52 separate sheets.

- **- City & County Traffic Flow Maps**, indicating traffic volumes on rural roads.
- **-State Traffic Flow Maps**, showing average annual daily traffic and commercial volume for all trunk highways in the state.
- **-Street Series Traffic Flow Maps** of the seven-county Metropolitan area, showing traffic volume on "system 70" municipal state-aid streets and other designated roads.

Engineering Manuals

The department's manual system allows for procedural changes and additions to be disseminated in a timely manner to all manual holders. The department does not provide addenda and other supplemental information for Mn/DOT manuals held by the public or governmental agencies beyond the fiscal year purchased without the payment of an annual mailing list management fee of \$5.00 per copy.

- **Bituminous.** Intended primarily for the use of field inspectors; gives requirements governing quality and utilization of materials, points out fundamental principles involved in bituminous surfacing, and describes procedures for practical application by personnel. Includes information on bituminous mixtures, equipment and calibrations, and sampling and testing methods. *\$12.00 + tax + postage.*

- **Bridge Aesthetics.** Intended to serve all that are involved with Bridges and Structures from the early stages of preliminary layouts through final design and construction. It should find its greatest use by bridge designers, project managers, and consultants who are involved with Bridge Design. This manual was written to serve as a training tool and a reference. *\$35.00 + tax + postage.*

- **Bridge Construction.** Guides project engineers and inspectors in the construction of bridges and related items and promotes uniformity of interpretation of specifications, and of inspection. Includes information on preparation of foundation and backfill, pile driving, false work and forms, reinforcement, concrete bridge construction, steel construction, timber construction, surface preparation, and painting structural steel. *\$20 + tax + postage.*

- **Bridge Design.** Establishes procedures and communicates information for bridge office personnel. *\$16.00 + tax + postage.*

- **Bridge Details Part I & Part II.** Contains standard detail drawings that are inserted in a set of bridge plans. Drawings are of bearing assemblies, expansion devices, railings, fencing, concrete beams, etc. *\$20.00 + tax + postage.*

- **Bridge Maintenance.** Provides information on bridge maintenance, practices, and procedures in accordance with established policies of the department. It describes why to perform the work, when to perform the work, and how to perform the work. It includes sections on preventive maintenance, substructure maintenance, superstructure maintenance deck maintenance, and bridge maintenance painting. *\$20.00 + tax + postage.*

- **Bridge Standard Plans.** Contains basic one, two and three span bridge plans to be used by Mn/DOT, counties, municipalities and cities. *\$16.00 + tax + postage.*

- **Concrete.** Familiarizes engineering personnel with fundamental principles and better practices of concrete construction, emphasizes test methods and inspection procedures for control of concrete production and placement. Includes materials and materials testing, properties and mix designations, mix design, batching and mixing placement operations, reports and work sheets, charts and other data. *\$16.00 + tax + postage.*

- **Contract Administration.** Establishes uniform policies and practices in construction and uniformity in interpretation of specifications and of inspection. Includes information on project organization, supervision and administration, reports and records, construction details of work, and final documentation. *\$20.00 + tax + postage.*

- **Drainage.** Communicates drainage design policies, procedures, instruction and information to engineers and technicians to be applied in the solution of drainage problems. Includes tables and charts related to drainage design. *\$16.00 + tax + postage.*

- **Geo Technical.** Developed to provide guidance for District Soils Engineers and as a reference for all Mn/DOT and other personnel involved in design, construction, and maintenance of Highway Earth Works and Pavements. *\$40.00 + tax + postage.*

- **Grading & Base.** Intended primarily for use of field inspectors, gives requirements governing quality and utilization of materials, points out fundamental principles involved in grading and base work, and describes procedures for practical application by personnel. Includes test procedures, visual and manual inspection, formulas, and soil classification and identification. *\$12.00 + tax + postage.*

- **Landscape.** This publication is necessary for designers, project engineers, project inspectors, contract administration advisors, contractors and material suppliers who work with landscape projects subject to Mn/DOT's *Standard Specifications for Construction*. This publication provides sequential, clear, objective, pictorial and measurable criteria for nearly all decision-making relative to inspection and installation of landscaping. This publication is tied as an integral component of all contract documents for Mn/DOT landscaping projects. *\$12.00 + tax + postage.*

- **Laboratory Manual.** The Laboratory Manual contains test procedures and AASHTO/ASTM test references for commonly used laboratory tests on aggregates, soils, cement, concrete, bituminous, etc. It is intended to provide a laboratory technician with a reference to needed procedures so that there is procedural uniformity and consistent results among all the Department's laboratories. Private sector laboratories will have formal test procedures to follow. *\$12.00 + tax + postage.*

- **Maintenance.** Provides maintenance personnel with operating procedures for surface repairs, roadside maintenance, drainage and bridge maintenance, traffic control devices maintenance, and snow and ice control. Information guidelines are given on equipment maintenance, permits, agreements, contracts, and operations coding. *\$20.00 + tax + postage.*

- **Minnesota Uniform Traffic Control Devices (M.U.T.C.D.).** Sets forth the basic principles that govern the design and usage of traffic control devices. Presents traffic control device standards for all streets and highways open to public travel regardless of type or class or the governmental agency having jurisdiction. Official Traffic Control Device (or Traffic Control Devices) and all traffic signs, highway traffic signals, traffic markings and other devices erected or placed on or adjacent to a highway or street by authority of the public body or having jurisdiction, for the purpose of regulating, warning, or guiding traffic. *\$25.00 + tax + postage.*

- **Right of Way.** Communicates procedural and policy information, develops and maintains uniform right of way practices and procedures; orients personnel in acquisition of right of way and in required contact with the public. *\$16.00 + tax + postage.*

- **Road Design English.** Establishes uniform design policies and procedures and communicates vital information for guidance to engineering personnel in preparation of road plans. Includes detailed drawings of geometric features, cross section elements, special structures, safety features, and erosion control. *\$40.00 + tax + postage.*

- **Road Design Metric -- Part I & Part II.** Establishes uniform design policies and procedures and communicates vital information for guidance to engineering personnel in preparation of road plans. Includes detailed drawings of geometric features, section elements, special structures, safety features, and erosion controls. *\$40.00 + tax + postage.*

- **Standard Plans English.** Contains standard plan sheets showing approved standard details of highway geometric and construction features. Includes pavement layouts, acceleration deceleration lanes, pavement joints, guardrail treatment at Bridge approaches, retaining walls, etc. *\$16.00 + tax + postage.*

- **Standard Plans Metric.** Contains standard plan sheets showing approved standard details of highway geometrics and construction features. Includes pavement layouts, acceleration and deceleration lanes, pavement joints, guardrail treatment at bridge approaches, retaining walls, etc. *\$16.00 + tax + postage.*

- **Standard Plates English.** Provides standard plates, approved by Department staff and FHWA for the various structures essential to highway design and construction. Includes standard drawings for use by manufacturing firms in supplying products of culverts, sewers, erosion controls, signals, lights, guardrails, fences, etc. Also standard drawings for use by contractors in constructing pavement, curb and gutters, retaining walls, miscellaneous structures, and in installing traffic barriers, fences, signal lights, etc. *\$16.00 + tax + postage.*

- **Standard Plates Metric.** Provides standard plates, approved by Department staff and Federal Highway Administration for the various structures essential to highway design and construction. Includes standard drawings for use by manufacturing firms in supplying products of culverts, sewers, erosion controls, signals, lights, guardrails, fences, etc. Also, standard drawings for use by contractors in constructing pavement, curb and gutters, retaining walls, miscellaneous structures, and in installing traffic barriers, fences, signals, lights, etc. *\$16.00 + tax + postage.*

- **Standard Sign -- Part I & Part II & Part III.** Establishes, determines and communicates standards and specifications concerning standard dimensions, colors and other requirements of the various types of highway signs and signals. Included are details for the layout of the recently adopted symbol type signs provided for in the "Manual on Uniform Traffic Control Devices for Streets and Highways" as published by the U.S. DOT and adopted by Mn/DOT. *\$60.00 + tax + postage.*

- **State Aid.** Provides convenient reference for county and municipal engineers to the reports, documents and procedures needed to conform with established policies. *\$16.00 + tax + postage.*

- **State Aid Project Development.** Tells how to prepare project development reports (Project Memoranda, etc.) for county and city federal aid projects. *\$16.00 + tax + postage.*

- **Surveying and Mapping.** Sets forth instructions and guides to engineers and technicians to ensure establishment of uniform standards in location surveys, field notes, field layouts and staking throughout the state. Includes information on aerial survey, ground control, soils survey, bridge survey, monumentation, railroads, and utilities survey. *\$20.00 + tax + postage.*

- **Technical (2nd Edition).** Assists highway technicians in computing horizontal and vertical alignment, earthwork quantities and other highway quantities. Included are mathematical guides, charts, tables and methods used in the preparation of road plans. Many questions are answered in this manual which normally would be directed to the design supervisor by the technician. As a result, the designer has more time for their engineering responsibilities. \$16.00 + tax + postage.

- **Traffic Engineering -- Part I, II, III.** Establishes uniform guidelines and procedures primarily for use by appropriate personnel in Mn/DOT. It complements, but does not duplicate the M.U.T.C.D. Manual. \$60.00 + tax + postage.

1995 Edition Standard Specifications. \$20.00 + tax + postage.

2000 Edition Standard Specifications. \$20.00 + tax + postage.

Office of Business Planning

(651) 282-6019, **Dennis Feit, director.** The Office of Business Planning provides support and guidance to Mn/DOT managers as they develop integrated performance planning and performance measurement systems. It also provides consulting in the use of the information from these systems to improve organizational effectiveness, business management, and transportation system performance/asset value:

- **Activity based costing** relating to managerial accounting and resource consumption information needs. These services consist of cost modeling, roll-up reporting, cross-functional process analysis and linking, online reporting, and data analysis for activity based management.
- **Management analysis** relating to operational improvement studies, group process and problem-solving assistance, legislative support, cost-effectiveness analyses, business plan development and implementation, project management, policy analysis, method and procedure improvement, emerging issue assessment, and a range of special assignments.
- **Measurement and evaluation** of targets that match strategic and operational outcomes to customer needs, providing the measurement tools required to support continuous quality improvement throughout Mn/DOT. They create processes, standards, and a structure for Department-wide data collection and analysis and develop and deliver training for Mn/DOT business units to help them choose the critical measures and targets required for their decisions.

Office of Contract Management

(651) 215-0446. The Office of Contract Management ensures all Mn/DOT contracts meet legal and policy requirements, and effectively carry out Mn/DOT's strategic initiatives. The office acts as an independent, internal check and balance for contract compliance.

- **Performs all contract management** functions for the Department, including review and approval of all highway construction and maintenance contracts.
- **Provides support and assistance** to Department offices and districts in contract preparation and training; reviews and assists in the preparation of Department policies and procedures for contracts; reviews the consultant selection process; assists in negotiating contracts.
- **Provides assistance to external customers** to provide information about the Department's contracts and procedures.
- **Acts as primary liaison** to the Office of the Attorney General, Department of Administration and other state agencies regarding contracts issues.

Office of Equal Employment Opportunity (EEO) Contract Management

(651) 297-1376, **Michael Garza, director.** The Office of EEO Contract Management is responsible for coordinating Mn/DOT's

internal and external Affirmative Action, diversity, and EEO programs through:

- **Administration of the United States Department of Transportation program** for socially or economically Disadvantaged Business Enterprises (DBE) in transportation construction projects. The DBE program certifies eligible companies, maintains updated directories, sets participation goals on construction contracts, monitors goal attainment or good faith efforts, and oversees a support services program to promote competitive and independent DBEs. Mn/DOT has established a reciprocity agreement with Metropolitan Council and Metropolitan Airports Commission in the certification of DBEs.
- **Ensure Mn/DOT attains its internal affirmative action goals** to provide a work environment free of harassment and discrimination and instill workforce diversity in the workplace. This is done through plan development, training, monitoring and other activities.
- **Review EEO contract compliance** and Affirmative Action programs of firms conducting contracted work on federally funded projects.
- **Ensure implementation and full compliance** of Title VI of the Civil Rights Act of 1964, which states "no person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance."
- **Monitor assignment and administration** of on-the-job trainee positions on Mn/DOT construction contracts to ensure women and minority employment goals are established and monitored.

Office of Human Resources

(651) 296-3100, **Mark Carlson, director.** The Office of Human Resources (OHR) works to acquire and retain a diverse and effective workforce, create a supportive and safe work environment, provide human resource governance counsel, and consult on learning and organizational improvement strategies so Mn/DOT has motivated employees in the right place at the right time with the right skills to be successful.

- **Provides comprehensive Department-wide staffing** services, including classification, compensation, examining, recruitment, selection, strategic/succession planning and special projects. Administers targeted recruiting programs such as the Graduate Engineer Program and the minority and economically disadvantaged student worker program (SEEDS).
- **Administers employee Safety & Wellness Programs**, Worker's Compensation Programs, OHR Information Systems and Mn/DOT's Human Resources Web Site.
- **Serves as Mn/DOT's central authority** on labor relations issues and represents the Department in negotiations and formal meetings with employee representatives. Provides consultation to Mn/DOT managers and supervisors, represents Mn/DOT in formal grievance hearings, and conducts investigations into complaints of harassment and employee misconduct.
- **Plans and implements performance-improvement** and employee development programs strategies for Mn/DOT employees, teams, and organizations.

This office serves as Mn/DOT's primary liaison to the Department of Employee Relations, to include the State Employee Assistance Program and State Health Promotion Program. This office also manages Mn/DOT's Arden Hills Training Center at 1900 W. County Road I in Shoreview, MN. The Center can be reached directly at 651-297-4429.

Office of Information Resource Management

(651) 215-0444, **Bruce Biser, director.** The office provides central guidance and support to the management of Mn/DOT's information

resources. The office interacts with the Department of Administration on information management issues. It works with national, regional, state and local organizations on information policy, planning and standards issues. Specific responsibilities include:

- **Develops and implements information policy** and security procedures, including implementation of Minnesota's data practices statutes.
- **Coordinates IRM standards** and technical architecture. Develops and monitors Mn/DOT's program of IRM investment projects, and provides the point of contact and a variety of services for project managers.
- **Manages Mn/DOT's wide area network** and provides security, disaster recovery, virus protection, directory, e-mail/calendaring, video conferencing and other network management/operations support services.
- **Manages the platforms** on which Mn/DOT's databases and applications operate and provides a development/test environment for new databases and applications.
- **Provides project management, development** and maintenance services to offices and districts, including enterprise databases and applications and web applications.
- **Provides help desk support and desktop** administration to Capitol complex employees and provides Department wide guidance on desktop standards and help desk procedures.

State Aid for Local Transportation Group

(651) 296-9872, **Julie Skallman, director**. This division administers the distribution of state-aid and federal-aid funds to eligible counties, cities, and townships; authorizes grants for bridge construction on local road systems; provides technical assistance in the design, construction, and maintenance of the state-aid and federal-aid road systems.

State-aid Plans Section

(651) 296-9973. This section approves plans for state-aid construction projects and maintains the design standards.

Federal-aid Project Development Section

(651) 296-9874 and (651) 282-6479. This section administers, prepares, and processes documentation for local agency transportation projects involving federal funds.

Needs Study Sections

(651) 296-1660 and (651) 296-6677. These sections determine the distribution of state-aid funds and approve route designations and revisions.

Program Support Group

(651) 296-3156, **Patrick Hughes, assistant commissioner**. The Program Support Group provides statewide professional, technical, engineering and environmental leadership by:

- **Managing** major service programs;
- **Assuring quality** through research, testing, standards and education; and
- **Exploring, introducing and supporting** new technology methods and materials.

Office of Maintenance Operations

(651) 296-3054, **Mark Wikelius, director**. This office directs, coordinates, and supports the maintenance activity of the seven maintenance districts and Metro Division. The office provides administrative support for the development and operations of maintenance management information systems. It interacts with contractors, the U.S. Department of Transportation and other state agencies.

Buildings Section

(651) 297-3591. The section manages Mn/DOT's statewide building improvement program; prepares plans and specifications for design of most of the legislatively approved new buildings and major remodeling projects; coordinates building design through the state architect's office for consultant-designed buildings and guides the architect in designing to meet Mn/DOT needs; directs the construction inspection of Mn/DOT-designed buildings; approves payments to contractors; prepares any necessary supplemental agreements to the contracts; develops the biennial capital building budget request for Mn/DOT, including detailed cost estimates and justifications; controls the allocation and disposal of the capital building budget as approved by the legislature; assists management in interaction with the legislature and other state agencies in such matters as capital budget testimony, energy usage, and barrier-free access of transportation buildings; directs and supervises maintenance and repair of existing buildings; provides design and materials lists and processes requisitions for purchase of materials for improvement projects statewide; organizes and leads an annual seminar for district building maintenance supervisors on better maintenance and efficiency in operating buildings; reviews consultant designs on rest area structures and airport buildings; and suggests design improvements.

Electrical Services Section

(612) 725-2304; 6000 Minnehaha Ave., Fort Snelling, MN 55111. The section maintains, tests, and repairs all electrical and electronic traffic signals, roadway lighting, freeway surveillance, ramp metering control, changeable message signs and other electrical/electronic equipment on the interstate and trunk highway system and reviews, modifies, and approves traffic signal plans initiated by the districts and Metro Division. To report any signal system or lighting system malfunction, contact the Metro Division or local district office.

State Sign Shop

(651) 779-5133; 3485 Hadley Avenue North, Oakdale, MN 55128. This section provides all traffic signs for the seven districts and Metro division maintenance operations.

Equipment and Fleet Management Section

(612) 725-2354; 6000 Minnehaha Avenue, Fort Snelling, MN 55111. The section manages Mn/DOT's statewide equipment fleet; develops and administers a biennial budget for road, shop and communication equipment; develops and implements an annual equipment purchase program identifying equipment to be replaced, traded, sold or reduced; develops and updates equipment specifications that are current with the latest industry improvements; recommends award of all equipment bids based on economic analysis and compliance with specifications; develops and monitors equipment utilization and cost systems; develops and implements an annual processing plan for receiving and distributing all new equipment through the central shop facility; assists equipment users in efforts to minimize maintenance costs and equipment downtime; provides a central motor pool to coordinate use of state vehicles by Mn/DOT employees; and maintains these vehicles.

Maintenance Operations and Research Section

(651) 297-3593. The Maintenance Operations and Research Section provides maintenance operation support on a statewide basis that equips road maintenance personnel with the necessary information, procedures, training, and state of the art equipment; and identifies and transfers the latest technologies and information through a formal maintenance research and implementation program.

Specific activities include:

- **Material and service contract** development and management.
- **Road Weather Information System (RWIS)** deployment, training and information.

- **Developing guidelines, policies and procedures (standards)** for maintenance operations.
- **Administration of statewide contracts** – including Greenview (rest area maintenance) and various maintenance materials.
- **Coordination of emergency documentation**, submittals and response.
- **Training, information and technical support.**
- **Coordination of Mn/DOT response/involvement in emergency situations** – floods, snow, tornadoes, nuclear power (Emergency Operations, 651/297-5113).
- **Coordination of a formal maintenance research** program that included contract and non-contract research projects.
- **Operational/applied research**, new technology development, and field demonstrations involving equipment, materials and methods.

Partnering/Special Projects

(651) 297-7509. The section establishes and maintains partnerships with other agencies and jurisdictions; directs the Logo Sign Franchise Program, providing guidance, interpretation, oversight and approval of the franchisee's activities as allowed by the contract. The section also coordinates the statewide Adopt a Highway Program; compiles and disseminates road condition information to travelers, including weather-related road conditions, construction delays and detours, accidents, congestion, restrictions and road closures. The above information is used internally to route overweight/over-dimension vehicles.

Road information.....800-542-0220 or 651-296-3076
 Road & weather information.....www.Tripusa.com
 Road and weather information (cell phones only).....#7233

Office of Traffic Engineering

(651) 284-3502, **Gary Thompson, director.** The 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; designs signing and lighting plans for freeways; processes plans, prepares agreements and writes special provisions for signal projects; designs, operates, and maintains traffic signals and roadway lighting statewide, and provides guidelines and consultation to central office managers, the districts, and other governmental agencies on matters of traffic engineering.

Design and Operations Section

(651) 284-3505. The 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; develops policies and standards for highway lighting, freeway signing and intersection signalization, and serves as liaison among the districts, other departmental offices, and the Federal Highway Administration on traffic engineering matters; reviews signal plans and prepares signal special provisions and estimates; produces the contract plans for signing and lighting projects. Contract plans and proposals may be purchased, with the cost varying according to the project. To review or purchase plans, contact the Plans and Proposals Sale Unit at the Transportation Building in St. Paul, (651) 296-6101. In-person requests will be handled immediately.

Safety, Standards and Tort Claims

(651) 284-3504. The section administers the department's traffic control device activities, such as *Minnesota Manual on Uniform Traffic Control Devices*, including highway numbering systems, speed zoning, and work zone traffic safety monitoring; provides integrated traffic accident surveillance capabilities and has responsibilities in the Mn/DOT Highway Safety Improvement Program; acts as liaison

between Mn/DOT and the Attorney General's Office; and gathers documentation required to respond to liability claims made against the Department of Transportation.

Office of Electronic Communications

(651) 296-7402; **Andrew Terry, director;** 9th Floor Kelly Inn, I-94 and Marion Street, St. Paul MN 55103. This office designs and maintains communications networks, electronic truck weighing, closed circuit television surveillance systems, telephone systems, and personal computers for Mn/DOT and other state agencies as well as ensuring compliance with the Federal Communications Commission (FCC) rules and regulations.

Electronic Maintenance Section

(651) 296-3458. The 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, closed circuit television systems, and repeater sites.

Engineering Section

(651) 296-7418. The section provides telecommunication system design and engineering for all state agencies; 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 900 Kelly Inn, I-94 and Marion Street, St. Paul, MN, 55155.

Office of Technical Support

(651) 296-3036, **Richard Elasky, director.** This office consists of three sections, Design Services, Pre-Letting Services and Project Development and Consultant Services. The Design Services Section coordinates design standards; site development and rest areas; and maintains and manages a computer center that supports the districts, Metro Division, and the Central Office in the performance of computer aided engineering activities. The Pre-Letting Section primarily processes the plans, special provisions and estimates for statewide lettings and prepares, monitors and administers agreements with local units of government and utilities. The Project Development and Consultant Services Section provides the project management system used by districts, Metro Division, and Central Office functional groups involved in program delivery; consultant agreement services; preliminary design liaison and geometric engineering; and project liaison for processing projects to meet local and state requirements.

Design Services Section

(651) 296-8650. This section provides technical assistance and guidance on design aspects associated with Mn/DOT's program delivery. The section consists of six units: Computer Aided Design Applications Unit, Computer Aided Systems Management Unit, Design Standards Unit, Office MIS Unit, Soils Automation Unit, and Visualization Unit. The individual responsibilities of each unit are as follows:

Computer Aided Design Applications Unit

(651) 296-3070. Selects, manages, and customizes the computer aided design applications used for project engineering. Its primary focus is

statewide support, formal/informal training, and technical guidance in Mn/DOT's standard design software, GEOPAK.

Computer Aided Systems Management Unit

(651) 296-3070. Manage, select, train and support computer aided drafting and mapping applications for project engineering. Applications include Microstation, Interplot, Descartes, and HMR Plot Manager.

Design Standards Unit

(651) 296-4859. Provide technical assistance to the district offices, counties, municipalities and consultants. Monitor and develop design standards and policies with the assistance of the Preliminary Design and Final Design Advisory Committees; maintain the Technical and Road Design Manuals, the Standard Plates Manual, the Standard Specifications for Construction and the Standard Plans. The unit is also responsible for the review and routing of Technical Memorandums.

Site Development Unit

(651) 296-5773. Manage a variety of programs including rest areas, outdoor advertising control, junkyard control, and aesthetic and architectural design guidelines for corridors and bridges. Activities include comprehensive program planning; site planning and design; urban design and streetscapes; architectural and aesthetic design; and construction document preparation.

Soils Automation Unit

(651) 282-5256. Support, customize, and train on computer applications developed for soils use, which include the collection and processing of soils borings, and data sharing methods with other functional groups including Design and Pre-Design.

Visualization Unit

(651) 282-5256. Provide quality 3D models, visual renderings, and geometric aids for visualizing what designs will look like and how they will operate. Services include project analysis and coordination; photography; 3D Geopak data conversion advice and guidance; 3D model building; enhancement, rendering, and texturing; coordination of visualization T-Contracts.

Pre-Letting Services Section

(651) 296-3268. This section provides technical assistance and guidance to the district design groups and other state agencies and is primarily responsible for the final phases of Mn/DOT's construction project development process. This section consists of five units: Design Liaison Unit, Estimating Unit, Municipal Agreements Unit, Special Provisions Unit, and Utility Agreements Unit.

Design Liaison Unit

(651) 296-0847. This unit provides engineering expertise and design liaison service and communication involved in the review and approval of preliminary and final detailed transportation construction plans from District Designers, Consultants, State Aid, Municipalities, Counties and Traffic.

Estimating Unit

(651) 296-0807. This unit prepares the detailed Engineer's Estimate for construction projects let by Mn/DOT. Estimates reflect the current market value of the labor, equipment and materials required for the project plus a reasonable profit.

Municipal Agreements Unit

(651) 296-0969. This unit prepares and administrates cooperative construction ventures with cities and counties. Activities include reviewing construction plans, preparing cost schedules, developing and executing agreements, and monitoring payments made or received based on the type of agreement.

Special Provisions Unit

(651) 296-6100. **Plans and Proposal Sales (651) 296-6102.** This unit is responsible for the preparation of the Special Provisions for each construction project and the advertisement and sale of contract bidding materials. The unit insures conformance of these materials with current Mn/DOT Standard Specifications and construction practices.

Utility Agreements Unit

(651) 296-7018. This unit provides two types of services. The first is construction agreements with utility companies for utility relocations, which includes reviewing plans for utility involvement, negotiating, preparing and executing agreements and thereafter monitoring the contract until the work is completed. Second are utility permit applications reviewed for safe construction methods and acceptable utility placement, which lead to issuing permits that allows the accommodation of utilities on department trunk highway right-of-way.

Project Development and Consultant Services Section

Project Development (651) 296-4337; Consultant Services (651) 296-4876. This section assists the districts in developing Mn/DOT projects - mainly during the pre-construction phase and administers Mn/DOT's consultant services program. This section consists of five units: Consultant Services Unit, Cultural Resources Unit, Geometric Unit, Project Liaison Unit, and Project Management Unit.

Consultant Services Unit

(651) 296-4876. This unit administers Mn/DOT's consultant services program by implementing selection procedures to procure the most qualified consultants to help deliver Mn/DOT's construction program. After selection, the unit negotiates and administers contracts/agreements to be in conformance with project objectives.

Cultural Resources Unit

(651) 296-6116. This unit provides cultural resource management services to the districts, counties and cities through an approved vendor list. Program, process and project guidance is provided in partnership with the districts for cultural resource issues and compliance with both state and federal regulations.

Geometric Unit

(651) 296-3049. This unit provides the districts with assistance in development of preliminary plans that are consistent with approved Mn/DOT and AASHTO standards, leading to a staff approved layout. Researches and develops Geometric standards and trains district personnel in layout development.

Project Liaison Unit

(651) 296-6750 or (651) 296-6722. This unit directs the implementation of the highway pre-construction project development process. It also develops and administers procedures for initiation, processing and approval of project design and environmental documents to meet state and federal requirements.

Project Management Unit

(651) 296-9146. This unit provides the project management system used by districts and central office functional groups that are involved in program delivery. This is the department's program communication tool used to ensure timely delivery of the over 2,000 active projects statewide.

Office of Materials And Road Research

(651) 779-5590, **Gerald Rohrbach, director.** The Office of Materials & Road Research is comprised of the Minnesota Road Research, Pavement Engineering, Materials Engineering and the Geotechnical Engineering Sections. The Office provides timely specialized expertise, testing, leadership, guidance and direction to all of our

customers in the areas of geotechnical, materials and pavement engineering to improve performance and cost effectiveness. This office also provides Mn/DOT new tools to practice the most economically efficient pavement designs, maintenance practices and construction procedures. The Office provides effective specialized technical training to our transportation partners to enable them to efficiently deliver the program. This Office is located at 1400 Gervais Avenue, Maplewood, MN 55109.

The Minnesota Road Research Section

(651) 779-5531. This section conducts the department's program of pavement and materials research. This involves responding to requests for information and expertise in the areas of pavements and materials, recommending the specific implementation details of new methods/materials and design systems. The Section arranges and coordinates field trials of successful research results with Mn/DOT district offices. This group also operates the Mn/ROAD Test Facility located on I-94 North of the Cities.

Mn/ROAD Operations Unit

(651) 779-5522. This unit provides for the operation and testing at the Mn/ROAD Test Facility. This includes assistance to researchers at the test site as well as maintenance of the buildings and grounds. This group also provides forensic assistance to researchers along with coordination of contracts and purchasing needs for research projects. Employees in the Unit conduct tours and give presentations regarding research projects to interested parties.

Flexible Pavement Research Unit

(651) 779-5517. This unit provides the Department with the research program related to asphalt pavements and related technologies. The group develops a coordinated research effort, which includes maintenance, rehabilitation, and construction of asphalt pavements. This group serves as a resource to our customers and is responsible for implementing the findings of the research studies.

Concrete Research Unit

(651) 779-5535. This unit provides technical and investigative expertise in the areas of concrete pavement design, analysis and behavior. The group also provides technical and investigative expertise relating to concrete and its constitutive materials and their performance in pavements and transportation related structures. This group also is responsible for implementation of findings of research studies and serves as a resource to our customers.

Mechanistic Empirical Design Unit

(651) 779-5514. This unit provides leadership and conducts research towards the development of Mn/DOT's mechanistic-based flexible pavement thickness design procedure. The group manages and coordinates research activities related to the study of environmental load related factors that affect flexible pavement performance. In addition, the group provides expertise and guidance to state and local personnel in the areas of materials testing, pavement evaluation and design, and other areas such as springtime load restrictions.

Pavement Engineering Section

(651) 779-5563. Through its Bituminous Unit, Concrete Unit, Pavement Design and Grading and Base Unit, and Pavement Management Unit the Pavement Engineering Section provides technical expertise and direction in the design, construction, maintenance, rehabilitation and management of the department's pavements.

Bituminous Engineering Unit

(651) 779-5577. This unit provides technical assistance to state, county, and municipal engineers and administrators on the use, acceptability, and durability of bituminous materials. The Unit prepares/reviews bituminous mixture designs, prepares specifications,

and a manual for construction projects. This group also reviews/audits the project and materials engineers' certifications and all significant exceptions.

Concrete Engineering Unit

(651) 779-5576. This unit provides technical assistance to state, county, and municipal engineers and administrators on the use, acceptability, and durability of concrete materials. The Unit designs concrete pavements for steel requirements, panel length and joint spacing as well as prepares concrete mix designs, specifications, and manuals for construction projects. The Unit surveys concrete pavements statewide to determine maintenance and repair requirements; and reviews/audits the project and materials engineers' certifications and all significant exceptions.

Pavement Design and Grading and Base Unit

(651) 779-5564. 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. It is involved in strength assignment to grading soils and aggregate bases, pavement strength measurements, thickness determination of aggregate, bituminous, and concrete pavements, subsurface drainage, and rehabilitation strategies. In addition this Unit reviews subgrade design recommendations submitted by the districts and prepares specifications, manuals and standards for grading and base construction. They provide technical assistance to project engineers, monitor construction projects for compliance with the appropriate specifications, and reviews/audits the project and materials engineer's certifications and all significant exceptions.

Pavement Management Unit

(651) 779-5567. This unit is responsible for the design, implementation, and maintenance of the Mn/DOT Pavement Management System on a network, which uses the ride, surface distress, deflection and skid data collected each year to make performance predictions on Minnesota's pavements. This unit conducts photo logging and pavement roughness and distress surveys. This data is applied to a wide range of rehabilitation strategies and budgetary/management constraints to provide information, which will optimize design, maintenance/rehabilitation costs and strategies and ensure a satisfactory level of user serviceability.

Geotechnical Engineering Section

(651) 779-5516. This section includes the Foundations, Geology, and Aggregate Units. This section provides expertise, training and specifications in all areas of soils, aggregate, and erosion control. They also perform sub-surface exploration for bridge foundations, retaining walls, high embankments and soft ground. The Section provides expertise in the areas of gravel source exploration, geology, ground water hydrology, and bedrock, as well as provides technical assistance to counties and municipalities, other state agencies.

Foundations Unit

(651) 779-5598. This unit conducts subsurface explorations for the foundations for bridges, retaining walls, high embankments and other structures. The Unit provides design recommendations on foundation bearing capacity, mechanically stabilized earth systems, expected settlement and potential slope stability problems. They also provide technical assistance to district design and construction personnel on foundation-related problems. The Unit maintains a geotechnical boring log database and provides this information to the public upon request.

Geology Unit

(651) 779-5602. This unit provides investigations, analysis, recommendations and training on problems and issues relating to geology, ground water hydrology and aggregate quality. This includes rock excavation, bearing capacity, rock core identification and

evaluation, backslope and tunnel design, rip rap, quarry aggregates, petrology of aggregates, aggregate durability and aggregate reactions in pavement. The unit also deals with geophysics and vibration analysis, testing of geosynthetics; subsurface drainage and dewatering designs, environmental assessments, and water well designs for rest stops and maintenance buildings. This unit also provides technical assistance, expertise and training to state, county and municipal engineers and technicians.

Aggregate Unit

(651) 779-5612. This unit provides aggregate source information and recommendations to district materials, soils and design engineers and the Estimating Unit of the Office of Technical Support. The Unit provides aerial photo interpretation assistance to the districts, conducts statewide aggregate source prospecting, drilling, sampling and analysis of aggregate prospects and pits. Pit sheets and county aggregate maps are available to the public at nominal cost. County aggregate maps are available through their web site.

Geotechnologies Unit

(651) 779-5599. This unit provides expertise and training in geosynthetics, lightweight materials, alternate retaining walls/systems, geotechnical instrumentation, steepened slopes, swamp crossings, and failure investigations. They are responsible for development of standards, specifications, and special provisions to implement new designs, techniques and innovative solutions where no current standards exist. This group is the technical liaison regarding geotechnical issues on local, regional, and national levels and review specialty geotechnical designs prepared by consultants and other design professionals.

Materials Engineering Section

(651) 779-5533. This section includes the Chemical Testing and Inspection and the Physical Testing and Inspection Units. The section inspects and tests materials used in the construction and maintenance of the state transportation system. The Section is responsible for preparing materials specifications, and directing the materials certification program. The group provides technical assistance to department, county, municipal and contractor's personnel on physical and chemical testing. The Section is responsible for conducting tests and inspection for other state and government agencies on a reciprocity basis.

Chemical Testing and Inspection Unit

(651) 779-5549. This unit provides chemical expertise and testing of bituminous binders, paint, cements, soils, concrete additives, plastics, sign sheeting, metals and joint fillers. Additionally, the unit provides inspection services for bituminous binder.

Physical Testing and Inspections Unit

(651) 779-5534. This unit provides specialized testing for steel, cement, electrical wire, soils and aggregate on a statewide basis. Additional duties include providing inspection services of prestressed and precast concrete products and coated reinforcing bars and publishing of the Schedule of Materials Control.

Office of Advanced Transportation Systems

(651) 282-6649, James Kranig, director. The mission of the Office of Advanced Transportation Systems (OATS) is to further the application of innovative technologies to support a safe and efficient transportation network in Minnesota. The main activity of OATS is to administer the Minnesota Guidestar Intelligent Transportation System (ITS) program. Minnesota Guidestar is a public/private/academic partnership that guides all ITS activities in Minnesota through the ITS Strategic Plan. OATS has effectively used unique partnerships including public, private and academic partners to create these advanced technologies and systems. These partnerships have provided direct benefits for

transportation and indirect economic benefits by creating new markets for Minnesota businesses.

In addition, OATS provides technical and administrative support to the Mn/DOT ITS Management Team that directs the ITS program within Mn/DOT. The office directs the ITS research/operational test and initial ITS deployment activities. OATS works with local, national and international ITS organizations to conduct outreach and education efforts to further the mainstreaming of the deployment of successful ITS technologies. Further information is available by telephone at contact 651/282-6649 or at the Minnesota Guidestar web site at <http://www.dot.state.mn.us/guidestar/>.

Office of Investment Management

(651) 296-8478, Allan Schenkelberg, director. The office is responsible for development and management of Mn/DOT's Statewide Transportation Improvement Program and the State Transportation Plan; managing, directing and coordinating the planning and investment analysis activities which will result in economically sound construction or improvement of statewide transportation facilities; management of transportation improvement budget activities and directing the implementation of all federal requirements under the Intermodal Surface Transportation Efficiency Act (ISTEA); provides statewide investment criteria, economic and investment analysis and assistance to districts and regions in the development of transportation plans and studies; supports the commissioner's office on planning and investment issues of local, state, or national importance and coordinates transportation planning activities with Metro Planning Organizations (MPOs) and Regional Development Commissions (RDCs); directs special transportation planning studies, and is the department focal point for legal analysis, assistance in rule making, and responding to the *Federal Register*.

Program Development and Project Authorization Section

(651) 296-8519. The section functions are to: develop and refine a fair and equitable statewide investment process driven by a declaration of state goals and objectives and those transportation strategies described in state and national legislation; develop, manage, and maintain Minnesota's Statewide Transportation Improvement Program (STIP) and Mn/DOT's Highway Improvement Program (HIP); manage state funds in a manner that effectively supports the Highway Improvement Program; recommend and prepare alternative strategies to address high-emphasis program areas and/or legislative funding requests; manage federal aid highway funding in a manner that effectively supports Mn/DOT's HIP and the STIP provide essential liaison with the Federal Highway Administration to ensure effective use of federal funds; provide guidance and technical assistance to local units of government and/or their consultants in meeting program and project funding criteria; review proposed federal and state legislation that may impact transportation funding for Minnesota; serve as the focal point for managing federal aid emergency relief funding when national disasters are declared; coordinate and manage the Federal "402" Safety Program and the State Planning and Research Program (SP&R).

Economic Analysis & Special Studies Section

(651) 296-6194. Economic Analysis provides economic and investment analysis technical services and expertise to Mn/DOT's executive leadership team, districts, modes and transportation planning, programming and project development units.

Services of the section include development of investment criteria and guidelines that encourage sound investment and pricing practices. The section conducts analysis of the economic returns: that is, costs and benefits of Mn/DOT's transportation investments and policy decisions and evaluation of the equity impacts of the transportation investments and policies, especially on low income groups. The office identifies major economic, business and demographic trends that will affect long-term transportation demands and revenues and provides

investment analysis tools, training, and techniques. The section is also responsible for highway functional class documentation and updates; information on the extent and condition of the highway system (HPMS and Sufficiency Rating); and special studies regarding highway characteristics, conditions, and investments.

Policy and Plan Development Section

(651) 296-8477. This section is responsible for developing the Minnesota Statewide Transportation Plan and Mn/DOT's Intermodal Management System. It also coordinates planning activities with metropolitan organizations to maintain a federally certified cooperative, and continuing planning process; provides guidance and technical assistance to metropolitan planning organizations; works with Mn/DOT district and modal offices to develop frameworks for district planning and central office system planning studies; it also serves as the department's primary resource for assistance in administrative rulemaking proceedings and reviews proposed federal rules that could impact transportation agency activities.

Access Management and Land Use Planning

(651) 284-3503. Research, develop, and implement a comprehensive set of strategies that integrate engineering, land use planning and legal approaches to improve the land use and access management practice throughout Minnesota. the purpose of these strategies is to:

- **promote the safety and mobility** of the traveling public.
- **protect and extend the useful life** of the public's investment in the State's highway system, and
- **support the economic vitality**, character, and livability of the local community and achieve stronger integration of local government land use decisions with state transportation goals and policies, including Smart Growth, Interregional Corridors, and Multimodalism.

Develop access spacing and permitting guidelines: develop model planning and land use regulations for use by local units of governments; provide educational and technical assistance to Mn/DOT districts. Metro Division and local governmental units related to land use and access management.

Office of Land Management

(651) 296-3221, **Karl Rasmussen, director**. This office provides real estate and land information services both for internal and contract customers; acquires land for the construction and maintenance of transportation facilities owned and operated by Mn/DOT; provides relocation assistance services for commercial, industrial, residential, farm or special purpose properties; obtains permits, negotiates agreements and manages state-owned property through lease and sale; reconveys properties no longer needed for transportation purposes and administers the release and turnback of unneeded portions of the Trunk Highway System to the appropriate levels of local government; provides the administration of data bases which manage land information and spatial (geographical) information resources. Geodetic surveys are conducted and become part of the office data repository of precise survey digital information. Photogrammetric and cartographic mapping products are also prepared and maintained as part of the spatial information resource.

Real Estate and Policy Development Section

(651) 296-1131. This section provides various engineering, land surveying and real estate activities required to purchase, maintain and dispose of surplus property and property rights; prepares legal descriptions, mapping and plats required to acquire new rights of way, supported by legal documents, government land corner information, Commissioner's orders and turnback instruments. Purchasing and relocation assistance services are also provided, including the coordination of acquisition of acquisition activities with Mn/DOT district and Metro offices as well as other governmental agencies that

contract for these services. The section is the custodian of Mn/DOT's right of way maps and plats which depict property and property rights previously acquired to support transportation facilities. It also prepares, reviews and certifies real estate appraisals of property to be acquired or sold by Mn/DOT; and provides expert valuation assistance to other state agencies and local government units on a contractual basis. The section also provides technical support for the right of way and surveys functional groups in the areas of policy development (institutional documentation) and client relations (acquisition, relocation assistance and legislative affairs).

Surveying and Mapping Section

(651) 296-1077. This section conducts precise geodetic surveys and maintains the historical control point inventories; prepares and maintains both photogrammetric and cartographic mapping for various internal and external customers; provides training and advice to other Department staff in topics relating to surveying and mapping, supporting the project development responsibilities conducted at the district and Metro levels; provides technical advice to other state and local government agencies on surveying and mapping applications, techniques and the procedures required to obtain geodetic, photogrammetric and cartographic services. Extensive survey data resources are maintained by the Geodetic Surveys Unit, while the Photogrammetric Unit maintains both aerial photo and mapping files and the Geographic Information and Mapping Unit maintains a variety of State, county, municipal and special purpose spatial information for both internal and public usage. The section also maintains the Mn/DOT Land Information System (LIS), which captures, stores, manipulates, analyzes and portrays Department data having a geographic component. It also provides technical support in the areas of computer applications and data base development. Is responsible for the operation, maintenance and development of the various data base systems used to support surveying and real estate activities throughout Mn/DOT.

Corridor Studies and Contract Management Section

(651) 296-8329. This section functions as the liaison with other Department functions as well as the Attorney General's Office in matters relating to economic activities along interregional corridors. It also provides contract management functions for the surveying and right of way functional groups within Mn/DOT.

Office of Construction and Contract Administration

(651) 205-4400, **Mike Martilla, director**

Construction Engineering Section

This section administers all phases of construction contracts; directs and coordinates project facilitation and monitoring; supports the construction activity of the eight districts; and ensures that all legislative and contractor claims against Mn/DOT are resolved. The office meets regularly with district staffs to discuss common problems and facilitate resource sharing; and interacts with contractors, the United States Department of Transportation, and other state agencies.

Construction Standards Unit

(763) 797-3066. The section functions are to review MAP construction projects in accordance with delegation from the FHWA and selected other construction projects to ensure specification compliance; consult with Mn/DOT project personnel to ensure uniformity and share improved practices and procedures; trouble shoot problem areas when requested; review construction procedures with other Mn/DOT sections; prepare construction inspection reports; conduct final project inspections on all MAP projects; and chair the Construction Practices Committee.

Contract Administration and Claims Section

(651) 296-0860. The section functions are to coordinate and conduct construction lettings; clarify bid proposals for prospective bidders; recommend the award of contracts; administer the execution and approval of contracts and all trunk highway construction contracts; provide direction and guidance in the preparation, review, and approval of supplemental agreements; recommend approval of partial payments; maintain liaison with contractors; certify final contract quantities and approve final payments; provide consultation and advice to district and county offices in the preparation of contract time provisions; review and approve contract time revisions; perform administrative reviews of contested charges/time charges; provide consultation and advice to district, county, and consultant offices to ensure compliance with Mn/DOT specifications and policies; monitor contractors for compliance with federal and state labor laws and regulations and contract provisions; respond to complaints of non-compliance with federal and state labor laws and regulations; evaluate subcontract requests and interpret subcontracting specifications; administer subcontracting procedures; assist in investigation and resolution of contractors' claims; design, distribute, and maintain the Contract Administration Record System (CARS) software which enables the construction staff in the field to maintain pay quantities and produce payment vouchers.

Design-Build Section

(651) 224-1131. The section coordinates and leads Mn/DOT's evolving design-build process for highway design and construction contracts. Design-build is a new project delivery tool that Mn/DOT will use on some highway projects that have special timing constraints, design or construction complexities, or opportunities for designer-contractor innovation and coordination. The section works closely with Minnesota's contractor and consulting engineer industries to develop a fair and meaningful contracting alternative for special projects. The section also advises the seven Districts and Metro Division on the many phases of the design-build process: writing specifications, requesting proposals, evaluating proposals, awarding the contract, and administering construction.

Labor Investigation Unit

(651) 297-5716. 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 noncompliance complaints. For information, contact the unit in Room 120, Transportation Bldg., St. Paul, MN 55155.

Technical Certification Unit

(651) 297-7195. The section functions are to assist in the scheduling and administration of technical certification training courses and make determinations regarding Mn/DOT and non-Mn/DOT attendance; revise and update certification policy to stay current with the latest industry procedures and methods; develop and update curriculum for technical certification training courses, and update written performance examinations for technical certification; act as a proctor in conducting exam sessions and providing counseling and assistance for problem cases; develop training resources and aids such as slides, videos, and handouts for certification courses; make determinations and settle disputes regarding certification eligibility; offer presentations to industry groups such as ARM, MAPA, AGC, etc. to keep them apprised of the program; recruit and train technical experts from the construction industry in order that they might act as instructors for certification courses; teach specialty courses such as mathematics for technical certification; act as a liaison between technical instructors and Mn/DOT by keeping them up to date with changes in Mn/DOT policies and specifications; maintain a computer database which provides Mn/DOT districts with accurate and

up-to-date records of training and certification status; work with State Aid for Local Transportation Division to maintain a dialogue with local government agencies regarding training and certification issues; meet with Mn/DOT district materials and construction personnel to keep them informed of changes in the program and to obtain feedback regarding problems; meet periodically with consultants such as MAPA and the technical colleges to voice department concerns and maintain program credibility; and distribute informational material such as certification handbooks, course descriptions and announcements to all agency construction personnel.

Work Zone Safety Unit

(651) 296-5714. The section functions are to develop and implement work zone safety traffic control standards, specifications, and policies that promote uniformity of work zone traffic controls on all Minnesota streets and highways; provide technical expertise concerning the application of work zone traffic control devices and guidelines; act as liaison between Mn/DOT and other local, state, and federal agencies and between divisions within Mn/DOT in the area of work zone traffic controls; promote and monitor the agreement between Mn/DOT, the Department of Public Safety, and FHWA to hire off duty state troopers and other law enforcement officers to enforce work zone speed limits and other traffic laws in work zones; develop, implement, and maintain the Work Zone Safety Awards Program that recognizes outstanding efforts and contributions in the promotion of improvements in work zone safety practices; develop and promote public education materials for work zone and snowplowing activities for elementary and secondary schools and the work zone traffic safety modules for drivers training courses; and coordinate activities of the Work Zone Safety Committee.

Office of Environmental Services

(651) 284-3750, Merritt Linzie, director. The office serves as an interdisciplinary resource providing scientific and environmental consulting services to Mn/DOT 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, and legislators, the governor's office, local units of government and citizens of the state. The office focuses on environmental issues and works with many other agencies and the public.

Sustainable Transportation Initiatives

(651) 284-3750. The unit is dedicated to helping improve the quality of the bicycling environment in Minnesota, such that the bicycle becomes a more viable and predominant transportation choice. This is pursued through comprehensive planning and program development, development of design standards and guidelines, providing professional training and technical assistance to local units of government, and maintaining an inventory of the suitability of streets and highways for bicycling, which is used to help determine needs for improvement. This inventory is also depicted on the popular Minnesota Bikeways maps, which also show the locations of all bike paths and paved shoulders in the state. Bikeways maps may be purchased either from Mn/DOT or the Department of Administration, Print Communications Division, 117 University Avenue, St. Paul, MN 55155. Phone: (651) 297-3000, or 1-800-657-3757.

The unit works with other agencies and the State Bicycle Advisory Board to develop consensus on policy issues and program directions, for recommendation to state agencies and the legislature; and produces the annual Minnesota State Bicycle Conference, which is nationally recognized as fueling the bicycling renaissance in Minnesota.

Environmental Analysis and Compliance Section (651) 284-3773.

Environmental Compliance and Investigation Unit

(651) 284-3768. This unit provides Mn/DOT with expert scientific technical expertise for the resolution of environmental issues relating to waste stream management, and soil and groundwater contamination; develops statewide policies, procedures, and guidelines in the above areas; provides guidance to Mn/DOT districts regarding federal and state environmental statutes and regulations; and initiates technical training programs for Mn/DOT personnel in these areas as well as reviews Mn/DOT and consultant work products for technical/scientific adequacy.

Noise Analysis Unit

(612) 725-2373. This unit provides leadership and technical scientific expertise to Mn/DOT and other agencies on a statewide basis for the development of policies and procedures regarding transportation generated noise; computer modeling and analysis of projected traffic generated noise on proposed Mn/DOT projects; also provides field monitoring and measuring existing traffic generated noise. Assistance is provided to Mn/DOT districts about design of noise mitigation, review of environmental documents, and recommendations relating to traffic noise.

Environmental Field Studies Unit

(612) 725-2379. This unit provides design and planning expertise for the preliminary design of highway corridors and administers three special highway programs. Preliminary design services take the form of site-specific conceptual studies, corridor studies, computer imaging/photo simulation and visual impact assessments. Services are available to Mn/DOT and external clients. The unit administers the Great River Road (GRR) program and the Minnesota Scenic Byway program, and is responsible for implementing the Highways in Recreation Areas (HIRA) plan. Project management services are also provided. All three programs involve working with local citizens to establish and develop travel corridors as an environmental, recreational, and economic resource. In addition, the unit provides an advocacy role with the transportation enhancement funding category of ISTEA to generate a full range of eligible project applications for Area Transportation Partnerships to consider as Transportation Improvement Programs are developed.

Landscape/Forestry/Turf Establishment Section

(651) 284-3766.

Erosion Prevention and Turf Establishment Unit

(651) 284-3767. This unit provides technical assistance and training on erosion control and turf establishment to design, construction, and maintenance personnel, to municipal and county engineers, and to contractors; provides technical expertise and training on herbicides, proper spraying techniques and weed control methods on rights-of-way; conducts research on new concepts of erosion control, turf establishment, weed control and vegetation management; develops and coordinates a native grass and wildflower establishment and maintenance effort as part of an overall vegetation management program on highway right-of-way. Specifications, manuals, brochures and technical memoranda are developed and published as a result of an ongoing effort, and contain the results of applied technology.

Forestry Unit

(651) 284-3793. This unit provides leadership, technical expertise, and training in integrated roadside vegetation management practices on Minnesota roadsides; provides technical expertise and training in plant health care, insect and disease control, hazard tree identification and removal, tree appraisals, and tree pruning; leads Mn/DOT's reforestation efforts through the "Prairies to Forestways" program and

coordinates Mn/DOT participation in the America's Treeways programs. Unit foresters serve as project managers and landscape designers on several landscape partnership projects statewide annually. This unit also reviews Mn/DOT environmental documents and construction projects for wood plant impacts and provides recommendations on tree protection, tree transplanting, and mitigation efforts; conducts research on roadside woody vegetation.

State Landscape Programs Coordinator

(651) 284-3758. This unit develops statewide landscaping policies and assists Mn/DOT districts with the development of landscape projects and schedules; provides technical advice and training on the establishing and caring for plants within highway corridors and rights-of-way; and advises Mn/DOT district offices on vegetation management of highway rights-of-way to protect or enhance vegetation and aesthetic resources.

Office of Bridges and Structures

(651) 747-2100, **Daniel Dorgan, director.** This office provides Mn/DOT Districts, Metro Division and other units of government with structural and hydraulic leadership, services and products for the design, construction, and maintenance of Minnesota's transportation bridges and structures.

Bridge Construction and Maintenance Section

(651) 747-2107. The section provides design services including bridge foundation recommendations, construction special provisions and specifications, plan reviews for constructability, recommendations for reconstruction and repair, and analysis of final designs for load carrying capacity. The section also provides plans and specifications for bridge-mounted and overhead sign structures.

The section provides construction services including making pile driving recommendations for pile driving, evaluating construction problems, conducting construction training, and developing training manuals. The section also reviews and approves fabrication procedures and provides shop inspection of steel structures.

The section provides statewide maintenance services including administering the statewide bridge safety inspection program, providing statewide fracture critical inspection services, evaluating damaged structures, administering bridge management program, reviewing and approving permit requests to move heavy loads, providing training for maintenance and inspection forces, and developing bridge maintenance manuals.

Bridge Design Section

(651) 747-2106. This section designs and prepares plans and special provisions and reviews consultant plans for bridges and miscellaneous highway structures such as retaining walls, culverts, and noise walls for use on the Trunk Highway System; prepares and maintains standard details, design aids and manuals used to design highway bridges on both the state and local road systems; and provides technical assistance to other Mn/DOT offices on structural related matters. Provide oversight for bridge research projects and coordinate bridge research initiatives with research teams and other offices in the Department. Administer the Local Area Networks for both the CADD and PC systems for the Office of Bridges and Structures.

Bridge Planning Section

(651) 747-2104. This section conducts preliminary studies from layouts and provides recommendations on structure types, depth of structure and span arrangements, develops preliminary bridge plans, maintains the computer scheduling database for bridge design projects, prepares cost estimates, coordinates utility requirements, selects and negotiates with consulting engineers, approves construction contracts and reviews and approves plans for county and municipal bridges. Information and services are provided to Mn/DOT districts and offices, bridge contractors, consultants, counties and cities.

Hydraulic Section

(651) 747-2104. The hydraulic engineering section exists to provide overall direction, guidance, and advisory services to district hydraulic engineers; provides hydraulic recommendations for bridges, culverts, storm sewers, channels, erosion control structures, sedimentation basins, detention ponds, and other miscellaneous drainage structures; furnishes storm sewer design cost prorations for cooperative projects with municipalities as requested; screens in-place bridges for potential scour and recommends a plan of action for the bridges identified as scour critical; provides road drainage design services as requested; reviews and provides final approval on all state aid storm sewer plans with cost proration for state aid, federal aid and other funding sources; provides technical assistance to counties and municipalities, on request, in accordance with a technical assistance agreement; provides training in hydrology and hydraulics; coordinates the development and use of computer programs for hydrology and hydraulics, including statewide electronic data bases for bridge and culvert hydraulic data; establishes policy for and represent Mn/DOT in matters pertaining to hydrology and hydraulics.

Office of Transportation Data and Analysis

(651) 215-1854, Jonette Kreideweis, director. The office develops, analyzes and reports traffic and roadway data to monitor system use and performance and support highway planning design and investment decisions. The office is Mn/DOT's source for:

- Traffic counts
- Traffic flow maps
- Traffic volume and load forecasts
- Vehicle weight analysis
- Transportation Information System reports
- Roadlog, roadway history and project log information

Traffic Forecast and Analysis Section

(651) 296-0217. The section functions are to coordinate and manage statewide vehicle counting, classification and weighing programs; maintain data and information on historical traffic trends; interpret and disseminate data; act as liaison with various governmental agencies, Mn/DOT divisions and offices, private industry and the general public on traffic data issues; improve traffic data tools, data, and resources available for system and project level analysis and decision making; provide traffic and vehicle load forecasts for the planning and design of transportation projects; improve traffic forecasting methodologies; and provide historical analysis of vehicle weights and loads for research and evaluation of roadways.

Transportation Information Systems Section

(651) 297-2888. This section has responsibility for designing, developing, enhancing and supporting the department's Transportation Information System (TIS). TIS is an integrated database that contains information on roadway geometric features, traffic, crash, bridge and pavement performance data. The Section operates and maintains TIS. The Section also develops data management, query, reporting and mapping tools to assist transportation planners, project managers and highway designers in accessing and analyzing data needed to assess current conditions and plan for future improvements.

Transportation Data Section

(651) 296-1665. This section maintains and provides reports and maps of data on statewide roadway characteristics and geometric features included in the department's Transportation Information System (TIS). The section also maintains historical information on all trunk highway improvement projects. The section conducts field activities for truck weight and vehicle classification data collection programs; coordinates, maintains and calibrates weigh-in-motion and automatic traffic recording equipment; and researches new technology for

collecting and integrating data from other information systems in the department.

Corridor Management

(651) 282-6298, Al Pint, corridor manager; (507) 389-3259, Richard Bautch, corridor manager; 395 John Ireland Boulevard, MS 120, Transportation Building, St. Paul, MN 55155

Two corridor manager positions are established to be responsible for the development and coordination of Mn/DOT's Interregional Corridor Management Program. Major responsibilities include:

- Managing the development and implementation of corridor management strategies that connect Minnesota's regional trade centers.
- Engaging Minnesota citizens in planning and decision-making concerning transportation investments that protect the mobility of the interregional corridors.
- Strengthening cooperation and collaboration among corridor management partner organizations and agencies at local, regional and state levels.
- Linking transportation investments to the goals and strategies of other state agencies such as housing, economic development and natural resource management.
- Promoting a coordinated multi-modal and seamless, inter-jurisdictional transportation system incorporating investments and management strategies for:
 - Fiber Optics
 - Freight Flow
 - Transit Service
 - Bicycling and Pedestrian Facilities
 - State and Local Road Network
 - Airport Access
 - Advanced Technology
 - Railroad Grade Crossing

Providing technical support to local units of government in collaboration with other state agencies to make local land use, access and development decisions that support the interregional corridor strategies.

Program Delivery Group

(507) 389-3274, James Swanson, Assistant Commissioner/Assistant Chief Engineer. The Program Delivery Group delivers all modes of transportation services to meet the needs of Mn/DOT's customers. This outcome is achieved by developing and implementing statewide plans, programs and policies that deliver the products and services that Minnesota citizens need and expect.

Modal Operations Division

(651) 297-7860, Cecil Selness, director. The Division consists of the Offices Aeronautics, Freight Railroads and Waterways, Motor Carrier, Transit, and Rail Passenger. The Division provides policy direction and administration of programs with the goal of developing a fully integrated multimodal transportation system in Minnesota. By doing so, it supports the economic vitality of the State, helps the State to be a strong global competitor and its citizens to have the transportation services needed to be self-sufficient.

Office of Aeronautics

(651) 296-8202, Ray Rought, director. 222 East Plato Boulevard, St. Paul, Minnesota 55107-1618. This office administers state and federal funds for municipal airport development, maintenance, and operation; regulates, inspects, and licenses aviation operations; enforces statutes and rules relating to aviation; registers aircraft and assists communities with aviation planning and air service issues. It also provides radio and visual navigational aids; electrical and lighting systems; collects and disseminates weather information for pilots; disseminates aviation education and safety information; and furnishes air transportation service for state officials and employees performing official business.

Administrative Support

(651) 296-9865. This section oversees the function of personnel and payroll transactions; accounting, purchasing/inventory control; secretarial support; budget preparation; monitors the spending plan; training coordination; and facilitates management of the aeronautics office building.

Airport Development Section

(651) 296-0523. This section provides technical and financial assistance to municipalities for the continued development and maintenance of the nearly 150 existing and planned airports identified in the Minnesota State System of Airports.

Technical and administrative assistance are provided to publicly owned airports in areas such as airport planning; site selection; airport zoning; airspace issues; airport layout plans; project development and programming; land acquisition; project design; construction management; maintenance activities; and equipment purchases.

This section, through consultation with municipalities that own airports and the Federal Aviation Administration, prepares and maintains a continuous five-year Airport Capital Improvement Program that identifies the improvement needs of municipally owned airports throughout Minnesota; prepares and maintains an Airport Pavement Management System that reflects the current condition of all the airport pavements and the forecasted pavement rehabilitation needs for planning purposes.

Financial aid in the form of state airport improvement grants and Federal Aviation Administration airport improvement program grants can be requested from this section by municipalities for eligible airport projects. In the application for financial aid the municipality must show the project scope and justification; the estimated cost; the time schedule; and the availability of local matching funds. This section prepares application requests for federal aid on behalf of municipalities and receives and disburses all federal funds as required by state law; reviews and approves project plans, specifications, and contract documents; prepares and administers state-aid agreements; conducts periodic on-site inspections to ensure compliance with contract documents and grant agreements; approves change orders and partial and final payments; and prepares and processes the state-aid payments.

In much the same manner, this section administers two additional funding programs. The airport maintenance grant program provides a state reimbursement for a portion of documented eligible maintenance expenses up to a certain amount that is dependent on airport size. The hangar loan project provides loan monies to municipalities for the construction of storage hangars.

Necessary forms for project documentation are provided free and as needed.

Aviation Education Section

(651) 297-7652. This section's functions are to form liaisons with industry to identify education and training needs with education institutions delivering aviation training and with state and federal officials to ensure support for aviation education programs. This section also manages aviation training funds; coordinates Minnesota's programs with surrounding states and directs aviation industry needs assessment. Educators, students, the aviation community and the general public are served by enhancing awareness and knowledge of aviation and its role in society.

This section is a key partner in Aviation Career Awareness Days; Aviation Career Education (ACE) Academy; Discover Aviation Days; International Aviation Art Contest; Aviation Education Advisory Council (which meets quarterly and is made up of 30 representatives from K-12 schools, post secondary institutions, government agencies and private industry) Airport Management Intern Program; and the Washburn Aviation and Aerospace Magnet School Advisory Council which meets monthly and is made up of 40 representatives from K-12 schools, post secondary institutions, government agencies and private industry.

The section is a regular participant in the Minnesota Education Association/Minnesota Federation of Teachers Convention; the North Central Region/Aerospace Educator's Conference; the Annual Post Secondary Aviation Conference; the National Association of Partners in Education/Minnesota; and the Minnesota Technology Preparation - school to work transition, curricula development, breakthrough innovations.

The section also developed, published and disseminates the *Historical Aircraft DOT-TO-DOT Book* (elementary level); the *Minnesota Aviation Facts Booklet* (general public); the *Minnesota Aviation Education Guide* (secondary level); the *Sky's The Limit Book*, volumes I-IV (elementary aviation reading/activity books); the *Minnesota Aviation Geography Curriculum Book* (secondary level); the *Aviation History Calendar* (general public); and an *Aviation Career Video* (secondary level).

Staff members provide classroom presentations on a variety of aviation topics for grades K through 12. Developed materials are provided free and as requested.

Navigation Systems Section

(651) 296-2334. The functions of this section are to establish, operate and maintain electronic navigation aids to augment the federal system in Minnesota; installs, maintains and upgrades radio navigational aids such as Very High Frequency Omnidirectional Radio Range (VOR) systems, Distance Measuring Equipment (DME), Non-Directional Beacons, and Instrument Landing Systems (ILS).

This section provides technical, planning and financial assistance to publicly owned airports for airport electrical systems. Examples are upgrading lighting systems, power distribution systems, visual navigation aids, and radio controllers for airport lights.

This section is also responsible for installing and maintaining Automated Weather Stations Systems (AWOS) at Minnesota public airports and for collecting and disseminating aviation weather information to pilots through use of electronic devices.

Planning, Research and Information Section

(651) 296-9869. This section's functions are to conduct statewide aviation planning; coordinate and assist in regional aviation planning efforts; assist owners of publicly owned airports in developing airport master plans; provide aviation input in intermodal planning activities; collect pertinent data, maintain an aviation data base, and develop forecasts of aviation activity; assist Minnesota communities with scheduled air service matters; assist airport owners in meeting federal and state requirements for environmental review for capital improvement projects; monitor aviation issues and legislation; and to coordinate special programs and policy changes.

The section also prepares aviation information for public release and prepares a quarterly "Aviation Safety Technical Bulletin" for publication in the *Minnesota Flyer* magazine.

Air Transportation Section

(651) 296-6666. This section provides air transportation in Mn/DOT-owned aircraft for Mn/DOT and other state employees, the legislature, and constitutional officers when conducting official business. The aircraft used are two Beechcraft King Air's, one with eight passenger capacity and one with six passenger capacity. Aircraft are scheduled on receipt of a telephone request, followed by a written air travel request, Form TP-80263-04. Forms are supplied on request.

This section also offers "air shuttle" service to cities with Mn/DOT offices on a rotating basis on Wednesdays and Thursdays. Service is provided to Willmar and Brainerd; Duluth and Eveleth; and Bemidji and Detroit Lakes. The schedule is designed to conform closely to normal work hours and allows users about six hours at each destination. Shuttle flights depart from Regent Aviation at the St. Paul Downtown Airport (Holman Field) at 7 a.m. and return at approxi-

mately 5:15 p.m. Service on the shuttle is available to other state agencies on a space available basis. Contact this section regarding availability.

Mn/DOT charges a single rate per mile for either twin-engine aircraft. Extra charges will be assessed the user for overnight trips to cover pilot's food, lodging, and special expenses. If Mn/DOT's aircraft are unavailable, assistance is provided to arrange for a flight by a charter operator if the requestor desires.

Aviation Operations Section

(651) 296-8061. The section enforces all governmental regulations, statutes, and rules for aviation in Minnesota; provides technical interpretation of statutes, rules and policies; manages the aircraft registration system (see below); inspects and licenses public and private-use airports, heliports, and seaplane bases; inspects and licenses commercial flight operations such as aircraft sales, rental, and leasing as well as flight schools, aerial applicators, air charter services, aerial advertisers, aircraft service, maintenance and repair operations, and air ambulances.

For forms or information on licensing requirements, contact this section.

The section also reviews proposals for construction of tall towers and power lines for aerial hazard potential, and expresses objections when appropriate.

The section maintains an aviation film library that is available for showing to educational, civic, industrial, professional, youth and similar groups. The library consists of approximately 350 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 by calling (651) 297-4270. A catalog is available upon request.

This section develops, conducts, and sponsors aviation and aerospace safety education programs for pilots, maintenance technicians, and ground support personnel; disseminates safety-related articles and other aviation oriented training publications; and provides administrative, fiscal, and personnel services support to Minnesota Wing, Civil Air Patrol.

This section annually updates, publishes, and distributes the *Minnesota Airport Directory* to registered owners of airworthy aircraft at no charge; periodically updates, publishes, and distributes the *Minnesota Aircraft Tax Rate Book*; and annually updates, publishes, and distributes the *Minnesota Aeronautical Chart* to pilots at no charge.

This section develops, conducts and sponsors aviation weather programs for pilots, and provides an aviation weather computer program. This system of weather access computer terminals, called the Minnesota Weather Access System (MnWAS), provides weather information, weather graphics, and flight planning programs for pilots at approximately 90 airport locations throughout Minnesota. A home user program is available for pilots with personal computers. For information about MnWAS, call (651) 296-4746.

Aircraft Registration Unit

(651) 296-2353. This unit maintains aircraft registration files and tax records for all general aviation aircraft based in Minnesota; determines fees and collects aircraft registration taxes; ensures that mandatory provisions of the aircraft insurance act are met; ensures sales taxes are collected on aircraft sales; makes field verification of aircraft registration; and provides information regarding sales tax, insurance, and registration requirements.

To register an aircraft, write to this unit or call (651) 296-2353. This 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 1. Information about pilots' licenses, issued by the federal government, can be obtained by calling (612) 725-4211.

Public or Private-Use:

Airport	\$ 15.00
Seaplane Base	\$ 15.00
Heliport	\$ 15.00

Commercial Aircraft

Operators	\$ 30.00
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Aircraft Dealer

Dealer (Only)	\$ 10.00
Plate (each)	\$ 15.00

Personal-Use Airport, Seaplane Base, Heliport:

No Fee (License necessary only if located within five miles of a public airport)

Office of Motor Carrier Services

(651) 296-7109, Ward Briggs, director. This regulatory office administers and enforces safety and economic regulations that govern for-hire and private motor carriers operating in or through Minnesota. Comprehensive programs help ensure carrier compliance with federal and state regulations relating to: safe operation of vehicles; driver qualifications; vehicle inspection, repair and maintenance requirements; vehicle safety standards; proper hazardous materials packaging and transportation; driver's hours of service; carrier liability insurance; and operating authority and tariffs for household goods movers, charter bus and regular route bus services.

The types of carriers the office regulates are for-hire carriers of property and passengers; luxury limousine services; special transportation services for the elderly and disabled; transporters of hazardous materials and hazardous wastes; building house movers; household goods movers; private carriers hauling their own goods; and exempt commodities carriers (primarily agriculture and construction). Motor Carrier Services seeks compliance in various ways, such as through technical training with motor carriers, seminars, newsletters and fact sheets, and civil or criminal penalties when appropriate.

The office accepts and investigates written complaints made against carriers and service providers under its jurisdiction. To file a complaint, a letter may be sent to the office's Enforcement Section detailing the nature of the complaint. At a minimum, the letter should identify who the complaint is against (providing as much identifying information as possible) and a concise, factual statement of what was observed. Include dates, times, and location of alleged violation and include copies of relevant documents supporting your allegations, if possible. Complaints are protected nonpublic data under Minnesota law.

The office publishes the *Minnesota Trucking Regulations Handbook*, which details motor carrier, vehicle, and driver requirements and resources for operating in Minnesota. It is available free of charge by calling (651) 296-7109. The office also publishes a quarterly newsletter and fact sheets that deal with specific topics of interest in a more detailed manner. To be placed on the mailing list for the newsletter and/or fact sheets contact the office information officer at (651) 282-5142.

Motor Carrier Licensing Unit

This section registers and issues credentials annually to all for-hire carriers operating in and through Minnesota; processes applications for transportation operating authority, extensions and transfers of operating authority; maintains carrier insurance filings; reviews all orders of operating authority granted from the Interstate Commerce Commission and the Minnesota Transportation Regulation Board; prepares daily accounting fees received for application processing and vehicle identification identifiers, registers and credentials transporters of hazardous materials and hazardous waste, processes building mover application licenses.

Permits:

(651) 405-6000; toll free: 1-800-657-3959

Spring Road Restrictions:(651) 406-4701; toll free: 1-800-723-6543, as well as,
on the Internet at <http://mnroad.dot.state.mn.us>**Permit Costs:**

Single Trip: Fee is variable with minimum fee \$ 15.00
 Job Permit: Fee is variable with minimum fee \$36.00
 Annual Overweight & Oversize: . Fee varies from \$ 200 to \$ 800.00
 Annual Oversize: Only \$120.00
 Annual Mobile Crane: Fee varies from \$ 120 to \$ 800.00
 Annual Self-contained Refuse Compactor Truck: \$ 85.00
 Annual emergency: Fee varies from \$ 120 to \$ 800.00
 Annual Winter Weight Increase on Interstate: \$ 60.00
 Annual Round Baled Hay, Straw, & Corn Stalks: \$ 24.00
 Annual Implement of Husbandry: \$ 24.00

Motor Carrier Rates and Tariff Unit

The unit receives tariff filings from household goods and passenger carriers and determines whether rates filed are prepared in the prescribed manner; receives and reviews annual carrier financial reports to determine economic stability of carriers; provides the Transportation Regulation Board (TRB) with data on motor carrier rates; enforces proper assessment of published rates by the motor carrier; represents the interests of Minnesota's citizen's before TRB rate hearings; audits carriers for possible tariff violations; publishes and maintains the Official Minnesota Highway Mileage Table; and handles complaints and inquiries from the public, shippers, and carrier representatives.

Motor Carrier Enforcement Section

This section enforces federal and state motor carrier regulations; documents and investigates complaints about service or safety violations made against a motor carrier; assists shippers and consignees in filing and settling loss and damage claims; accepts and investigates complaints made against household goods movers; conducts audits of carrier records to determine compliance with rules and regulations; and conducts carrier safety reviews (CR's) on behalf of the Federal Highway Administration (FHWA); participates in the FHWA Motor Carrier Safety Assistance Program (MCSAP) to uniformly promote safety of carrier operations and provides technical training to carriers, shippers and law enforcement personnel.

Hazardous Materials (HM) conducts shipper dock audits to determine shipper and carrier compliance with hazardous materials packaging and transportation regulations, responds to HM spills and incidents, and is part of the state's on-call emergency incident response team.

Enforcement maintains an information desk at its Mendota Heights office to assist walk-in customers and phone customers. In addition, it has eight outstate locations where transportation representatives maintain part-time offices. Locations and phone numbers are listed below:

Alexandria (320) 762-7985
Brainerd (218) 828-6106
Detroit Lakes (218) 847-1515
Duluth (218) 723-4647
Mankato (507) 389-6124
Rochester (507) 285-7384
St. Cloud (320) 255-4170
Willmar (320) 231-5195
Marshall (507) 537-6146

Technology Section

(651) 296-7109. The section function is to analyze, design, develop, and implement information management applications and procedures needed for effective operations within the office.

Office of Freight, Railroads and Waterways

(651) 296-0355, **Al Vogel, director**; 925 Kelly Inn, MS 470, Transportation Building 55155. 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

(651) 296-2472. This section negotiates and administers agreements between the department and railroads in Minnesota which provide railroad facility rearrangements and right-of-way acquisition for trunk highway construction; reviews railroad-highway grade crossing for the purpose of offering recommendations regarding safety improvements; participates in regulatory hearings and negotiations concerning clearances between rail equipment and structures, track removals, and the installation of stop signs and exempt signs at railroad-highway grade crossings; administers the federal (23 USC 130) and state grade crossing safety improvement programs to fund railroad highway grade crossing safety improvement projects, including signal projects, surface projects, signing projects and other safety-related projects; develops and administers administrative rules concerning the opening and closing of railroad-highway grade crossings; develops and maintains the Transportation Information System (ITIS) rail data file; provides liaison between the traveling public, public officials and the railroads in Minnesota concerning railroad-highway grade crossing issues; performs railroad track inspections and reviews inspection reports; investigates complaints from the public concerning hazardous conditions on railroad tracks; collects and analyzes data concerning accidents at railroad-highway grade crossings.

Rail Planning and Program Development Section

(651) 296-1613. The section functions are to develop a comprehensive rail plan to guide public investment and provide necessary information about rail transportation; support the continuation of an effective rail system for moving the state's commodities, continually assess rail service needs in rural areas and attempt to see those needs are met; represent Minnesota's interests regarding rail activities including: planning, program implementation, policy development, and abandonments; monitor rail abandonments, make appropriate comments to the ICC, and manage a procedure which alerts rail users of potential abandonments, possible impacts, and alternatives; develop policies to protect and promote Minnesota's interests in regional and national rail issues such as rail mergers, bankruptcies, and consolidations; administer the Federal Local Rail Service Continuation Program and the Minnesota Rail Service Improvement Program to fund rehabilitation of rail lines and to improve rail user access to rail transportation. Administer the Rail Banking Program to acquire abandoned rail lines for other transportation purposes; manage a planning process which evaluates the potential of high speed passenger rail service.

Ports and Waterways Section

(651) 296-1609. This section helps to ensure the continued effective development and operation of the state's river and Great Lakes' water transportation systems; provides assistance in state activities involving pipeline route planning and maintains current information on Minnesota's pipeline and above ground tank systems; develops and maintains a comprehensive water transportation plan for both river and Great Lakes 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 also 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, and local governments as well as the shipping, terminal and navigation industry, and private citizen organizations.

Freight/Logistics Initiative

(651) 215-1884. The Freight/Logistics Initiative was undertaken to review the Department's role in freight transportation and to develop a strategy for Mn/DOT to improve its knowledge and integration of freight transportation into our policy, planning and investment processes. The goal is to make better decisions. Decisions which, wherever possible, improve or augment freight transportation service productivity. By doing so, Mn/DOT will enhance its contribution to Minnesota's economy and to our competitiveness in the regional, national and global markets.

Office of Transit

(651) 296-7052. Donna Allan, director. The office develops and 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

(651) 296-0377. The state and federal transit assistance programs provide operating and capital funding for public transit systems in Greater Minnesota. Project managers negotiate and approve annual operating and capital contracts with eligible public and private providers; provide technical assistance to recipients of public transit funds, local officials, and prospective providers of transit services; approve and initiate payments to local transit service providers; and, monitor and evaluate transit system costs and service delivery performance against local goals and state transit program purposes. A Rideshare Manager provides assistance to communities, businesses and educational institutions to establish local rideshare programs.

Management Services Section

(651) 296-1376. Administrative functions of the office include the design, development and support of the office's automated/integrated networking system; financial analysis, budget preparation and management, accounting, reporting and program review work of federal/state transit appropriations; development and submittal of grant applications to the Federal Transit Administration; management of a capital investment strategy which is used to determine expected life cycle and replacement schedules for vehicles; and preparation of an annual Transit Report for publication. Planners prepare and review planning and research programs and transit policy to guide state-level investments in transit. Technical assistance, such as interagency data management, financial/budgetary planning and transit planning, is also provided.

Office of Passenger Rail Transit

(651) 215-6800, Mukhtar Thakur, director. The Office of Passenger Rail Transit develops and administers the state and federal programs for passenger rail transit, including commuter rail and inter-city rail. The office provides rail transit technical assistance to local transit boards, develops statewide rail transit program policies and plans, and

is charged with the construction and operations of commuter rail in the State of Minnesota.

Passenger Rail Planning Section

(651) 296-4888. The passenger rail planning section is responsible for developing comprehensive passenger rail transit plans that guide public investment and provide necessary information about commuter rail, Light Rail Transit (LRT), bus rapid transit, and high speed rail transportation in Minnesota.

The planning section provides technical assistance to communities as they evaluate passenger rail transit options, directs the evaluation of rail transit studies and projects, assists communities in meeting federal and state requirements for environmental review of rail transit projects, develops statewide policies and plans regarding the implementation of rail transit services, develops and implements stakeholder information and input programs, and monitors national and local issues and legislation affecting the rail transit industry.

Commuter Rail System Planning

The Commuter Rail System Plan is a prescriptive tool that ensures commuter rail will be accomplished in a cooperative and consistent manner that provides coordination among stakeholders. The system plan reinforces the legislative direction that places Mn/DOT in charge of the planning, design, construction, and operation of commuter rail services. Commuter rail system planning work activities include working with communities to ensure rail investments are reflected in comprehensive plans, transportation plans, development strategies, and zoning ordinances; inclusion of rail investments in affected Area Planning Organizations' transportation plans and policies; and meeting federal planning requirements.

Intercity Rail Planning

The Office of Passenger Rail Transit is responsible for intercity rail and high speed rail development within Minnesota and as a partner with other states in the upper Midwest. The office investigates ways to deliver a rail system that minimizes financial obligations, maximizes modal investments, and offers dependable and seamless transportation alternatives. The office is charged with determining the feasibility of long-distance train service depending on equipment, route alignments, and cost projections. This is accomplished through studies that analyze ridership projections, capital and operating costs, rail crossing safety, and environmental impacts.

Northstar Corridor Commuter Rail Project

(651) 296-7547. The Northstar Corridor is an 80 mile corridor from downtown Minneapolis to Saint Cloud/Rice along Trunk Highways 10 and 47. This commuter rail corridor would use the existing Burlington Northern and Santa Fé (BNSF) Railway railroad alignment. The project is currently considering 12 stations and would provide inter-modal connections to bus transit and the planned Hiawatha LRT system. With the exception of the downtown Minneapolis and the Minneapolis Northeast stations, all of the station would have park and ride capabilities.

In 1999, the Minnesota State Legislature made the Commissioner of Transportation responsible for all planning, design, construction, and operations of commuter rail activities in the state. Within the next year, the Commissioner had created the Office of Passenger Rail Transit to assist in carrying forth these legislatively mandated responsibilities. To date, Mn/DOT and the Northstar Corridor Development Authority (NCDA) have worked together to reach several critical milestones, including completing a feasibility study and a Major Investment Study and conducting extensive public outreach activities. Currently, Mn/DOT and the NCDA are working on the Advanced Corridor Plan / Preliminary Engineering and the environmental process for the corridor.

Metro Division

(651) 582-1000, **Richard Stehr**, division engineer; **Waters Edge Building, 1500 W. County Road B2, Roseville, MN 55113.** Headquartered in the Waters Edge Building, the division provides leadership in optimizing the safe and efficient movement of people, goods and services for the eight-county Minneapolis-St. Paul Metropolitan Area. By so doing, it contributes to the social and economic vitality of Minnesota while protecting and preserving the environment. The division is committed to being a model for implementation of the department's objectives of Advantages to Transit, Bottleneck Removal and Corridor Connections. Adequate resources are secured and managed to accomplish its mission to move all modes of transportation into the 21st century.

Transportation Program Management

(651) 582-1393, **Tim Henkel**, director. Transportation Planning and Program Management identifies transportation needs and issues through analysis of data and trends of the transportation system, regional demographics and land use. The section develops alternatives for future action consistent with federal, state and regional policies. This section also works closely with the Metropolitan Council/Transportation Advisory Board and with other agencies to conduct regional system planning, multi-modal planning, and air quality/transportation planning.

Products include:

- **Transportation System Plan** (20-year Metro Division Plan)
- **Work/Studies Plan** (list of anticipated major trunk highway projects over the next 7-year period)
- **Area Transportation Improvement Program** (list of all projects programmed in next three years)
- **Annual Construction Map**
- **Artemis/PMS reports** (detailed listing of all trunk highway projects under development)
- **Local Government Review Guide**

State Aid

(651) 582-1351, **Robert Brown**, director. State Aid assists local agencies in the eight-county metropolitan area in establishing, improving, and maintaining a designated system of roadways. This is done with various sources of State and Federal funds received from the State and Federal Highway User Tax Funds (from the gas tax and other related taxes). Approximately \$190 million in construction is approved by the Metro State Aid Office annually.

Office of Program Delivery

(651) 582-1340, **Keith Shannon**, director. This office's functions are to develop transportation system plans, programs and policies for the division and to develop projects from conceptualization through construction. This includes the following functions:

Area Managers

Four area managers are charged with delivering transportation programs in their respective area. Focus is on project management oversight, coordination of products and services, and relationships with constituent counties, cities, developers and the public.

Resource Management

The functional resources necessary to plan, scope, design and deliver transportation projects reside in this section. This functional areas responsibility is to design, develop and prepare transportation construction plans and manage the design and preparation of transportation construction plans prepared by consultants; coordinate project design with municipalities, counties, regulatory and other agencies, adjoining owners, the public, and other Mn/DOT personnel; prepare construction limits for the right of way acquisition; prepare preliminary special provisions; and negotiate cooperative construction agreements.

- **Water Resources Engineering**
- **Right-of-Way Construction**
- **Contract Administration**
- **Surveys**
- **Materials Engineering**

Office of Traffic and Maintenance Operations

(651) 582-1163, **Gary Workman**, director. The office develops, directs and oversees all the maintenance and traffic activities on the trunk highway system within the metropolitan area for Mn/DOT. This is accomplished through the following functional areas:

Maintenance

- **Maintenance Pre-Operations**
- **Maintenance Field Operations**

Traffic Engineering

- **Traffic Services**
- **Accident and Traffic**
- **Signal Design**
- **Signal and Lighting Operations**
- **Freeway Operations**
- **Facilities Management**

Office of Business Operations and Services

(651) 582-1164, **Betsy Brown**, director. The office provides administrative support, accounting, budget, payroll, human resource development and personnel services; purchases needed supplies; maintains an inventory management system; provides public affairs and management information systems for the division.

Hiawatha Project Office

(612) 215-8229, **John Caroon**, rail transit design/construction engineer; **Mike Schadauer**, rail transit project development engineer. This office was established in July 1998 to fulfill Mn/DOT's legislatively assigned responsibility for the design and construction of the Hiawatha Light Rail Transit project. In that role, the staff managed the preliminary engineering process, gaining the Federal Transit Administration's approval for the project to proceed to Final Design in April of 2000. The staff is now managing a design/build team under contract for the final design and construction of the project. Completion is scheduled for late in 2004.

• Metro Division Headquarters

Waters Edge Building, Information (651) 582-1000
1500 W. County Road B-2, Roseville, MN 55113

• Oakdale Office

Information (651) 779-5000
3485 Hadley Ave. North, Oakdale, 55109

• Golden Valley Office

Information (763) 797-3000
2055 N. Lilac Drive, Golden Valley, 55422

• Traffic Management Center (TMC)

Information / Receptionist (612) 341-7500
1101 4th Avenue South, Minneapolis 55404

• Hiawatha Project Office (HPO)

Information / Receptionist (612) 215-8200
155 5th Avenue South, Suite 300, Minneapolis 55401

District Operations Division

(651) 296-8047, **Richard Borson**, director. The District Operations Division through its seven districts are responsible for all operations within their areas, including construction programming, planning, designing, constructing and maintaining state and federal highways. The districts also play a role in meeting the needs of other modes of transportation (transit, rail rehabilitation, airports, and bikeways) in their district.

Each district has a transportation district engineer who represents the commissioner of transportation to the public and other agencies and leads the development of the transportation system in its region while coordinating those efforts with the other districts and Mn/DOT's central office in St. Paul.

Mn/DOT's district offices serve the geographic areas as shown on the following map. The district offices provide the following major functions for each district to maximize customer service.

- **The Program Delivery/Construction Engineering** function conducts soils and materials testing, supervises and evaluates the performance of construction contracts, provides information to the public concerning construction operations, obtains field surveys in the districts, complete pre-design studies and reports, prepares detailed designs, provides hydraulic engineering services, develops and coordinates district construction programming, acquires right of way, reviews and processes requests for special permits involving Mn/DOT right of way, and provides traffic management and signing services in the districts.
- **The Maintenance Areas** are responsible for all system operations including maintenance, signing, pavement marking, and snow removal activities on trunk highways; the maintenance and operation of rest areas, and all other Mn/DOT structures and facilities. Administers the maintenance areas equipment operating and repair budgets. It provides the public and news media with information regarding maintenance operations, road

conditions, and travel advisories within the maintenance area; and provides equipment maintenance to the district office, the resident offices, and the State Patrol. Also responsible for the roadway regulations and the issuance of permits (transportation, utility and access).

- **The Business Operations** function provides administrative support; finance, accounting, budget, and payroll services; human resources, personnel, labor relations, safety and development, and training services; maintains an inventory system; coordinates and operates a management information system, and data processing and automation services; and provides internal and external information and public affairs services.
- **The State Aid Office** provides technical engineering assistance to counties and municipalities for State and Federal Aid highways, and ensures that construction and maintenance standards are met on State Aid roadways within the Districts. They administer county and municipal State Aid systems of roads and streets including Federal Aid secondary and Federal Aid urban systems. It also reviews and recommends approval of project development and related reports, plans and specifications, construction progress, and final acceptance.
- **Visit Mn/DOT's website** at www.dot.state.mn.us or call the District offices – Information telephone number to obtain additional information relating to construction delays and detours, bid lettings, adopt-a-highway program and permits.

District and Maintenance Office Locations

Transportation District 1A - Duluth

Information (218) 723-4801
Road Condition Information (218) 723-4866
1123 Mesaba Ave., Duluth, MN 55811

Transportation District 1B - Virginia

Information (218) 749-7793
Road Condition Information (218) 749-9656
101 N. Hoover Road, Virginia, MN 55792

Transportation Northwest District (2) - Bemidji / Crookston

Information (218) 755-3800
Road Condition Information (218) 755-3816
Box 490, Bemidji, MN 56619

Transportation District 2B - Crookston

Information (218) 281-6069
Road Condition Information (218) 281-6047
1320 Sunflower Street, Crookston, MN 56716

Transportation District 3A - Brainerd

Information (218) 828-2460
Road Condition Information (218) 828-2570
1991 Industrial Park, Baxter, MN 56401

Transportation District 3B - St. Cloud

Information (320) 255-4181
Road Condition Information (320) 255-4265
Box 370, 3725 12th Street North, St. Cloud, MN 56302

Transportation District 4A - Detroit Lakes

Information (218) 847-1500
Road Condition Information (218) 846-0711
P.O. Box 666, 1000 W. Highway 10, Detroit Lakes, MN 56502

Transportation District 4B - Morris

Information (320) 589-7000
 Road Condition Information (320) 589-7323
 P.O. Box 410, 610 Highway 9 South, Morris, MN 56267

Transportation District 6A - Rochester

Information (507) 285-7350
 Road Condition Information (507) 285-7404
 Box 6177, 2900 48th Street N.W., Rochester, MN 55903-6177

Transportation District 6B - Owatonna

Information (507) 455-5800
 Road Condition Information (507) 451-9000
 Box 307, 1010 21st Ave. N.W., Owatonna, MN 55060

Transportation District 7A - Mankato

Information (507) 389-6351

Road Condition Information (507) 345-8900
 P.O. Box 4039, Mankato, MN 56001

Transportation District 7 B - Windom

Information (507) 831-1200
 Road Condition Information (507) 831-1237
 Box 427, Co. Rd. 26, Windom, MN 56101

Transportation District 8 - Willmar

Information (Willmar) (320) 231-5195
 Road Condition Information (320) 235-9230
 Information (Marshall) (507) 537-6146
 Road Condition Information (507) 537-6387
 Information (Hutchinson) (320) 234-4460
 P.O. Box 768, 2505 Transportation Road, Willmar, MN 56201
 Marshall Office Box 29, 220 S. 6th Street, Marshall, MN 56258

Office of the State Treasurer

3rd Floor Administration Building, Suite #303

50 Sherburne Avenue, St. Paul, MN 55155

Phone: (651) 296-7091; Fax: (651) 296-8615

Website: www.treasurer.state.mn.us

Email: treasurer@state.mn.us

State Treasurer Carol C. Johnson, State Treasurer

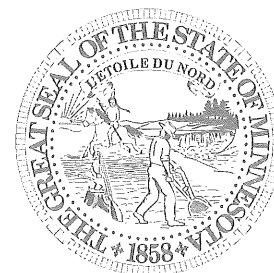
Deputy State Treasurer John M. Manahan

Minnesota Statutes, Chapter 7; *Minnesota Rules*, Chapters 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. Transactions in F.Y. 00 totaled \$311.2 billion. The treasurer also assures that all state monies on deposit and invested are properly collateralized and protected against default. The treasurer must also record and verify approximately 6.5 million warrants issued as payments from the state treasury. The treasurer daily determines the amount of money available for investment and certifies that amount to the Investment Board. The treasurer records and disburses debt service funds for the state's bonded debt.

Report to the Minnesota Legislature on Transfer of Duties

In November 1998, Minnesota voters passed a constitutional amendment determining that, beginning in January 2003, the state treasurer will no longer be elected by the people. State statute required Treasurer Johnson to study the issue of transferring the powers, duties and responsibilities and to recommend to the legislature an appropriate agency or constitutional office to receive them. On January 15, 2000, after extensive study, Treasurer Johnson concluded that the people of Minnesota would be best served by transferring the duties of her office to the Office of the State Auditor. The state auditor is a statewide, independently elected official who will ensure continued separation and independence of function between cash management and accounting, and who will provide the important "checks and balances" within the state's financial system. This merging of the treasurer's duties with the auditor's duties is consistent with what has been occurring in many Minnesota counties.



State Treasurer Reports Published:

The state treasurer issues each year in January the "*State Treasurer's Credit Card Clearinghouse Report*." Minnesota law requires all creditors issuing credit cards in Minnesota to report information about their credit terms to the state treasurer at the end of each year. Also published each year in October is the "*Treasurer's Report on the Condition of the Treasury*."

Treasury Operations Division

(651) 296-7091 Jerry Engebretson, operations director. The following divisions and 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 divisions/sections:

Cash Management and Data Processing

(651) 296-9132; (651) 296-8552 & (651) 282-2433 Susan Malmstedt, supervisor. This division 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 266 bank account statements each month and works with approximately 126 banks throughout the state. The data processing area of this section processes, approves and initiates various types of Electronic Financial Transactions (EFT), including electronic payments, and domestic and foreign wires. It also reconciles, verifies, and pays all state warrants (6.5 million in F.Y. 00) presented by banks for payment. In addition, the area 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 daily investment activity. This system also allows state agencies to inquire into the treasurer's computer system as to the disposition of a state warrant; i.e., has an item been cashed or not.

Safekeeping/Investments and Debt Service

(612) 296-9569 Shirley Tigges, supervisor. This division performs the banking functions for the state, as it relates to the State Board of Investment. This section maintains an inventory of all securities owned by various 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 securities and other financial assets for state departments and escheated estates. The state of Minnesota's bonded indebtedness is prescribed by the state constitution and various issues are authorized by the legislature. As of June 30, 2000, there were some 25 separate outstanding issues consisting of 85 legislative authorizations of Minnesota bonds totaling approximately \$2.5 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 for the maintenance of proper records of transactions.

Accounting

(612) 296-9623 Patricia Fleming, accounting technician. This section collects various fees, fines and surcharges (\$58.9 million in F.Y. 2000) from all 87 counties in Minnesota as required by state statute. Most of these funds are credited to the State General Fund, and the remainder is credited to various dedicated funds. Monthly, the section verifies that all counties have remitted these funds and then deposits the funds in banks and enters the amounts in the state's accounting system, the Minnesota Accounting and Procurement System (MAPS). 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 performs the internal office accounting duties.

Other Areas Being Developed

• Electronic Government Services (EGS)

The Office of the State Treasurer has taken the lead in developing state government's capability to process secure electronic financial transactions (EFT's) involving credit cards and Automated Clearinghouse (ACH) debits. EFT's are among the basic building blocks for providing government services to our citizens more conveniently and ultimately at a lower cost. EFT's have already made it possible for the Department of Public Safety to permit citizens to renew their license tabs using a credit card and/or ACH (electronic checks) on the internet. We intend on expanding this capability to other agencies. EGS also presents opportunities for improving the process of accounting for receipts by electronic reconciling.

• Deposit Reporting (Deputy Registrars)

Half of the current paper reporting system was replaced by an electronic one with the development of the treasurer's new information system. However, agencies not on the state network, such as many of the deputy registrars, must still use paper via the U.S. mail. The treasurer, in collaboration with the Department of Public Safety and private sector processors, expects to complete development within the first quarter of 2001, of an interactive voice response system for deputy registrars to report daily deposits. When operational, this system will

input deposit information each day directly into the Minnesota Accounting and Procurement System (MAPS) and into the accounting offices of the Department of Public Safety. The benefits are increased earnings due to the more timely investment of funds, and more efficient reconciliation of deposits.

• Citizen Access to Information

We anticipate continued pressure to make public information readily available to the public. We are developing methods of placing such information on the Internet via World Wide Web servers and other electronic means. Examples are the annual *Treasurer's Credit Card Report* and the annual *Treasurer's Report on the Condition of the Treasury*.

State Treasurer Membership on the Following Boards:

State Board of Investment

The treasurer is one of five members on the board. The board is responsible for the formulation of investment policies on behalf of the many public retirement funds, the Invested Treasurer's Cash Fund as well as various other funds. Investments, as of June 30, 2000, total approximately \$53.2 billion.

Executive Council

The treasurer is a member of the 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.

Minnesota State Retirement System Board

The treasurer is a member of the board. This board establishes policy for the management of pension fund operations for state government employees, active and retired.

State Treasurer Professional Membership in the Following National Organizations:

National Association of State Treasurers (NAST)

NAST is an organization of state financial leaders that encourages the highest ethical standards, promotes education and the exchange of ideas, builds professional relationships, develops standards of excellence and influences public policy for the benefit of the citizens of the states. Treasurer Johnson serves as treasurer of the Midwest State Treasurers Association.

National Association of State Auditors, Comptrollers and Treasurers (NASACT)

NASACT's mission is to enhance the effectiveness of state and other government officials responsible for leadership in financial management through cooperation and by providing opportunities to educate, develop, advocate, and act on issues affecting government finances.

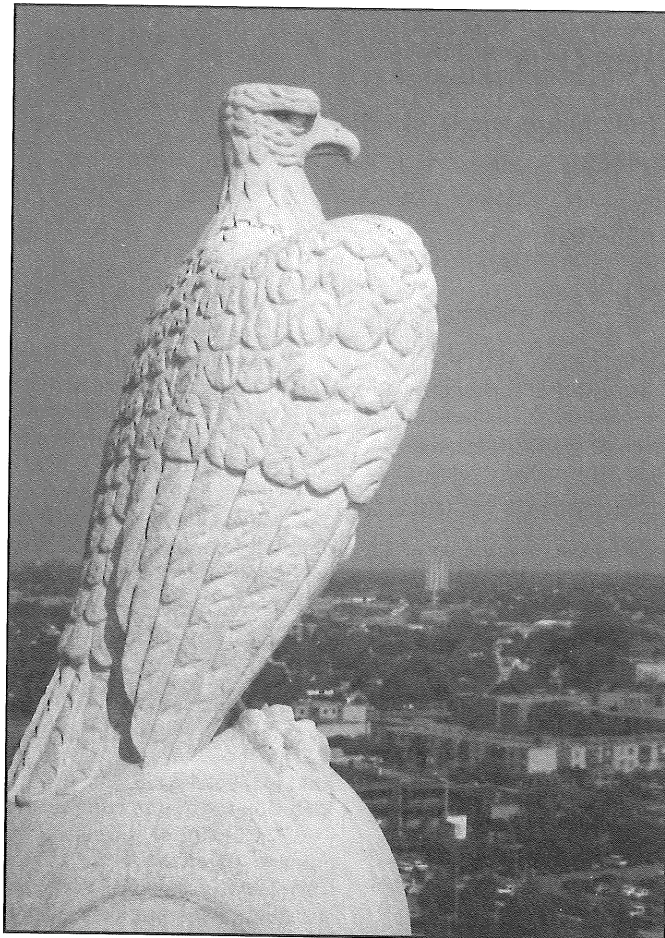
Government Finance Officers Association

The Government Finance Officers Association is the professional association of state/provincial and local finance officers in the United States and Canada, and has served the public finance profession since 1906. The association is dedicated to the sound management of government financial resources.

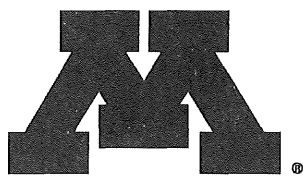
State Treasurers Since Statehood:

For more detailed information, visit the Legislative Reference Library website: www.leg.state.mn.us/lrl/mngov/Mngov.htm

Name	P.O. address	Assumed office		
George W. Armstrong	St. Paul	May 24, 1858	A. C. Gooding	Rochester February 14, 1916
Charles Scheffer	St. Paul	January 1, 1860	Henry Rines	Mora January 2, 1917
Emil Munch	Pine City	January 10, 1868	Edward W. Stark	Center City July 1, 1925
William Seeger	St. Peter	January 5, 1872	Julius A. Schmahl	St. Paul January 4, 1927
Edwin W. Dyke	Faribault	February 7, 1873	C. A. Halverson	Revere January 5, 1937
William Pfaender	New Ulm	January 7, 1876	Julius A. Schmahl	Redwood Falls January 2, 1939
Charles Kittelson	St. Paul	January 10, 1880	Val Bjornson	Minneapolis January 2, 1951
Joseph Bobleter	New Ulm	January 5, 1887	Arthur Hansen	Ulen January 3, 1955
August T. Koerner	Litchfield	January 7, 1895	Val Bjornson	Minneapolis January 7, 1957
Julius H. Block	St. Peter	January 7, 1901	Jim Lord	Chanhassen January 6, 1975
Clarence C. Dinehart	Slayton	January 7, 1907	Robert W. Mattson	Britt January 3, 1983
E. S. Pettijohn	St. Peter	June 8, 1910	Michael A. McGrath	Bloomington January 7, 1987
Walter J. Smith	Eveleth	January 3, 1911	Carol Johnson	Inver Grove Heights January 4, 1999



One of 12 eagles on State Capitol.



UNIVERSITY OF MINNESOTA

University of Minnesota

100 Church St. S.E., 202 Morrill Hall, Minneapolis, MN 55455

Phone: Information: (612) 625-5000

Web site: www.umn.edu

Mark G. Yudof, President, (612) 626-1616

Minnesota Statutes, Chapter 137

THE UNIVERSITY OF MINNESOTA, RANKED AMONG THE NATION'S TOP 10 public universities, reflects the commitment to education of a state that is only 20th 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 20 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. Crookston offers associate and baccalaureate degrees in technical, career-oriented programs. Through the University of 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.

Background

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, and as of June 2000, the University has granted more than 549,483 degrees. Students earn undergraduate and graduate degrees in more than 370 fields of study.

The Duluth campus joined the University in 1947, the Morris campus opened in 1960, and the Crookston campus in 1966. A campus in Waseca, which opened in 1971, was closed in 1992.

The University of Minnesota is now one of the largest universities in the United States. Enrollment in fall 2000 was 59,185 on all four campuses: 45,481 on the Twin Cities campus; 9,087 at Duluth; 1,842 at Morris; and 2,775 at Crookston.

University alumni include seven 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 and their families and friends are always welcome at the University. Alumni are invited to continue their relationship with the University through the University of Minnesota Alumni Association and its collegiate societies.

Board of Regents

(612) 625-6300

Fax: (612) 624-3318

Web site: www.umn.edu/regents

The Board of Regents is the primary governing body of the University. It appoints, evaluates, and advises the president; adopts the mission, policies, and plans for the University; exercises fiduciary responsibility for its resources and approves its budgets; promotes educational quality and ensures institutional autonomy.

The 12 regents, who serve without compensation, are elected by the legislature for six-year terms. Eight regents are elected from each of the eight congressional districts, and four are elected at large. One of the at-large regents must be a University student at the time of election. The legislature has created an independent Regent Candidate Advisory Council to recruit and recommend candidates for legislative consideration. 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. At the annual meeting each odd numbered year a chair and vice chair are elected by the board from among its members; a secretary and a treasurer, who may not be board members, are also elected.



The board meets in regular session the second Friday of each month. Committees of the board review business prior to the regular session. Dates of board meetings are announced in the "Official Daily Bulletin," published in the *Minnesota Daily*, the Twin Cities campus student newspaper, and meeting agendas are published on the regents Web site. The dates are also announced at the other three 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 may be submitted to the secretary of the board, 600 McNamara Alumni Center, 200 Oak St. S.E., Minneapolis, MN 55455-2020. Requests for personal appearances before the board committees must be approved by the board officers through the secretary. At least once each year the Board of Regents holds an open forum for individuals to address the board on the University budget.

Regents

Honorable Anthony R. Baraga
 Honorable Robert S. Bergland
 Honorable Dallas Bohnsack
 Honorable William E. Hogan II
 Honorable Warren C. Larson
 Honorable David R. Metzen
 Honorable H. Bryan Neel III
 Honorable Michael O'Keefe
 Honorable Jessica J. Phillips
 Honorable Maureen K. Reed (vice chair)
 Honorable Patricia B. Spence (chair)
 One vacancy at time of entry

Frequently Called Numbers

Due to space limitations of the guidebook, descriptions of all the University's divisions cannot be printed. Following is a brief listing of frequently called numbers and places where you can get more information.

University of Minnesota, Twin Cities

Information

University Information: (612) 625-5000
 Web site: www.umn.edu

General Services

Alumni Association, U of M, (612) 624-2323
 Art Museum, Weisman, (612) 625-9494
 Arts Ticket Office, (612) 624-2345
 Bookstores, U of M, (612) 625-6510
 Human Resources (employment), (612) 625-2000
 Jobs Line, (612) 664-9660
Minnesota Daily, (612) 627-4080

Recreational Sports

- Minneapolis campus, (612) 625-6800
- St. Paul campus, (612) 625-8283

Sports Ticket Offices

- Gopher Hot Line, (612) 626-7828
 - Men's, (612) 624-8080
 - Women's, (612) 624-8080;
- University Police, (612) 624-3550
 University Relations, (612) 624-6868

Educational Services

Bell Museum of Natural History, (612) 624-7083
 Continuing Education, (612) 624-5332
 English as a Second Language Program, (612) 624-3331
 Labor Education Service, (612) 624-5020
 Libraries, information, (612) 624-0303
 Library hours (recording), (612) 624-4552
Libraries, Reference
 • Biomedical Library, (612) 626-3260
 • Business Reference Services, (612) 624-9066
 • Educ/Psych Reference Services, (612) 624-4185
 • Government Publications Library, (612) 624-5073
 • St. Paul Central Library, (612) 624-1212
 • Science and Engineering Reference, (612) 624-0224
 • Wilson Reference Services, (612) 626-2227
 Media Resources, U, (612) 625-3001
 Minnesota Public Interest Research Group (MPIRG), (612) 627-4035
 Minority and Special Student Affairs, (612) 625-9556
 Summer Session, (612) 625-1006
 Veterans Certification, (612) 625-8076

Crisis Services

Crisis Counselor, (612) 625-8475
 Sexual Violence Crisis Line, (612) 626-9111

Student services, all campuses

Admissions

- Twin Cities, (612) 625-5333
- Duluth, (218) 726-7171
- Morris, (320) 589-6035
- Crookston, (218) 281-8554

Campus Involvement Center, (612) 626-6919

Disability Services, (V/TTY): (612) 624-4037

Financial Aid

- Twin Cities, (612) 624-1665
- Duluth, (218) 726-8000
- Morris, (320) 589-6035
- Crookston, (218) 281-8562

Health Services

- Minneapolis, (612) 625-8400
- St. Paul, (612) 624-7700
- Duluth, (218) 726-8155
- Morris, (320) 589-6070
- Crookston, (218) 281-8512

Housing and Residential Life

- Twin Cities, (612) 625-8400
- Duluth, (218) 726-8155
- Morris, (320) 589-6070
- Crookston, (218) 281-8200

International Center, Minnesota, (612) 625-4421
International Student and Scholar Service, (612) 626-7100

University of Minnesota, Twin Cities Colleges

College of Agricultural, Food, and Environmental Sciences

(612) 624-3009; *Web site:* www.agri.umn.edu

E-mail: CollegeOffice@agri.umn.edu

A bachelor of science degree is offered in a wide range of subjects such as agricultural business, agriculture industries and marketing, food science and nutrition, scientific and technical communication, and environmental sciences. Graduate degrees are also offered.

College of Biological Sciences (CBS)

(612) 624-2244; *Web site:* <http://cbs.umn.edu>

E-mail: cbsweb@biosci.cbs.umn.edu

CBS offers majors in biology; biochemistry; ecology, evolution, and behavior; genetics and cell biology, and development; microbiology; neuroscience and plant biology, as well as a professional master's program in biological sciences. Approximately half the graduates pursue graduate degrees or training in the health sciences (medicine, dentistry, veterinary medicine, public health, osteopathic medicine, etc.). Of those employed full time, approximately 80 percent choose careers related to biology in both the public and private sectors, most often involving either laboratory or field work. Both undergraduate and graduate students are actively involved in independent research under faculty supervision. CBS faculty and students benefit from research opportunities provided through specialized facilities including lake Itasca Forestry and Biological Station, Cedar Creek Natural History Area, Imaging Center, Plant Molecular Genetics Institute, Center for Microbial Genomics, Biological Process Technology Institute, Advanced Bioscience Computing Center, Jane Goodall Institute's Center for Primate Studies, and Mass Spectrometry Center.

College of Continuing Education

(612) 624-5332; *Web site:* www.cce.umn.edu

The College of Continuing Education (CCE) provides high-quality continuing education and lifelong learning opportunities for Minnesota adults seeking education for professional development, personal enrichment, career transition, and academic growth. In cooperation with other University colleges, CCE offers a wide variety of continuing education courses, certificates, and specific programs designed to help professionals keep up with the new developments in their fields, or add to their skills and competencies. CCE also works in partnership with colleges and academic units to give learners access to credit courses in convenient formats, applied degrees for professionals seeking specific skill sets, and interdisciplinary degree options for learners who wish to create their own unique academic paths. In addition, non-credit enrichment opportunities are also available to adults of all ages who are interested in learning purely for the joy of learning.

CCE has offered courses for independent learners since 1909, and currently offers more than 125 independent and distance education courses that make the University accessible to anyone, anywhere, at any time. Curriculum includes a wide-range of subjects, from Applied Business and Liberal Arts to the Biological and Social Sciences.

For general information contact the Dean's Office at 201 Coffey Hall, 1420 Eckles Avenue, St. Paul, MN 55108. For specific information, contact any of these units:

- Continuing Professional Education Programs (612) 625-3100
- Technical Education Center, Edina, UNIX, Client/Server, and Oracle (612) 627-7787
- Credit Courses and Degree Programs (612) 624-4000
- Independent and Distance Learning (612) 624-4000 or 1-800-234-6564
- Personal Enrichment Programs (612) 625-1237
- Student Services and Financial Aid Counseling (612) 624-4000

Greater Minnesota Continuing Education Centers:

- Crookston Center for Continuing Education and Outreach (218) 281-8681
- Morris Center for Continuing Education and Summer Session (320) 589-6450
- Continuing Education, Duluth (218) 726-8113
- University of Minnesota, Rochester 1-800-947-0117

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. Noncredit programs related to management are offered through its Executive Development Center and Industrial Relations Center. Research and consultation in management fields are carried out through the Accounting Research Center, the Management Information Systems Research Center, Operations and Management Science Center, Strategic Management Research Center, Marketing and Logistics Management Center, Entrepreneurial Studies Center, Industrial Relations Center, and Institute for Financial Studies.

School of Dentistry, Dental Clinics

(612) 624-8400; *Web site:* www.umn.edu/dental

Patient services including diagnosis, treatment, and continuing care are available to the public. Services are provided by student dentists and hygienists, residents, and faculty. A patient brochure is available by writing 8-434 Moos Tower, 515 Delaware St. S.E., Minneapolis, MN 55455.

College of Education and Human Development

(612) 625-6806. The college, with 124 faculty members and more than 2,300 students, is organized into six academic units and more than 20 research and service centers with an emphasis on collaborative approaches to addressing critical issues in preschool through post-secondary education, lifelong learning and human development. Consistently ranked as one of the most productive professional schools of education in the country -- public or private -- the college is a state, nation, and international leader in teaching, research and outreach.

The college's Department of Curriculum and instruction prepares teachers and educational leaders for preK-12 schools. The Department of Educational Policy and Administration offers graduate programs in educational administration, higher education, comparative and international development education, and evaluation studies. Programs in the Department of Educational Psychology include counseling and student personnel psychology, psychological foundations of education, school psychology, and special education. The Institute of Child Development provides programs in child psychology. The School of Kinesiology and Leisure Studies offers programs with the broad study of physical activity, leisure, and movement science. Programs within the Department of Work, Community and Family Education are organized into five areas: agricultural education and extension, business and industry education, education for work and community, family education, human resource development and adult education.

General College

(612) 625-6885; Fax: (612) 626-7848; Web site: www.gen.umn.edu

General College is one of eight freshman-admitting colleges at the University of Minnesota. GC provides access to the University for students who are highly motivated to pursue a college education at a major research institution but do not meet the admission requirements of the other colleges. General College programs are designed to give students a strong start in college and prepare them to transfer into degree-granting programs. GC provides a full range of services to support students' academic, personal, and cultural development. The college has a challenging curriculum that prepares students to succeed and dedicated faculty, advisers, and staff who work together to make General College a national model in developmental education. For more information contact the Deans Office, 109 Appleby Hall, 128 Pleasant Street S.E., Minneapolis, MN 55455-0434.

Graduate School

(612) 625-3014; Web site: www.grad.umn.edu

Students with U.S. bachelor's degrees or comparable foreign degrees may work toward the advanced degrees of master of arts, master of science, doctor of philosophy, doctor of education, and doctor of musical arts. The Graduate School standard for admission is an undergraduate grade point average (GPA) of 3.0 (B). Many programs require a higher GPA. The Graduate School also offers specialist certificates in a number of education fields and professional master's degrees in such fields as business administration, engineering, and fine arts.

College of Human Ecology

(612) 624-1717; Web site: www.che.umn.edu

The courses in the college are offered by the Department of Design, Housing, and Apparel; Department of Family Social Science; Department of Food Science and Nutrition; Family Education; and the School of Social Work. The college's undergraduate programs emphasize problem solving and are designed to prepare students for graduate study or careers in graphic design housing studies, nutrition and dietetics, food science, interior design, clothing design, retail merchandising, and human services. Graduate programs are offered by all departments; the School of Social Work only grants graduate degrees.

Humphrey Institute of Public Affairs

(612) 625-9505; Web site: www.hhh.umn.edu

E-mail: admissions@hhh.umn.edu

The Humphrey Institute is the University's graduate school of public affairs. The school offers four degree programs:

- Master of Public Policy
- Master of Urban and Regional Planning
- Master of Science in Science, Technology and Environmental Policy, and
- Executive Master of Public Affairs.

Programs permit a range of specializations or concentrations for developing professional competence in management, planning and policy analysis. Courses enable students to gain the quantitative, ethical and leadership skills needed to solve today's policy problems. General website: www.hhh.umn.edu. More information, including scholarship and financial aid details, is available in the online student bulletin: www.hhh.umn.edu/gpo/bulletin2000-2002/. For admissions information, contact admissions coordinator: via e-mail: admissions@hhh.umn.edu, by phone (612) 626-7229 or by mail: 225 Humphrey Center, 301-19th Avenue S., Minneapolis, MN 55455/

Law School

(612) 625-1000; Web site: www.law.umn.edu

The University of Minnesota Law School offers a three-year, full-time day program that leads to the professional juris doctor degree, which qualifies graduates for bar examinations and admission to practice. The Law School has earned a national reputation for accomplishments uniquely related to its history, its location, and its people.

Reflecting its regional identity, the Law School prepares students to apply their abilities and intellectual strengths to the public and private good through scholarship, private practice, business leadership, and government service. The school contributes to the development of legal theory and practice at national and international levels.

College of Liberal Arts

(612) 624-2535; Web site: www.cla.umn.edu/

The University's largest division, the College of Liberal Arts provides a broad range of liberal arts opportunities for students in the social sciences, natural sciences, humanities, and fine arts. Students may earn bachelor of arts, bachelor of fine arts, bachelor of music, bachelor of science, and bachelor of individualized studies degrees, preparing them for entry into graduate and professional programs and a variety of careers. The college faculty is responsible for more than 30 graduate programs in the humanities, social sciences, and fine arts, many of which are nationally ranked.

Medical School

(612) 624-1122; Web site: www.med.umn.edu

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 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 Fairview University Medical Center.

College of Natural Resources

(612) 624-1234; Fax: (612) 624-8701; Web site: www.cnr.umn.edu

E-mail: info@cnr.umn.edu

For nearly a century the College of Natural Resources has offered teaching, research and outreach programs. Today the college offers bachelors of science degrees in fisheries and wildlife, forest resources, natural resources and environmental studies, recreation resource management, urban forestry, and wood and paper science. The college also supports graduate programs (M.S. and Ph.D.) in conservation biology, fisheries, forestry, water resources science, and wildlife conservation. The college includes the Bell Museum of Natural History, the Department of Fisheries and Wildlife, the Department of Forest Resources, and the Department of Wood and Paper Science. It also operates the Cloquet Forestry Center in northeast Minnesota. For more information contact us by telephone, e-mail, or by mail at 235 NRAB, 2003 Upper Buford Cir., St. Paul, MN 55108-6146.

School of Nursing

(612) 624-9600; Web site: www.nursing.umn.edu

The undergraduate nursing program prepares students to be nursing leaders who think critically and analytically. Students can earn a bachelor of science degree and are eligible to take the registered nurse licensure examination and be certified as a public health nurse. A master of science program prepares advanced practitioners, managers, and educators. A doctor of philosophy in nursing is research oriented and is designed to prepare creative and productive scholars in nursing.

College of Pharmacy

(612) 624-1900; Web site: www.pharmacy.umn.edu/

The four-year, entry-level doctor of pharmacy (Pharm.D.) program prepares pharmacists to identify, resolve, and prevent drug-related problems. These practitioners provide drug therapy to improve the quality of a patient's life. Before enrolling in the college, students complete prepharmacy course work at an accredited college. Graduates of the Pharm.D. program are eligible for state licensure to practice pharmacy.

School of Public Health

(612) 624-6669; Fax: 612-626-6931; Web site: www.sph.umn.edu

Advanced courses for specialists in a number of public health fields lead to master's or doctoral degrees. Fields covered by the school are biostatistics, community health education, environmental health, epidemiology, health services administration, health services research, policy and administration, maternal and child health, public health administration, and public health nutrition. The Center for Public Health Education and Outreach offers graduate credit in a variety of public health specialty areas. The School of Public Health is located at 420 Delaware St. S.E., Minneapolis, MN 55455.

Institute of Technology

(612) 624-2006; Web site: www.it.umn.edu

E-mail: info@itdean.umn.edu

The Institute of Technology (IT)—the University of Minnesota's college of engineering, physical sciences, and mathematics—comprises 13 academic departments and more than two dozen research centers. IT offers 18 undergraduate degree programs and nearly 60 graduate degree programs. Renowned worldwide, these programs consistently appear among the top 20 in national rankings by U.S. News and World Report, the Princeton Review, and the National Research Council. Location: 105 Walter Library, 117 Pleasant Street S.E., Minneapolis, MN 55455

College of Veterinary Medicine

(612) 624-4747; Web site: www.cvm.umn.edu

The mission of the College of Veterinary Medicine (CVM) at the University of Minnesota is to enhance animal and human health through: education of current and future veterinarians and biomedical scientists; discovery and dissemination of new knowledge and skills; provision of state-of-the-art veterinary services. The CVM achieves its mission through innovative, ethical, compassionate and service-oriented programs that promote animal, human and environmental well-being.

University of Minnesota, Crookston (UMC)

Crookston, MN 56716; Web site: www.crk.umn.edu

(218) 281-6510; E-mail: info@mail.crk.umn.edu

The University of Minnesota, Crookston, is on the northern edge of Crookston, in the Red River Valley. The picturesque campus consists of 29 buildings on 237 acres of land, with about 2,775 full and part-time students. An applied, technical four-year college, it offers a positive, personal community; an interactive learning environment; state-of-the-art communication technology (all full time students are issued personal notebook computers); applied, technical bachelor and associate degree programs; and outreach programming.

University of Minnesota, Duluth (UMD)

Duluth, MN 55812; Web site: www.d.umn.edu

(218) 726-8000;

The University of Minnesota, Duluth, became part of the University in 1947. Bachelor's degrees are offered in science, arts, applied arts, applied science, fine arts, music, business administration, accounting, chemical engineering, electrical and computer engineering, and industrial engineering. Master of arts degrees are offered in art, education, educational

psychology, English, communication disorders, and music education. Master of science degrees are available in applied and computational mathematics, biology, chemistry, computer science, geology, physics, business administration, social work, industrial safety, and education (M.Ed.). The School of Medicine offers the first two years of basic science study.

University of Minnesota, Morris (UMM)

Morris, MN 56267; Web site: www.mrs.umn.edu

(320) 589-2211

The University of Minnesota, Morris, located about 150 miles northwest of the Twin Cities, is a four-year residential liberal arts college with about 2,000 students. Noted for its rigorous academic curriculum, UMM has been identified as a "public ivy" in such national magazines as U.S. News & World Report, Changing Times, and Money. Through its four divisions—humanities, science and mathematics, social science, and education—UMM offers majors in 28 areas and in 21 preprofessional programs.

University Programs and Services

The following is an alphabetical list of some of the programs, services, and clinics provided by, or affiliated with, the University of Minnesota. It is not a comprehensive list. Unless otherwise noted, they are on the Twin Cities campus.

Advanced Studies in Child Welfare, Center for

(612) 626-8202; Web site: ssw.che.umn.edu/cascw/

E-mail: cascw@che.umn.edu

Established with grants from the Bush Foundation and Title IV-E funds through the Minnesota Department of Human Services, the center brings together the University of Minnesota and county and state social services in a public-private partnership dedicated to improving the lives of high-risk families and children. The center is part of the University of Minnesota, Twin Cities, School of Social Work, founded in 1917 and fully accredited by the Council on Social Work Education. It offers scholarships, outreach and research as part of its program activities. The school offers M.S.W. and Ph.D. degrees. For further information, contact the center at 205 Peters Hall, 1404 Gortner Ave., St. Paul, MN 55108

Advising Service, Regional; Morris

(320) 589-6456. The center is a regional adult advising service, which provides 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 Regional Advising Service, Continuing Education and Extension, University of Minnesota, Morris, Morris, MN 56267.

Agricultural Experimental Stations (Now Research and Outreach Centers)

(612) 625-4211. 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 and weed

control, 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. Local information is available at the following locations:

Area Agricultural Research and Outreach Centers

- **Grand Rapids** - North Central Station, MN 55744, (218) 281-8602
- **Lamberton** - Southwest Station, MN 56152, (218) 327-4490
- **Morris** - West Central Station, MN 56267, (507) 752-7372
- **Rosemount Station**, 1605-160th St. W., MN 55068, (320) 589-1711
- **St. Paul Station**, 220 Coffey Hall, 1420 Eckles Ave., MN 55108, (612) 423-2455
- **Waseca** - Southern Station, MN 56093, (507) 835-3620 (612) 625-4211

Alcohol, Drug, Counseling, Education Certificate Program, (ADCEP)

(612) 624-4000; *E-mail:* adv@cce.umn.edu. The ADCEP program is being revised. For information on the new certificate program, please call or e-mail.

Archives, University

(612) 624-0562. 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 more than 75,000 volumes of printed material and 15,000 linear feet of manuscripts, as well as 30,000 pictures and a large photograph audiovisual collection. Indexes to major University publications are available. Hours are 8 a.m. to 4:30 p.m. Monday through Friday. There are no fees for service but you must pay for the costs of photocopies and reproductions. For information or brochure, contact Librarian, 218 Andersen Library, 222-21st Ave. S., Minneapolis, MN 55455.

Army High Performance Computing Research Center (AHPCRC)

(612) 626-1550; *Web site:* www.arc.umn.edu
E-mail: arc_info@ahpcrc.umn.edu

AHPCRC conducts computational science research in areas of defense technology that are important to the Army and the Department of Defense. The center promotes research collaborations between its seven partner institutions and the Army. AHPCRC also supports educational programs designed to encourage students to pursue careers in high performance computing. 100 Washington Avenue South, Minneapolis, MN 55415.

Art Museum, Frederick R. Weisman

(612) 625-9494; *Web site:* www.weisman.umn.edu

The Weisman Art Museum is a teaching museum that links the educational mission of the University and the cultural life of Minnesota. Housed since 1993 in architect Frank Gehry's sculptural stainless steel and brick building, the museum's 16,000-piece collection is especially rich in twentieth-century American art and European, American, Asian, and American-Indian ceramic pieces from ancient to modern. Major loan exhibitions organized by the museum travel to other institutions throughout the country.

The museum is open to the public Tuesday, Wednesday, Friday 10 a.m. to 5 p.m.; Thursday 10 a.m. to 8 p.m.; Saturday and Sunday 11 a.m. to 5 p.m. closed Mondays. Admission free. The museum and its attached parking garage are located at 333 E. River Road, Minneapolis and are handicapped accessible.

Taking a multidisciplinary approach to the visual arts, the Weisman presents temporary exhibitions, lectures, discussions, concerts, performances, and special events. Permission to study the permanent collection or to examine individual works of art can be arranged by contacting the museum registrar. Guided tours are available free of charge, but reservations are required. For further information contact the museum at 612-625-9494.

Artist Lecture Series, Art Department Tweed Museum of Art, Duluth

(218) 726-8225; *E-mail:* art@d.umn.edu

The Artist Lecture Series brings more than a dozen visual artists working with varied media and ideas to the UMD campus each academic year to speak about their work. Some artists appear in conjunction with scheduled exhibitions in the Tweed Museum of Art. Lectures are at various times of the day and on Tuesday evenings. Most are open without charge to the public. The museum is fully accessible to the handicapped. For a schedule of events, contact the Art Department, UMD, 317 Humanities, 10 University Drive, Duluth, MN 55812.

Asian Languages and Literatures

(612) 625-6534. Questions pertaining to Chinese, Japanese, and Hindi languages will be referred to appropriate faculty members. For further information, contact ALL chair, 453 Folwell Hall, 9 Pleasant St. S.E., Minneapolis, MN 55455.

Athletics, Department of Men's Intercollegiate

(612) 625-4838. Varsity sports are football, cross-country, basketball, ice hockey, wrestling, gymnastics, swimming and diving, indoor and outdoor track, baseball, golf, and tennis. Ticket information for sports where admission is charged is available at Mariucci Arena, 4 Oak St. S.E., or by calling (612) 624-8080. You can get schedules and sports information by calling (612) 625-4838. Public tours of athletic facilities may be arranged by calling (612) 624-2868, 516-15th Ave. S.E., Minneapolis, MN 55455.

Athletics, Department of Women's Intercollegiate

(612) 624-8000. Ticket and upcoming events information for the varsity sports of basketball, cross-country, golf, gymnastics, rowing, soccer, 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 Sports Information by calling (612) 624-3335, Bierman Field Athletic Building, 516-15th Ave. S.E., Minneapolis, MN 55455.

Bell Museum of Natural History

(612) 624-7083; *Fax:* (612) 626-7704

Web site: www.umn.edu/bellmuse *E-mail:* bellmuse@tc.umn.edu

For over 125 years, the Bell Museum has been Minnesota's only official natural history museum. The museum features diorama exhibits of Minnesota wildlife, the Touch and See Room, and the Jaques Gallery of Natural History Art. The museum also has extensive research collections of birds, mammals, reptiles, amphibians, and fish. The Bell Museum offers a wide variety of services to educators as well as the public, including tours, classroom programs, learning kits, overnight events, and distance learning through Bell LIVE! and the JASON project—electronic field trips offered to schools via satellite. The Blue Heron Bookshop features field guides and other natural history books for adults and children, as well as tapes and CDs of bird and animal calls. Museum hours are 9 a.m. to 5 p.m. Tuesday through Friday, 10 a.m. to 5 p.m. on Saturday, and noon to 5 p.m. on Sunday. Groups of 10 or more should make reservations. Guided tours are available upon advance request. Admission for adults, \$3; youth (3-16), senior citizens, and students from other colleges, \$2; admission is free for Bell Museum members, University students, staff, and faculty, and children

under 3 years of age. Admission is free on Sundays. For information on tour reservations contact us by telephone, e-mail or write to us at 10 Church Street S.E., Minneapolis, MN 55455-0104.

Biological Process Technology Institute (BPTI) (College of Biological Sciences)

(612) 624-6774; Web site: cbs.umn.edu/bpti

BPTI provides advanced research, training, and university /industry interaction in biological process technology. It is the central University vehicle for coordinated research in the biological, chemical, and engineering aspects of biotech-related companies. BPTI comprises a central research facility, faculty research programs, graduate programs, and an active industrial outreach program. Contact BPTI, 240 Gortner Laboratory of Biochemistry, 1479 Gortner Ave., St. Paul, MN 55108.

BioMedical Graphics

(612) 626-3939; Fax: (612) 625-1442; Web site: umrtv.cca.umn.edu

BioMedical Graphics provides consultation for, and production of professional art, photography, displays, computer graphics, and imaging services for communicating scientific and technical information to both the general public and professional audiences. This work is offered on a fee-for-service basis.

Typical types of artwork include anatomical, schematic, and mechanical drawings, charts, graphs, cartoons, calligraphy, poster sessions and scientific exhibits and displays, and graphic design of print materials with printing consultation. Photographic projects include processing black-and-white and color slide film (E6) and copy photography of artwork, books, and X-rays. Studio photography includes specimens, small objects, portrait, patients, and equipment. Location photography is available in operating rooms, in medical facilities on and off campus, and for public relations needs. Computer services include design, production, and film recording of 35 mm slides, the design and output of printed materials, full-color scanning and printing up to 58" wide on a Postscript 3 color printer.

Price quotes and project estimates are available at no charge. For more information about services and charges, contact B-192 Phillips-Wangenstein Building, 516 Delaware St. S.E., Minneapolis, MN 55455.

BioMedical Information Service, Bio-Medical Library

(612) 626-3730; (800) 477-6689

Fax: (612) 626-3824 or (800) 343-8636

Web site: www.biomed.lib.umn.edu/bishp.html

E-mail: bis@umn.edu

The Biomedical Information Service provides information, instruction, and research services on a cost-recovery basis to companies, firms, and individuals not directly affiliated with the University of Minnesota. Services include:

- Photocopies of articles and chapters from health sciences journals and books.
- Classes in Internet searching, PubMed, and other health sciences information resources.
- Research on any health-sciences topic.

Articles can be copied and delivered via fax, mail, FedEx, courier, or the Internet. Five levels of service available: 1-hour rush, 3-hour rush, same-day rush, next-day rush, and standard (averages 5 working days). Charges vary, depending on the method of delivery and level of service selected. For more information, please contact us by phone, e-mail or the Internet. Mailing address, 305 Diehl Hall, 5050 Essex St. S.E., Minneapolis, MN 55455.

Bio-Medical Library

(612) 626-3730; toll-free (800) 477-6689

Web site: biomed.lib.umn.edu E-mail: medref@umn.edu

Bio-Medical Library serves the medical sciences, nursing, public health, the pharmaceutical sciences, allied health, dentistry, and the basic life sciences. The collections include 5,000 current periodical titles, 450,000 bound volumes, a rare book collection, and an audiovisual and computer software collection. Reference assistance and copy facilities are available. The library is open to the public. Regular hours are 7 a.m.-midnight Monday through Thursday; 7 a.m. - 8 p.m. Friday; 8 a.m.-8 p.m. Saturday; and 11 a.m.-midnight Sunday. Summer and holiday hours vary. For more information contact Bio-Medical Library, 305 Diehl Hall, 505 Essex St. S.E., Minneapolis, MN 55455.

See also Biomedical Information Service, a fee-based service of the Bio-Medical Library, which provides online literature searches from MED-LINE and other computer databases and photocopies of journal articles or other needed materials to organizations, firms, or individuals not affiliated with the University of Minnesota.

Business and Economic Research (BBER), Bureau of

(218) 726-7244; Fax: (218) 726-6555;

Web site: www.d.umn.edu/ced/bbr.htm

E-mail: jjacobs1@d.umn.edu

The BBER undertakes research to identify business needs and economic opportunities in the region and publishes selected economic data for Duluth and northeastern Minnesota. The bureau provides research services on request to a number of organizations, agencies, and businesses through direct consulting activity. The bureau staff responds to requests for economic information or specific research related to economic development initiatives by members of the public and private sectors. Bureau services are available at UMD School of Business and Economics, Bureau of Business and Economic Research, 10 University Dr., Duluth, MN 55812.

Career Education Center (Region I), Crookston

(218) 281-8585; Fax: (218) 281-8584

Web site: www.crk.umn.edu/people/services/CAREER/index.htm

E-mail: cavalier@mail.crk.umn.edu

University of Minnesota, Crookston career services are available to clients who are referred for career-related information, assistance with preparing resumes, job application forms, interest and skills inventories (preference tests), and help with job interviewing techniques. Career services fees may be charged for various inventories and the career center is open from 8 a.m. to 4:30 p.m. weekdays. For further information contact Career Services Office, 270 Owen Hall, Room 206, 2900 University Avenue, University of Minnesota, Crookston, MN 56716.

Cartography Laboratory

Lab: (612) 625-0892; Office: 612-625-6080

Fax: 612-624-1044; Web site: www.geog.umn.edu

The laboratory, in the Department of Geography, provides custom cartographic and geographic information system (GIS) services. Cartographic services include the design and production of maps, diagrams, and statistical graphs. GIS services include database design, database construction, data transformations, and a variety of custom spatial analyses. The lab houses a variety of computers (UNIX, PC, and Macintosh) and specialized large-format peripherals (scanners, printers, plotters). For further information regarding services, fees, or cost estimates, contact the lab at 414 Social Sciences Building, 267 - 19th Ave. S., Minneapolis, MN 55455.

Cartography Laboratory, Duluth
[SEE: Spatial Information and Analysis Lab
for Duluth Cartography Lab]

Center for Small Towns, Morris

(320) 589-6451; *Web site:* www.mrs.umn.edu/~cst/

A community outreach program housed at the University of Minnesota, Morris (UMM), in cooperation with other units of the University of Minnesota, the center is developing applied learning and research for surrounding communities.

Characterization Facility

(612) 626-7594; *Web site:* resolution.umn.edu

E-mail: charfac@tc.umn.edu

The IT Characterization Facility contains state-of-the-art instrumentation for the characterization of organic and inorganic materials, including bulk, surface, interfacial, and thin-film properties. Instruments are accessible to students, research staff, faculty, and industrial personnel working to solve materials and interfacial problems. Experts are available to train and assist users, and staff professionals keep abreast of new developments in the field, recommend research strategies, and give on-site seminars to introduce the facility's capabilities. 100 Union Street S.E., Minneapolis, MN 55455.

The Charles Babbage Institute of Computer History

(612) 624-5050; *Web site:* www.cbi.umn.edu/tc.html

E-mail: cbi@tc.umn.edu

The Charles Babbage Institute (CBI) is an archives and research center dedicated to promoting the study of the history of computing and its impact on society. CBI provides fellowship support, preserves relevant documentation, and conducts original historical inquiry. 211 Andersen Library, Minneapolis, MN 55455.

Chemical Engineering, Department of, Duluth

(218) 726-7126; *E-mail:* che@d.umn.edu

The department will conduct research on industrial problems within certain areas of expertise, particularly in pollution prevention and hazardous waste processing. Contact the department to receive current information on cost, funding arrangements, and areas of research.

Child Abuse Prevention Studies (CAPS)

(612) 624-3471; *Fax:* (612) 625-4288

Web site: ssw.che.umn.edu/centers.htm#CAPS

CAPS is a two-year, interdisciplinary, post-baccalaureate certificate program housed within the School of Social Work at the University of Minnesota. CAPS is designed for social service professionals, early childhood educators, public health professionals, teachers, law enforcement and legal professionals, health care providers, advocates, and anyone working with children and families.

The curriculum prepares professionals to work more effectively with children, their families, and the institutions that serve them. All CAPS courses are offered during evenings or weekends to accommodate working students. The program is located at 140 Peters Hall, 1404 Gortner Avenue, St. Paul, MN 55108.

Child Care Center, University

(612) 627-4104; *Fax:* (612) 627-4101 *E-mail:* bergx017@umn.edu

The center is a full-day, year-round, comprehensive child care program for children ages three months to five years. It serves children of University students, faculty, and staff. A sliding-fee scale is based on family income and age of the child. Fees for full-time, five-days-a-week care range from \$95 to \$205 per week. Fees are increased annually. The center has a long waiting list and offers only a few part-time enrollment schedules. The center is accredited by the

National Academy of Early Childhood Programs and is licensed by the State of Minnesota Department of Human Services. It is also a program administered through the College of Education and Human Development and is considered an observation, research, and teacher training facility for students, faculty, and the community. Applications and information can be obtained from the center at 1600 Rollins Ave. S.E., Minneapolis, MN 55455.

Child Care Resource and Referral Service (CareQuest)

(612) 341-2066; (612) 641-0332

This service is intended to help University of Minnesota families find the type of child care that best meets their needs and preferences throughout the seven-county metro area. Parent counselors at the county service agencies will answer your questions and mail current information suited to your needs. Listings include licensed family child care homes, centers, nursery schools, drop-in or sick child care services, and school-age programs, and camp programs. Eligible University families earning less than \$45,000 per year may use the service free of charge. Over that income, families must pay \$25, which is half the referral cost. For brochures describing this service in greater detail, call the University Child Care Center, (612) 627-4014.

Children's Center, Crookston

(218) 281-8285. The 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, 7:30 a.m.-5:30 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 the Early Childhood Development Center, Robertson Hall, University of Minnesota, Crookston, Crookston, MN 56716.

CHIP (Council for Health Interdisciplinary Participation)

(612) 625-7100; *Fax:* 612-626-6025

Web site: www.student.ahc.umn.edu/chip/

The CHIP Student Center (Council for Health Interdisciplinary Programs) serves students in the schools of dentistry, dental hygiene, health care administration, med tech, medicine, mortuary science, nursing, occupational therapy, pharmacy, physical therapy, public health, and veterinary medicine.

CHIP provides interdisciplinary, educational, leadership, and service opportunities for AHC students complementing the health sciences curricula. CHIP students volunteer in many capacities, including presenting educational programs on and off campus and discussing health careers with high school students. For more information, contact CHIP Student Center, 1-425 Moos Tower, 515 Delaware Street S.E., Minneapolis, MN 55455.

Cleft Palate Maxillofacial Clinic/ Craniofacial Clinic

(612) 625-5945; *Fax:* (612)-626-2900

E-mail: molle001@umn.edu

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 in the patient's local community or the various University clinics. A fee is charged for this

service, but no one is denied services because of inability to pay. For information, contact the clinic at 6-296 Moos Tower, 515 Delaware St. S.E., Minneapolis, MN 55455.

Cloquet Forestry Center

(218) 879-0850; Fax: (218) 879-0855

Web site: www.cnr.umn.edu/cfc **E-mail:** cfc@forestry.umn.edu

The center is the University of Minnesota's primary research and education forest, comprising nearly 3,400 contiguous acres. Established in 1910, the center has a long history of serving the research, teaching, and continuing education needs of the natural resources community. Researchers pursue interests in forestry, wildlife, hydrology, ecology, pathology, remote sensing, and other related fields. Weather, vegetation, stream, watershed, and forest growth information are all collected on a continuing basis. Outreach efforts are focused on agroforestry, forestland ecology and management, and enhancing the profitability and productivity of forest based enterprises. The center houses the Sustainable Forests Education Cooperative, a forum for inter-institutional and cross-disciplinary education. For information, contact the center at 175 University Road, Cloquet, MN 55720-9594.

Communication and Education Technology Services

(612) 625-4787. Communication and Educational Technology Services of the University of Minnesota Extension Service designs, develops, presents and evaluates more than 150 short-term continuing education programs annually. Topics include agriculture, forestry, home economics, and community and natural resources development for local, national and international audiences. Program participants are charged a fee to cover costs. For information, call (612) 625-2787 or write 405 Coffey Hall, 1420 Eckles Avenue, St. Paul, MN 55108.

Community-University Health Care Center, Variety Children's Clinic

(612) 627-4774. The clinic provides comprehensive primary health care to families. Medical, nursing, dental, nutrition, community outreach, social, psychological, and mental health services are provided for children and adults. Families interested in the program should contact the intake worker to make an appointment.

Application for services must be made in person. For information, contact the clinic at 2001 Bloomington Ave. S., Minneapolis, MN 55404.

Computing Services, Morris

(320) 589-6390; Web site: www.mrs.umn.edu/cs/

The center provides computer services for nonprofit organizations in west central Minnesota. A fee schedule will be provided upon request. 10 Behmler Hall, University of Minnesota, Morris, Morris, MN 56267.

Concerts and Lectures, Department of

(612) 625-6600; Ticket Office (612) 624-2345

Fax: (612) 626-1750; Web site: www.northrop.umn.edu

Northrop Auditorium is Minnesota's home for landmark performances. With a schedule of ballet and contemporary dance, the Northrop Dance Season is recognized as one of the most active and inventive dance lineups in the country. The Northrop Jazz Season features first rate jazz artists, with performances at the Ted Mann Concert Hall on the University's West Bank. Summer at Northrop is a festival of free, outdoor musical and entertainment events, running from June through August each year. Northrop also spotlights new directions in performances in the Discover Series, copresented with the Walker Art Center. For information about events and tickets, contact the University Arts Ticket Office, 105 Northrop Auditorium, 84 Church Street S.E., Minneapolis, MN 55404

Continuing Professional Education

(612) 625-3100. Continuing Professional Education (through the College of Continuing Education) presents noncredit programs that enhance the professional skills and continuing education of adult learners. Education programs are conducted in collaboration with faculty, departments, colleges and professional schools, institutes, research centers, and other organizations. Professional conferences and courses are offered in a wide variety of fields, including science, technology, and engineering; health and human services; government; business and management; liberal arts; and education. In addition to programs offered in the Twin Cities and other Minnesota locations, this service conducts programs for regional, national, and international audiences. Program fees vary. For more information contact the office at 353 Classroom Office Building, 1994 Buford Avenue, St. Paul, MN 55108.

Dairy Foods Research Center, Minnesota-South Dakota

(612) 624-3224 or (612) 624-1764

Web site: www.fscn.che.umn.edu/dairycenter

The center, one of six such centers in the United States, is a partnership among the University of Minnesota, South Dakota State University, Dairy Management, Inc., and regional organizations. Its purpose is to increase the viability and ensure the future competitiveness of the U.S. dairy industry, as well as to develop expertise in dairy foods research. Research priorities are genetics of dairy starter cultures, dairy food quality and safety, and use of dairy components as ingredients. Most research is conducted in the Department of Food Science and Nutrition at the University of Minnesota and in the Department of Dairy Science at South Dakota State University. Dairy processing facilities and well-equipped dairy product research facilities are located at both universities. Pilot plant facilities are available for use by non-university organizations. For information, contact the director's office at 225 Food Science and Nutrition, 1334 Eckles Ave., St. Paul, MN 55108.

Design Center for American Urban Landscape

(612) 627-1850; Fax: (612) 627-4124

Web site: www.cala.umn.edu/design_center/dcaul.html

E-mail: dcaul@umn.edu

The Design Center for American Urban Landscape (DC/AUL), a research unit in the College of Architecture and Landscape Architecture, develops interactive educational projects in neighborhoods and communities, and works to affect national urban design and planning issues. Community leaders, students, and professionals collaborate and learn about making urban landscapes by working together on these projects. A center of applied urban design research, it addresses environmental and social concerns through design and serves as a clearinghouse for information on innovative municipal design. For information, contact the center at 1313 5th St. S.E., Suite 222, Minneapolis, MN 55414.

Dial-U Insect and Plant Information Service [SEE: Yard and Garden Clinic]

Digital Technology Center

Web site: www.it.umn.edu/dtc **E-mail:** dtc@itdean.umn.edu

The center integrates research, education, and outreach in the digital technologies, including digital publishing and design, computer graphics and visualization, telecommunications, data storage and retrieval systems, electronic commerce, multimedia, and advanced manufacturing and scientific computation. The center's research programs—coordinated with industrial partners—will be highly interdisciplinary. Outreach to other educational institutions will be

accomplished through telecommunications and advanced networking and Internet technologies. After fall 2001, the center will be located in Walter Library, 117 Pleasant St. S.E., Minneapolis, MN 55455.

Drug Information Services

(612) 624-6492; E-mail: drugref@umn.edu
Web site: www.biomed.lib.umn.edu

This resource center houses a collection of references on alcohol, tobacco, and other drug use and abuse. The service is staffed by a librarian. Hours are from 8:30 a.m. to 4 p.m., Monday through Friday. Please call to set up an appointment. The center is located at 279 Diehl Hall, 505 Essex St. S.E., Minneapolis, MN 55455.

Economic Development, Center for (CED); Duluth

(218) 726-7298; Fax: (218) 726-6338; Web site: www.umdced.com

UMD CED fosters innovation, business formation, and economic growth and development through competent, timely, and accurate technical assistance, education, information, and research.

A joint program of the UMD School of Business and Economics, UMD College of Science and Engineering, and UMD Natural Resources Research Institute, the center is dedicated to working cooperatively with individuals, businesses, and private and public organizations with a mission to support the growth, diversification, and stability of northeastern Minnesota.

Economic Education, Center for; Duluth

(218) 726-7568. Center programs are designed to improve the general level of economic knowledge and understanding in northeastern Minnesota. The center, sponsored by the economics department, the School of Business and Economics, and the Minnesota Council on Economic Education, offers a number of in-service training programs for elementary and secondary teachers. For information, contact the office at 165 School of Business and Economics Building, University of Minnesota Duluth, Duluth, MN 55812.

Employer Education Service

(612) 624-5525 or (800) 333-3378; Fax: (612) 626-7747

The service is a University of Minnesota community outreach program of the Industrial Relations Center at the Carlson School of Management. It provides a variety of technical training services that include professional development opportunities in Minnesota and the Upper Midwest through local, national, and regional policy conferences, forums, lecture series, seminars, and custom (in-house contracts) programs to private, public, and nonprofit organizations and associations. EES offers noncredit seminars and workshops that include human resource, general business, and professional development subjects for working adults in private, public, and nonprofit organizations. Programs are from one to four days in length and are available for public registration and contracts. Fees range from \$250 to \$625. In-house fees are negotiated separately. For information, contact the office at 4-375 Carlson School of Management, 321-19th Ave. S., Minneapolis, MN 55455.

English Center, Minnesota

(612) 624-1503. The center provides non-credit courses in English as a second language on the University's quarterly schedule. These courses emphasize English for academic purposes but are flexible enough for people who want to improve their language skills for business or personal needs. A high school diploma or equivalent is required. Fees range from \$550 to \$1,500 depending on the number of class hours per week. Contact the Minnesota English Center, 101 Klæber Court, 320-16th Ave. S.E., Minneapolis, MN 55455.

Epilepsy Research and Education Program

(612) 625-2145; Fax: (612) 624-6695

The program is a multidisciplinary initiative focused on the generation, dissemination, and application of knowledge directed towards the causes, epidemiology, management and treatment of epilepsy and related seizure disorders.

Research includes antiepileptic drug clinical pharmacology, epidemiology, economics, and treatment outcomes with a particular emphasis on vulnerable populations such as children and the elderly.

Educational activities are designed to provide health care professionals and students with state-of-the-art information to improve the care of those with epilepsy.

For more information contact the office at 7-101 Weaver-Densford Hall, College of Pharmacy, University of Minnesota, 308 Harvard St S.E., Minneapolis, MN 55455.

Executive Development Center

(612) 624-2545. The center offers educational services to managers and executives of profit and nonprofit organizations. The four-week Minnesota Executive Program, designed for senior executives with corporate or major division strategic responsibilities, focuses on corporate strategy in the areas of finance, operations, marketing, and organizational design. The three-week Minnesota Management Institute is designed for senior operating level managers who must translate organizational strategy into bottom-line results and focuses on operating management programs in the areas of marketing finance, management control, operations, information systems, human resource development, and business-government relations. The week-long Minnesota Management Academy—designed for newer managers or professionals with technical backgrounds who are assuming management roles—focuses on general management principles, finance, communications/interpersonal skills, and information systems. In the 21st Century Program, an exclusive development and networking opportunity for select executives in the region and nationally recognized experts focus on a specific theme each year.

The center also offers three-day, topic-specific programs on 30 business topics throughout the year, and it customizes educational programs for companies around the world. For information or program brochures, contact 2-250E Carlson School of Management, 321-19th Ave. S., Minneapolis, MN 55455.

Extension Service, University of Minnesota

(612) 624-1222; toll free: 1-800-876-8636; Fax: (612) 625-6227

Since 1909, extension has been in Minnesota communities, working with individuals, organizations, and agencies to put the University's research and resources to work. Around the state, extension staff and faculty develop and teach classes and workshops, work one-on-one with people of all ages, facilitate community meetings, and respond to crisis like floods and tornadoes. Extension's four programmatic areas of focus are agriculture, food and environment; community vitality; natural resources and environment; and youth and family development. While we are best known for programs like 4-H Youth Development, Master Gardeners, Agriculture Extension and Nutrition Education Programs, we also offer programs on a variety of topics including water quality, leadership training, e-commerce, effective parenting and more. Extension's partnerships with the U.S. Department of Agriculture, state agencies, University colleges, and local communities help to ensure that we fulfill our mission of connecting community needs and University resources.

See listings by name Yard and Garden Line, Communication and Education Technology Services, Professional Education and Conference Planning (PECP), Fisheries and Wildlife Extension, Wood Products and Paper Science Extension, Forest Resources Extension Programs and Information Service, and INFO-U (a free 24-hour information service provided by the University of Minnesota Extension Service).

For more information about specific programs and topics, or to access Extension publications, see our website at extension.umn.edu, contact the Extension in your county, usually listed under county office in the telephone directory, or write to University of Minnesota Extension Service, 240 Coffey Hall, 1420 Eckles Ave., St. Paul, MN 55108. You can also order publications directly from the distribution center at 405 Coffey Hall, 1420 Eckles Ave., St. Paul, MN 55108 or call 1-800-876-8636.

Fisheries and Wildlife, Department of

(612) 624-3600; Fax: (612) 625-5299; Web site: www.fw.umn.edu

The department includes research, extension and outreach statewide. A unit of the University of Minnesota College of Natural Resources, it is the primary state provider of research in support of the protection, management, and use of Minnesota's fish, wildlife and related resources. Research is conducted as part of the departmental role in the University based Minnesota Agricultural Experiment Station. The department is also the only unit in the state to offer bachelor's degree programs in fisheries, wildlife and conservation biology; the only unit to offer masters and Ph.D. degree programs in fisheries and wildlife conservation; and is a leader in M.S. and Ph.D. programs in Conservation Biology and Water Resource Science. Extension programming is provided as part of the departmental role in the University of Minnesota Extension Service. Outreach to citizens, youth, and professionals is provided as opportunity arises. Teaching and research encompass stream ecology, wildlife population dynamics, water quality, limnology, exotic species management, large mammal ecology and management, fish physiology, ichthyology, waterfowl and wetlands ecology, urban wildlife management, forest and riparian bird ecology, Geographic Information Systems, and human dimensions of fisheries and wildlife. The department also hosts the Minnesota Cooperative Fish and Wildlife Research Unit. For more information, see our Web site or contact the office at 200 Hodson Hall, 1980 Folwell Ave. N., St. Paul, MN 55108-6112.

Fisheries and Wildlife Extension

(612) 624-3600; Fax: (612) 625-5299

Web site: www.fw.umn.edu/Extension/extension.html

Fisheries and Wildlife Extension provides information, advice, conferences, and seminars about wetlands, waterfowl management, fishery management, aquaculture, wildlife habitat design and management, and natural resource ethics. Services are delivered by Extension specialists and graduate students who are part of the University of Minnesota Extension Service and the Department of Fisheries and Wildlife. No fees are charged, except for conferences, special programs, and some literature. Write to 200 Hodson Hall, 1980 Folwell Ave., St. Paul, MN 55108-6124.

Food Animal Biotechnology (FAB) Center

(612) 624-3025; Web site: www.fabctr.umn.edu

The FAB Center helps develop new molecular technologies associated with animal production by identifying and modulating genes affecting growth, development, reproductive performance, efficiency of feed conversion, lactation, and disease resistance. The center also provides a unique integrated research and training approach for implementing new techniques for outreach-oriented programs (such as the Avian Health Center, the Swine Center, the Dairy Initiatives, and the Aquaculture Program). For more information, contact the director, FAB Center, 295 Animal Science/Veterinary Medicine, 1988 Fitch Ave., St. Paul, MN 55108.

Food Sensory Testing Service

(612) 624-2257. Staff members of the food science and nutrition department provide a wide variety of sensory testing services, including designing tests, obtaining judges, conducting tests and

analysis, and interpreting results. A fee is charged. For information, contact the coordinator at 140 Food Science and Nutrition Building, 1334 Eckles Ave., St. Paul, MN 55108.

Forest Resources, Department of

(612) 624-3400; Fax: (612) 625-5212

Web site: www.cnr.umn.edu/FR E-mail: fr@forestry.umn.edu

The department's programs encompass teaching, research, extension and outreach statewide. This unit, within the University of Minnesota College of Natural Resources, is the primary state provider of research in support of the protection, management, and use of Minnesota's forest and related resources. Research is conducted as part of the departmental role in the University based Minnesota Agricultural Experiment Station. The department is also the only unit to offer bachelor's, master's, and Ph.D. degree programs in forestry and related areas in the state. Extension programming is provided as part of the departmental role in the University of Minnesota Extension Service and articulated as Forest Resources Extension. Teaching and research encompass forest biology, ecology, silviculture, genetics, forest health and protection, economics, policy, forest and watershed management, water quality, recreation resources management, remote sensing and geographic information systems, resource assessment and modeling, and urban forestry. The department has faculty based in St. Paul, at the Cloquet Forestry Center, and the North Central Research and Outreach Center in Grand Rapids. For more information on departmental programs or to access faculty experts, see our Web site or write to us at 115 Green Hall, 1530 Cleveland Ave. N., St. Paul, MN 55108-6112.

Forest Resources Extension Programs and Information Service

(612) 624-3020; Fax: (612) 625-5212

Web site: www.cnr.umn.edu/FR/extension/

E-mail: extfor@forestry.umn.edu

Forest Resources Extension, provided by the University of Minnesota Extension Service and Department of Forest Resources, offers educational materials and events for forest landowners, urban landowners, loggers, natural resource professionals, and youth. It provides information on managing forests for timber, wildlife, and recreation while protecting soil, water, and biodiversity. Some of the subjects it covers include timber management, marketing, harvesting, wildlife habitat; forest road and trail design, agroforestry, Christmas trees, maple syrup, urban forestry, tree health care, forestry investments, and taxation. Conferences, field tours, publications, and videos are available.

Geological Survey, Minnesota (MGS)

(612) 627-4780; Web site: www.geo.umn.edu/mgs

The survey investigates the geology of Minnesota and publishes reports and maps on its findings. General questions from the public on the geology and underground waters of Minnesota are welcomed, and should be directed to the outreach coordinator. Staff experts are available to identify rocks, minerals, and fossils found in the state, to conduct programs in primary and secondary schools, and to answer more technical inquiries on geological and hydrogeological topics. MGS geological research applies to the identification and development of mineral and ground-water resources, environmental issues, and land-use planning. MGS reports and maps, as well as U.S. Geological Survey topographic maps and hydrologic atlases for Minnesota, may be inspected and purchased at the St. Paul office, 2642 University Ave. W., St. Paul, MN 55114-1057. Write or telephone for a free price list. MGS also maintains computerized databases of water-well and test-boring information as a service for the public. For further information about database contents and accessibility, call (612) 627-4784. [SEE ALSO, entry under letter "G" in Executive Branch Agency section.]

Geology Department, Duluth

(218) 726-7238. 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 is unable to 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 Heller Hall, University of Minnesota, Duluth, Duluth, MN 55812.

Glensheen Historic Site and Tour Facility, Duluth

(218) 726-8910; *E-mail:* glen@d.umn.edu

Glensheen, home of the late Chester A. and Clara B. Congdon, is an outstanding example of neo-Jacobean architecture. The 39-room manor house, which is located on the shore of Lake Superior, still contains the original custom-designed furnishings. The home features art glass, beautifully carved woodwork, and decorative art objects. The grounds, including the formal gardens and the carriage house, are also open to the public. Tours of the home and grounds and a special tour of the third floor and attic are available. An admission fee is charged. Glensheen may also be rented for meetings, dinners, and other special events. Glensheen is located at 3300 London Road, Duluth, MN. Call for additional information and tour times.

The Goldstein: A Museum of Design

(612) 624-7434 or (612) 624-9700

The Goldstein is a design museum unique within a University setting. Its collections include more than 17,500 objects: 12,000 historical and contemporary costumes and costume accessories; 3,500 textiles; and 2,000 decorative arts and other visual documentation of the history of design. The contemporary costume collection is one of the most notable in the Upper Midwest. The Goldstein presents an annual program of four temporary exhibitions per year, featuring the permanent collections, traveling exhibitions, and student and faculty work.

The Friends of the Goldstein Gallery is a publicly supported group with annual membership dues. Hours are 8:30 a.m.-4:30 p.m. Monday, Tuesday, Wednesday, and Friday; 8:30 a.m.-8:30 p.m. Thursday; and 1:30-4:30 p.m. Saturday and Sunday. For current exhibition and membership information, contact the Goldstein at 250 McNeal Hall, 1985 Buford Ave., St. Paul, MN 55108.

Herbarium, Bell Museum of Natural History

(612) 625-0215

Web site: biosci.cbs.umn.edu/herbarium/genherbinfo.htm?

Herbarium staff can provide information on or assist in identifying plants, lichens, or fungi that grow wild in the Upper Midwest. Plant samples, including flowers and fruits or thallus with fruiting bodies, can be mailed or hand delivered. Plants to be mailed, except lichens or fungi, 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 moistened inside and sealed at the top. Identifications will usually be made within two days at no charge to the public and for a small fee to businesses or agencies. Workshops and tours are also available on a reservation basis. Hours are 8 a.m.-4:30 p.m., Monday through Friday. Contact Anita Cholewa, 842 Biological Sciences Center, 1445 Gortner Ave., St. Paul, MN 55108.

Historical Center, Northeast Minnesota

(218) 726-8526; *E-mail:* pmaus@d.umn.edu

The center collects and makes available to the public archival materials relating to the area of Carlton, Cook, Lake, and St. Louis counties. The center is jointly maintained by the University of Minnesota, Duluth, and the St. Louis County Historical Society. The center has approximately 2,000 linear feet of manuscripts, 2,000 books, rare serials, thousands of photographs, maps, and architectural drawings. 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.-noon and 1 p.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 the center at 209 Library Annex, University of Minnesota, Duluth, Duluth, MN 55812.

Hospital and Clinics

[SEE: Medical Center, Fairview-University;
University of Minnesota Physicians.]

Hubert H. Humphrey Institute of Public Affairs

(612) 625-2055; *Web site:* www.hhh.umn.edu

In addition to its teaching role as the University's graduate school of public affairs, which prepares individuals for public service, the institute also conducts research and outreach work, and offers public lectures and professional development programs.

The Humphrey Institute acts as an international hub for public policy research, much of which is conducted by faculty, fellows, and staff in research centers. In addition, the Humphrey Institute is committed to sharing its resources with the larger community through outreach efforts, lectures, and professional development opportunities. Current programs include:

- **Center for Democracy and Citizenship** develops and deepens a practical theory for renewing public life and democracy, based on a view of democracy as "the unfinished work of the people" and shaped by partnerships with diverse cultural groups and institutions. Center projects include the Public Achievement Civic Education Initiative and the Jane Addams School for Democracy, a community learning project for recent immigrants to St. Paul, Minnesota. (612) 625-0142.

- **Center for Labor Policy** studies the relationship between institutions such as labor organizations, government, and business, and informs the policy discussion. (612) 624-5592 or (612) 625-2089.

- **Center for Nations in Transition** helps to build human capacity through policy research, training, and technology transfer that guides countries moving toward sustainable, democratic, and market-oriented societies. (612) 625-3073.

- **Center for School Change** works with educators, parents, and communities to help create more effective public schools. (612) 626-1834.

- **Charles M. Denny, Jr., Center for Science, Technology, and Public Policy** fosters understanding of the myriad issues and opportunities surrounding the globalization of science and technology in regard to economic growth, health, environment, social good, and research and development. (612) 625-0368.

- **Center on Women and Public Policy** focuses on feminist legal interventions in public policy and feminism as a social movement. (612) 625-6082.

- **Conflict and Change Center** seeks to understand the origin, process, and management of social conflict locally, nationally, and internationally. Within the University, the center coordinates the graduate minor in conflict management. (612) 625-3046.

- **Distinguished Carlson Lecture Series** hosts lectures by world-renowned leaders. (612) 625-6688.

- **Humphrey Forum** is a permanent exhibit of Hubert H. Humphrey's political career, which serves as a resource to elementary and high school students and teachers. (612) 624-5799.

- **Humphrey Institute Policy Forum** trains emerging leaders and conducts public conferences that foster debate on national and international issues through exchange among leading thinkers, policy makers, and scholars. To encourage their public affairs involvement and prepare a new generation of leaders, the forum annually selects twenty-five to thirty emerging leaders from a variety of fields as fellows who participate in monthly seminars, lectures, and programs. (612) 625-8330.

- **International Women's Rights Action Watch** provides information about women's human rights worldwide and supports leaders who pursue law and policy changes that benefit women. It also is considered the premier source of information about women's human rights worldwide. (612) 625-5093.

- **Mondale Lectures on Public Service** series examines events and issues of the past half-century. Former Vice President Mondale offers personal insight into what leaders face as they grapple with challenges in America's public life. (612) 625-5061.

- **Orville and Jane Freeman Center for International Economic Policy** identifies the major challenges of an increasingly interdependent global economy, mobilizes resources to analyze the nature of those challenges, and crafts effective public responses. (612) 626-0564.

- **Roy Wilkins Center for Human Relations and Social Justice** promotes research and community outreach efforts designed to reduce racial and ethnic inequality. These include two programs addressing race and justice issues: the Wilkins Dialogue Series for Minnesota communities of color and the Wilkins Forum—a small group of national leaders in academics, civil rights activists—and policymakers who meet annually for debate, discussion, and problem solving. (612) 625-9821.

- **Reflective Leadership Center** provides opportunities for experienced practitioners with diverse occupational and ethnic backgrounds to reflect on their roles as leaders. (612) 626-7223.

- **Harold Stassen Center in International Peace and Security** focuses on international policy research and international affairs teaching, with a focus on the relationship between economic and national security issues. (612) 624-5592.

- **Professional Development Programs** provides information about all professional development opportunities offered by the institute, including those offered by the institute's centers and outreach programs. (612) 625-8367.

- **State and Local Policy Program** shapes public policy to benefit people and communities by increasing awareness of policy issues; producing and integrating new information, ideas, and approaches; and enhancing and applying public policy that addresses community needs. The program also offers workshops and seminars throughout the year. (612) 626-0347.

Humanities Fine Arts Center Gallery, Morris

(320) 589-2211 ext. 6250

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 University Relations, 306 Behmler Hall, (320) 589-6050.

Imaging Center (College of Biological Sciences)

(612) 624-3454; *Web site:* cbs.umn.edu/ic

The Imaging Center is a laboratory, specializing in biological samples, that is open to the public. It includes specialized forms of light and electron microscopes (such as a fluorescence microscope with a CCD camera and a confocal microscope), scanning and transmission electron microscopes with x-ray microanalysis, and ultramicrotome, and associated equipment for sample preparation. The center also houses equipment for digital imaging, including scanners, com-

puters, and printers. A fee is charged for equipment use and for operator assistance. This facility is part of the St. Paul Microscopy and Imaging Consortium. For information, contact 35 Snyder Hall, 1445 Gortner Ave., St. Paul, MN 55108.

Immigration History Research Center (IHRC)

(612) 625-4800; *Fax:* (612) 626-0018

Web site: www.umn.edu/ihr *E-mail:* ihr@umn.edu

This research center specializes in the histories of 24 immigrant groups in North America, originally from eastern, central, and southern Europe and the Near East. Its basic objective is to create better understanding and appreciation of the role ethnicity and immigration play in shaping the culture of this country. The center maintains a library and archives containing 45,000 volumes of published material, 4,500 linear feet of manuscript materials, and some 5,000 reels of microfilm, mainly of ethnic newspapers. Materials do not circulate; they are used in the center's reading room. The IHRC sponsors conferences, seminars, and exhibits; conducts archival surveys; and publishes bibliographies, conference proceedings, studies based on research in its holdings, and guides to its collections. IHRC News, a newsletter published twice a year, reports on research projects, new acquisitions, and activities of the center and the Friends of the IHRC. Speakers are available to organizations concerned with preserving America's ethnic heritage. Hours are 8:30 a.m. to 4:30 p.m. weekdays. Open for research purposes, the IHRC charges no fees, except for duplication, special research services, and publication of photographs. For information, contact the center at Elmer L. Andersen Library Suite 311, 222-21st Avenue South, Minneapolis MN 55455.

Individualized Learning, Program for (PIL)

(612) 624-4020; *Fax:* (612) 624-8253

Web site: www.cce.umn.edu/pil *E-mail:* pil@cce.umn.edu

This individualized baccalaureate degree program provides information, referral, and advice for students seeking programs in nontraditional 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 107 Armory, 15 Church St. S.E., Minneapolis, MN 55455.

Industrial Partnership for Research in Interfacial and Materials Engineering (I PRIME)

(612) 626-9509; *Web site:* www.iprime.umn.edu/main/index.html

E-mail: iprime@umn.edu

The partnership is a joint enterprise between the University of Minnesota (through the Center for Interfacial Engineering and the Science and Engineering Center) and the centers' industrial partners. IPRIME organizes interactions with the corporate sector and fosters a culture of integrated research, education, and industrial interaction. Through IPRIME, industrial partners can participate in both the MRSEC and the CIE without additional cost. Industrial partners also have access to the instrumentation and staff in the Characterization Facility at special member rates. 421 Washington Ave S.E., Minneapolis, MN 55455.

Industrial Relations Reference Room

(612) 624-7011. The reference room maintains an extensive collection of materials in industrial relations, including collective bargaining, human resource management, organization theory, industrial psychology, industrial sociology, and labor history. Reference assistance is available in 280 Humphrey Center, 301-19th Ave. S. Minneapolis, MN 55455.

Information Services

(612) 625-5000. University information has regularly updated telephone numbers and addresses for all University employees and students on all 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 7:45 a.m.-4:30 p.m. for information or referral about all aspects of the University.

Info-U

(612) 624-2200 or (800) 525-8636

Web site: www.extension.umn.edu/info-u

INFO-U is a free, 24-hour information service provided by the University of Minnesota Extension Service. The 650 pre-recorded messages and Web site documents include research-based information on parenting, food safety and nutrition, home maintenance, pest control, family finances, septic systems, water and environmental quality, and yard and garden subjects. By entering the 3-digit number that corresponds with each topic, listeners hear a 2 to 3 minute message. Callers can enter "100" or call their extension office to receive a brochure of topics. Several messages are also available in Spanish, and all documents can be found at www.extension.umn.edu/info-u.

Insect and Plant Information, DIAL U [SEE: Yard and Garden Clinic.]

Inter-college Program

(612) 624-4000, (800) 234-6564

The program 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.

International Center, Minnesota

(612) 625.4421; Web site: www.micglobe.org

E-mail: mic@globe.mic.umn.edu

MIC is a nonprofit, non-partisan, membership organization. MIC's mission is to increase and strengthen international exchange and understanding between Minnesotans and the world. Programs include public forums on international topics, a speaker program for schools, community programs such as hosting international visitors, discussion groups, and programming for international professionals coming through the State Department.

International Programs, Office of (OIP)

(612) 624-5580; Web site: www.international.umn.edu

The office is the University's central coordinating unit for international activities and affairs including services for faculty, services for international students and scholars, study abroad, and intercultural training and consulting. The China Center and the Center for Advanced Research on Language Acquisition (CARLA) are also part of OIP. The office publishes a monthly international campus update by e-mail and maintains a directory to U of M international resources on its Web site. OIP is located on the West Bank in 645 Heller Hall, 271 19th Avenue S., Minneapolis, MN 55455.

IT Center for Educational Programs, (ITCEP)

(612) 625-2861; Web site: www.math.umn.edu/itcep

E-mail: itcep@math.umn.edu

ITCEP develops and administers educational programs for K-12, undergraduate, and graduate students in the area of mathematics, science, and engineering. ITCEP's K-12 programs, which are offered dur-

ing the academic year and the summer, are designed to keep young students interested in mathematics, science, and engineering, and to help them gain a sense of participation in scientific culture and its impact on their lives. ITCEP is located at 4 Vincent Hall, 206 Church Street S.E., Minneapolis, MN 55455.

Katharine J. Densford International Center for Nursing Leadership

(612) 625-1187; Fax: (612) 624-0908

The center for nursing leadership was established in 1997. The center is an action hub for tackling the issues that challenge nursing and patient care. Through forums, invitational conferences, fellowships, the Clinical Scholars Program, workshops and other initiatives, the Densford Center assists nurses in becoming strong leaders and good partners. Located at 4-185WD Weaver-Densford Hall, 308 Harvard Street S.E., Minneapolis, MN 55455-0342.

Laboratory School

(612) 624-5593 or 624-7009; E-mail: beckx002@umn.edu

The school is a half-day program for children ages two to five years. Its 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. Information, costs, and application forms may be obtained by contacting Peggy Beck, The Shirley G. Moore Laboratory School, 51 E. River Road, Minneapolis, MN 55455.

Landscape Arboretum, Minnesota

(952) 443-1400. The grounds of the 1,020-acre arboretum feature landscaped gardens; plant collections of trees, shrubs, vines, perennials, and annuals; and natural areas of woodland, marsh, and restored prairie and wetlands. Hiking trails and picnic facilities are available. The main building houses a gift shop, tea room, classrooms, fireplace room, auditorium, small conservatory, and library. Fireplace room, auditorium, and classrooms are available for rental; on-site catering is available. The Andersen Horticultural Library contains an extensive noncirculating collection of books and periodicals on botany, horticulture, and gardening. The arboretum conducts horticultural research and develops cold-hardy plants; offers innovative science and nature programs for children; provides gardening workshops, seminars and lectures to adults; and serves as a place of enjoyment and inspiration. The grounds are open from 8 a.m. to dusk 363 days a year, except for Thanksgiving and Christmas. Guided walking garden tours and tram tours of Three-Mile Drive are available May through October. Arboretum admission is \$5 for adults; ages 18 and under are free. Admission for groups of 10 or more arriving in a single vehicle is \$3 per person. There is no charge for members. The Minnesota Landscape Arboretum is located at 3675 Arboretum Drive, Box 39, Chanhassen, MN 55317.

Lake Itasca Forestry and Biological Station (College of Biological Sciences)

(612) 624-6743; Web site: cbs.umn.edu/itasca

The Lake Itasca Forestry and Biological Station, established in 1909, is located in north central Minnesota within Itasca State Park. The diverse variety of habitats, including coniferous and deciduous forest, prairie, bog, and lakes of different types make it an ideal place for students to study and conduct research. Each summer, undergraduate and graduate students from the University and other institutions attend classes ranging from aquatic ecology to molecular genetics. Facilities include nine laboratory-classrooms; a computer center; a lakeshore assembly and dining hall; and 32 cabins for students, faculty, and staff. The station is open all year and is available for group meetings, retreats, and recreation.

Large Lakes Observatory

(218) 726-7639; Fax: (218) 726-6979

Web site: www.d.umn.edu/110.html E-mail: tcj@d.umn.edu

The Large Lakes Observatory is part of the University of Minnesota's program of research and education on lakes, rivers, and wetlands. Located on the Duluth campus, the observatory focuses on the physics, chemistry, and geology of large lakes of the world, including Lake Superior. Students may participate in the observatory's training and research cruises worldwide. Funding for all research activities is generated by competitive grants from government agencies and industry. Offices are located at 109 Research Lab Building, 2205 E. 5th St., Duluth, MN 55812.

Libraries

University of Minnesota, Twin Cities

(612) 624-4520. The Twin Cities campus libraries contain more than 5.7 million cataloged volumes. In addition to books and periodicals, the libraries have substantial holdings of government documents, manuscripts, archives, maps, phonograph records, audiovisual tapes, and other materials. Minnesota residents not formally associated with the University have access to the library collection either through inter-library loan via their local libraries or on-site use of the libraries. Hours vary according to academic sessions. For tape-recorded message giving hours for the main libraries, call (612) 624-4552.

• **Humanities and Social Sciences Collections** The main humanities and social sciences collections are in Wilson Library on the west bank of the Twin Cities campus and include American studies, anthropology, art, business, education, film, geography, history, language, library science, literature, philosophy, psychology, political science, religion, sociology, and women's studies. The collections in design, family social science, rural sociology, textiles, and vocational education are in the St. Paul Magrath Library. Related humanities and social sciences subject collections include Ames Library of South Asia, Architecture Library, East Asian Library, Government Publications Library, Journalism Library, Map Library, Mathematics Library, and Music Library.

• **Science Collections** During the renovation of Walter Library, the main science and technology collection, including chemistry, engineering, geology, and physics is located in Norris Gym on the east bank of the Twin Cities campus. These collections should return to Walter Library by January 2002. The health sciences collections, including allied health, dentistry, medicine, mortuary science, nursing, pharmacy, and public health, are in the Bio-Medical Library in Diehl Hall. The agricultural and biological sciences collections are in the Magrath Library in St. Paul. Related science subject collections include Entomology, Fisheries, and Wildlife Library, Forestry 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 Charles Babbage Institute Collection, Children's Literature Research Collections, James Ford Bell Library, Manuscripts Division, Social Welfare History Archives, Special Collections and Rare Books Division, University Archives, and Wangenstein History of Medicine and Biology Library.

• **Law Library** The Law Library is located on the west bank of the Twin Cities campus. For information on library access policies, phone (612) 625-4300.

• **LUMINA** on-line catalog. www.lib.umn.edu.

Most of the libraries' collections are listed in the LUMINA online catalog.

University of Minnesota, Crookston

• **Kiehle Library** (218) 281-8399; Fax: (218) 281-8080

Web site: www.crk.umn.edu/library

E-mail: owilliam@mail.crk.umn.edu,

The Crookston library has approximately 30,000 volumes and subscribes to approximately 700 periodicals specializing in agriculture, business, hospitality, and home economics. Services available to the public include MSU/PALS automated library system, LUMINA, inter-library loans, internet access, World Wide Web library home page, laser printer, access to CD ROM drives on local area network, scanner copy machine for books, periodicals, microfilm and microfiche; fax machine; OCLC, and DIALOG searching service. Hours are Monday through Thursday, 8 a.m.-10 p.m.; Friday, 8 a.m.-4:30 p.m.; Saturday 1 p.m.-5 p.m.; Sunday, 5 p.m.-9 p.m. The library is located in Kiehle Building, University of Minnesota, Crookston, MN 56716-5001.

University of Minnesota, Duluth

• **Library** (218) 726-8102. The new UMD Library facility opened beginning with fall semester 2000. The 167,570 square-foot Library and Annex complex includes two-story reading rooms overlooking Lake Superior, two library instruction classrooms, two full-access computer laboratories, an interactive television classroom, and fifteen new group study rooms with network connections.

The library provides a wealth of high-tech digital resources as well as traditional print materials—books, periodicals, government documents, videotapes and other media, maps, microformats, and manuscripts totaling more than 555,000 items. The library subscribes to numerous electronic indexing and abstracting services, and full-text reference sources, and provides access to 4,700 on-line journals. Hours are from 7:30 a.m.-midnight, Monday through Thursday; 7:30 a.m.-5 p.m. on Friday; 9 a.m.-5 p.m. on Saturday; 12 to midnight on Sunday. For information, contact the library at the University of Minnesota Duluth, Duluth, MN 55812.

University of Minnesota, Morris

• **Rodney A. Briggs Library** (320) 589-6175

The Rodney A. Briggs Library and its reference staff provide a full range of library services to support UMM academic programs. Its collection includes more than 180,000 volumes and more than 900 journal subscriptions. The library is also a partial federal and state documents depository, providing access to census and other statistical and governmental information. Briggs Library is linked through the Internet to the University of Minnesota, Twin Cities campus libraries and other libraries in Minnesota and the world. The library's interlibrary loan service has a 97 percent success rate for obtaining materials from other libraries.

MAST International

(612) 625-1287. The Minnesota Agricultural Student Trainee (MAST) program provides practical and academic experiences in U.S.-production agriculture and horticultural placements. A typical program provides eight months practical training on a farm, ranch, or horticultural placement; three months of study at the College of Agricultural, Food, and Environmental Sciences; and a potential for nine additional months of practical training. MAST International currently works with students from approximately 30 counties around the world. Approximately 175 first-year students participate each year. The program goal is to provide a cross-cultural and agricultural exchange. For more information, contact MAST International, 240 VoTech, 1954 Buford, St. Paul, MN 55108.

Materials Research Science and Engineering Center, NSF (MRSEC)

(612) 626-0798; Web site: www.mrsec.umn.edu

E-mail: mrsec@mrsec.umn.edu

The center supports research in microstructured polymers, artificial tissues, magnetic heterostructures, and porous materials. The center has strong links to corporate entities through a broad-based

industrial partners program. MRSEC resources include a state-of-the-art materials characterization facility. MRSEC research programs are integrated with a significant education and outreach effort involving four-year and tribal college faculty and students. The center is located at 489 Amundson Hall, 421 Washington Avenue S.E., Minneapolis, MN 55455.

Mathematics and Its Applications, NSF Institute for (IMA)

(612) 624-6066; *Web site:* www.ima.umn.edu

E-mail: staff@ima.umn.edu

IMA works to close the gap between mathematical theory and its applications. The institute identifies problems and areas of mathematical research needed in other sciences and encourages the participation of mathematicians in solving these problems. The institute sponsors an annual program devoted to a specific topic, workshops, and industrial problems seminars. IMA is located at 400 Lind Hall, 207 Church St S.E., Minneapolis, MN 55455-0436.

Measurement Services, Office of

(612) 626-0307. The office provides timesaving assistance in the areas of testing, evaluation, and survey research in the development and scanning of Optical Mark Read (OMR) forms for university and non-university constituencies in Minnesota. Services range from item construction, design, and layout to the development, scoring, and mailing of scannable or web-based forms. Support is also provided in statistical analyses and in communications of results. For information, call the number above or direct inquires to 879-29th Ave. S.E., Rm. 103, Minneapolis, MN 55414.

Media Resources, University

(612) 625-3001; *Fax:* (612) 624-6079

The Distance Education/University Media Resources (DE/UMR) Unit provides instructional design, editorial support for online and print-based courses, media production (CD-ROM, video, audio), behind-the-scenes technical support for events, and satellite origination. The unit is also home to Radio K student-run radio station and Biomedical Graphics Services (both listed separately). Campus location: West Bank, 540 Rarig Center, 330 21st Ave. S., Minneapolis, MN 55455.

Medical Center, Fairview-University

(612) 273-3000, *University campus*

(612) 672-6000, *Riverside campus*

Web site: www.fairview.org/fumc

The 1997 merger of the University of Minnesota Hospital and Clinics and Fairview Health Services created a full-service, two-campus facility now known as Fairview-University Medical Center. This partnership offers complete and coordinated care for every kind of medical situation, from the most delicate surgeries and complex medical procedures to the daily arrival of newborn babies. Harvard St. at East River Road, Minneapolis, MN 55455 and 2450 Riverside Avenue, Minneapolis, MN 55454.

Microtechnology Laboratory (MTL)

(612) 624-8005; *Web site:* www.mtl.umn.edu

E-mail: mtl@ece.umn.edu

The laboratory supports education, research, and industrial collaboration in microelectronics and other related research involving micro-fabrication. Major areas include the microelectromechanical systems (MEMS) program, high-speed compound semiconductor devices, nanoelectronics, optoelectronics, silicon integrated circuits and devices, particle technology, electroceramic thin films, superconductive devices, and information storage technology. 200 Union Street S.E., Minneapolis, MN 55455.

Midwest Universities Radon Consortium (MURC)

(612) 624-8747; *Fax:* (612) 625-3113

Web site: dha.che.umn.edu/mur

MURC is one of four national radon training centers supported by the U.S. Environmental Protection Agency. The purpose of MURC is to provide training in radon, indoor air quality, examination services, building research, and technology transfer to contractors, home builders and inspectors, public officials, real estate agents and appraisers, school administrators, facilities managers, and the general public. MURC offers extensive training in radon measurement and mitigation, and coordinates examinations that enable measurement operators and mitigation contractors to be listed with the U.S. EPA. MURC also offers courses (approved by the U.S. EPA) in indoor air quality, radon-resistant construction, radon reduction in schools, building air quality, and radon measurement in schools. For information, contact: MURC, 240 McNeal Hall, 1985 Buford Ave., St. Paul, MN 55108.

Minnesota Agricultural Education Leadership Council (MAELC)

(612) 624-2221. Information may be obtained by contacting the U of M Division of Agricultural Education, 320 Vocational and Technical Education Building, 1954 Buford Ave., St. Paul, MN 55108.

Minnesota Institute for Sustainable Agriculture (MISA)

(612) 625-7773. MISA's purpose is to bring together the interests of the agricultural community in a cooperative effort to develop and promote sustainable agriculture. It is a joint venture of the University's College of Agricultural, Food, and Environmental Sciences, and the Sustainers' Coalition, a group of individuals and organizations. Department of Agronomy and Plant Genetics, 411 Borlaug Hall, 1991 Upper Buford Cir., St. Paul, MN 55108.

Multicultural and Academic Affairs,

Office of the Associate Vice President

(612) 624-0594; *Fax:* (612) 626-0397

TTY: (612) 626-0204; *Web site:* www.oma.umn.edu

432 Morrill Hall, 100 Church Street S.E., Minneapolis, MN 55455

- **African American Learning Resource Center**
(612) 625-1363
- **American Indian Learning Resource Center**
(612) 624-2555
- **Asian/Pacific American Learning Resource Center**
(612) 624-2317
- **Chicano/Latino Learning Resource Center** (612) 625-6013
- **Disability Services** (612) 624-4037
- **Diversity Institute** (612) 625-0537
- **Gay, Lesbian, Bisexual, Transgender Programs Office**
(612) 625-0537
- **Minnesota Women's Center** (612) 625-9837
- **Multicultural Center for Academic Excellence** (612) 624-8063
- **Office for University Women** (612) 625-2385
- **President's Distinguished Faculty Mentor Program**
(612) 626-7388

Music Department, Duluth campus

(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. 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 of; Twin Cities campus

(612) 624-5740; *Web site:* www.music.umn.edu

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.

Natural Resources Research Institute (NRRI) Business Group

(218) 726-7298; *Fax:* (218) 726-6338

Web site: www.umdced.com

NRRI Business Group provides business assistance in commercial innovations from the Natural Resources Research Institute. It also prepares business plans and does financial packaging for natural resource-based businesses. Based upon a review of 123 projects with businesses over a five-year period, the NRRI Business Group helped these companies retain or create over 1,000 jobs.

Nature Center, William R. Bagley; Duluth

(218) 726-6533. The W.R. Bagley Nature Area is a 55-acre forest on the northwest corner of the UMD campus. This beautiful forested area supports a mature hardwood forest, native vegetation, and a wide variety of wildlife. It is a focal point for natural history and recreation activities for both campus and community members. The site offers wood-chip hiking trails, groomed cross-country ski trails, a pond, and a lookout on Lake Superior. Public access is available throughout the year. For specific assistance, call (218) 726-8743.

Nursery Schools [SEE: Laboratory School]

Personal Enrichment Programs

(612) 625-5760; *Fax:* (612) 624-6210

The College of Continuing Education's Personal Enrichment Programs offer a wide range of unique, noncredit opportunities to engage in lifelong learning at the University of Minnesota.

- **Compleat Scholar**, (612) 625-7777
Web site: www.cce.umn.edu/scholars
- **Elderhostel**, (612) 626-1231
- **ElderLearning Institute**, (612) 624-7847
- **Split Rock Arts Program**, (612) 625-8100
Web site: www.cce.umn.edu/splitrockarts

Planetarium, Marshall W. Alworth; Duluth

(218) 726-7129. The planetarium offers public programs. Special showings may be arranged by contacting the planetarium administrator at 10 University Drive, University of Minnesota Duluth, Duluth, MN 55812.

Plant Pathology

(612) 625-8200. The department performs plant parasitic nematode soil or tissue analysis, Phytophthora Race Identification, ELISA testing, seed quality testing, quantitative soil assays, and routine disease diagnoses. The fee is \$15 per sample for nematode analysis; \$20 per sample for routine diagnoses; and \$25 per sample for ELISA testing, seed-quality testing, and soil assays. For information or

instructions about collecting and submitting samples suitable for analysis, contact your county extension office or the Plant Disease Clinic at (612) 625-1275. The clinic is located at 105 Stakman Hall, 1519 Gortner Ave., St. Paul, MN 55108. Write to Department of Plant Pathology, 495 Borlaug Hall, 1991 Buford Circle, St. Paul, MN 55108.

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. Individuals wishing assistance in identification of poisonous plants should contact James Groth of Plant Pathology. Identification of mushrooms as edible or poisonous will be made in emergency situations. Located at 210 Stakman Hall, 1519 Gortner Ave., St. Paul, MN 55108.

Police Department, University of Minnesota

Non-emergency (612) 624-3550; *Emergency* 9-1-1

Free Escort Service (612) 624-WALK

Web site: www.umn.edu/umpolice

The University Police Department is a professional police department, dedicated to protecting the people and property of the University of Minnesota community. The department provides proactive patrol, crime prevention as well as investigative, law enforcement, and emergency services. Officers interact in a variety of problem-solving modes to ensure a safe campus environment for those who work, learn, and visit on campus. Services include the Program against Sexual Violence, Student Security Monitors, and a Threat Assessment Team. The University of Minnesota police department works closely federal, state, and local police agencies.

Professional Education and Conference Planning (PECP)

(612) 624-0724; (800) 367-5363; *Fax:* (612) 624-0737

Web site: www.conferences.umn.edu *E-mail:* extconf@umn.edu

Professional Education and Conference Planning is the event management unit of the University of Minnesota Extension Service. We help individuals and organizations plan conferences, seminars, and workshops. You can choose the services you need: program design, development, marketing, evaluation, and financial management for noncredit educational activities. We have program experience in a wide range of subject areas including biotechnology, natural resources, agriculture, youth groups, human ecology, tourism, and community development. We handle programs anywhere in the world. Fees for services. Costs can be recovered through participant fees, sponsorships, and donations. For information, contact program director, Professional Education and Conference Planning, 405 Coffey Hall, 1420 Eckles Avenue, St. Paul, MN 55108-6068.

Radio Stations

• **KUOM-AM (770 kHz)** is the University of Minnesota's radio station serving the Twin Cities metropolitan area. Known as Radio K, it broadcasts student-oriented, alternative music and University news and information. Radio K's purpose is to help build a sense of community on campus and between the campus and larger community. It broadcasts throughout central and southern Minnesota and western Wisconsin. Radio K is available 18 hours a day (6 a.m.-midnight) on cable radio, and on the Web at www.radiok.org. Main offices are at 610 Rarig Center. Call in comments to (612) 625-3500; musical requests (612) 626-4770 or toll free at (800) 626-4770. KUOM studios may be rented by nonprofit groups for audio production. Call (612) 625-2856 for rental information.

• **KUMD (103.3 MHz)** is a 95,000-watt FM station operated in Duluth by University Relations and Development professional staff plus student volunteers. News, public affairs, jazz, blues, and other music. Contact the station at (218) 726-7181, 130 Humanities Building, University of Minnesota Duluth, Duluth, MN 55812.

• **KUMM-FM** serves the Morris campus community. This student-operated station provides educational and entertainment programs. Call (320) 589-6076.

Raptor Center

(612) 624-4745; Fax: (612) 624-8740

Web site: www.raptor.cvm.umn.edu

Since its founding in 1972, the Gabbert Raptor Center has rehabilitated more than 7,000 birds of prey, including eagles, hawks, falcons, and owls. Raptors come from nearly every state—although most are from Minnesota and the surrounding upper Midwest—to be rehabilitated and returned to the wild. The center is also an educational institution, teaching more than 84,000 school children and adults annually about the environment and raptors' role within it. A part of the Small Animal Clinical Sciences Department in the College of Veterinary Medicine, the center conducts a number of research projects in areas as diverse as lead poisoning and respiratory disease. An internship program is available to veterinarians, biologists, and environmental education students. For more information, contact tour and program information at (612) 624-8744. Offices are located at 1920 Fitch Ave., St. Paul, MN 55108.

Red River Valley Natural History Area, Crookston

(218) 281-8131; E-mail: tfeiromail.crk.umn.edu

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 the University of Minnesota, Crookston (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, a nature center, and demonstrations of ecological land management.

Regional Sustainable Development Partnerships Program

(612) 625-8759. The program is a cooperative venture between the University of Minnesota and citizen leaders to advance the economic, social, and ecological well being of Minnesota communities. Within a network of regional partnerships around the state, each partnership has a Board of Directors made up of local citizens and representatives of the University. The board creates a vision for advancing the understanding and application of regional sustainable development, in the areas of agriculture, natural resources, and tourism. The boards cultivate and support community-based research, education, and outreach that can be implemented in partnership with the University and that enhance regional sustainability. A partnership that creates a learning experience for the University while providing practical resources for the community or region is the ideal outcome. For more information contact the statewide coordinating office at 411 Borlaug, 1991 Buford Circle, St. Paul, MN 55108.

Restorative Justice and Peacekeeping, Center for

(612) 624-4923; Fax: 612-624-3744 or 625-8224

Web site: ssw.che.umn.edu/rjp E-mail: rjp@che.umn.edu

The center in the School of Social Work, provides technical assistance, training, and research for those in the state of Minnesota, nationally and internationally in support of restorative justice practices. The center offers spring, summer, and fall training seminars through the National Restorative Justice Training Institute in addition to regional workshops and trainings throughout greater Minnesota. The center also provides support for system change through its co-sponsorship of the

Balanced and Restorative Justice Project. Other services include introductory victim-offender mediation training, advanced victim-sensitive mediation training, courses on mediation and conflict resolution, international research on restorative justice and mediation, and a resource center. For information contact the center at 105 Peters Hall, 1404 Gortner Ave., St. Paul, MN 55108-6160.

Retired and Senior Volunteer Program (RSVP), Crookston

(218) 281-8288; E-mail: dpatenau@mail.crk.umn.edu

Serving Polk, Norman, Red Lake, Pennington, and Marshall counties, the program provides volunteer opportunities for retired persons. 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, nonprofit organizations other than political parties. Any person 55 years of age or older may become a member of the program. There are no income, educational, experience, or time commitment requirements. 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 do not displace employed workers. Benefits include accident insurance, out-of-pocket expenses, and transportation. To volunteer or for more information, contact RSVP, FS 107, University of Minnesota, Crookston, Crookston, MN 56716.

Rural Sociology and Community Analysis, Center for

(612) 625-8798 or (612) 625-0259. The center's mission is to focus attention on effective responses to issues and problems affecting rural social development, thereby contributing to the quality of life in rural Minnesota. Objectives include generating interest and mobilizing University resources relevant to rural social development, developing research and disseminating knowledge concerning social problems afflicting the state's rural areas, facilitating linkages between research and Minnesota Extension faculty, and serving as a resource center. For information, contact the center at 230 Peters Hall, 1404 Gortner Ave., St. Paul, MN., 55108.

Sea Grant College Program, Minnesota

(218) 726-8106. The program provides information on issues related to Lake Superior and Minnesota's inland waters, including fisheries management, exotic species, shore-line erosion, water quality, sustainable development, tourism, biotechnology and aquaculture. Information is available from staff members and researchers or through the program's publications. A publications list is available at no charge. A quarterly newsletter, *The Seiche*, is available free from Minnesota Sea Grant, 2305 E. 5th St., Duluth, MN 55812.

The Silha Center for the Study of Media Ethics and Law

(612) 625-3421. The center is dedicated to the study of media ethics and law to appreciate their reciprocal influences as well as their fundamental differences. Center associates study media accountability models, with emphasis on the role of news councils, ombudsmen, self-regulation, and other attempts to promote public discussion of media performance. The center is affiliated with the Minnesota News Council; it supervises the National News Council archive. It also serves as a public resource in answering ethical or legal questions arising from mass communication systems.

The center sponsors and supports a variety of activities. Occasional conferences and symposia, an annual Silha Lecture, and research fellowships. The center publishes a lecture series, bibliography series, and a report series, and collaborates with Emerson College in the publication of a national newsletter, *Media Ethics Update*.

Small Business Development Center (SBDC); Duluth

(218) 726-7298; Fax: (218) 726-6338

Web site: www.umdced.com

The SBDC provides management counseling, education, and training for persons starting and owning a business in northeast Minnesota through its offices in Duluth, Grand Rapids, Hermantown, Hibbing, International Falls, Ely, Two Harbors, and Virginia. The Small Business Development Center regional network meets with over 1,000 clients annually and provides about 13,000 hours of counseling. Funding for the SBDC network comes from the Small Business Administration, state of Minnesota, and local match.

Social Welfare History Archives

(612) 624-4377; Fax: (612) 625-5525

E-mail: d-klaa@tc.umn.edu

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. Photo-duplicating services are available, and staff will respond to telephone and written inquiries. Hours are 8:30 a.m. to 4:30 p.m. Monday through Friday. For information, contact the archives at 320 Andersen Library, 222-21st Ave. S., Minneapolis, MN 55455.

Soil Research Analytical Laboratory

(612) 625-8209; Web site: www.ral.coafes.umn.edu

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. For information, contact 439 Burlaug Hall, 1991 Upper Buford Circle., St. Paul, MN 55108.

Soil Survey Library

(612) 625-6703. The library maintains soil survey maps and reports as published for counties in Minnesota. Reports of counties from other states are on file as well as official descriptions of many soils of the United States. For information, contact the Department of Soil Science, 1991 Upper Buford Circle., St. Paul, MN 55108.

Soil Testing Laboratory

(612) 625-3101. The laboratory offers soil fertility testing and recommendations for farms, lawns, gardens, nurseries, and florists. A soil lead test is also available. 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 Ave., St. Paul, MN 55108.

Spatial Information and Analysis Lab (GISCAL), Duluth

(218) 726-6226. The laboratory serves as both an educational resource for the UMD campus and surrounding Duluth community, and as a research facility for cartographic and GIS needs. The lab maintains a wide variety of GIS and image analysis software.

The lab provides services in map design, web design, compilation and computer production as well as in GIS database creation, analysis and map output. The lab is also capable of producing scientific graphs, diagrams and illustrations. The lab encourages projects designed to employ students and provide internship experiences. For further information contact Department of Geography, 328 CINA Hall, University of Minnesota, Duluth, Minnesota, 55812.

Speakers Bureau

(612) 626-6504. The speakers bureau provides names of persons from the University who are available to speak to groups on their area of expertise or on general University issues. Speakers fees vary. Requests for speakers should be made at least two weeks in advance. To obtain additional information, contact University Relations, 6 Morrill Hall, 100 Church St. S.E., Minneapolis, MN 55455. For speakers from the Crookston, Duluth, and Morris campuses, contact the University Relations department on the specific campus.

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) 726-8199. 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. A low cost clinic access fee is charged, with financial assistance available. Appointments may be made by calling or writing the clinic at 5 Montague Hall, University of Minnesota, Duluth, Duluth, MN 55812.

Starwatch, Minnesota

(612) 625-2001

Web site: www.astro.umn.edu/Outreach/Starwatch

The Minnesota Starwatch information line (612-625-2001) 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. 356 Tate Laboratory of Physics, 116 Church Street S.E., Minneapolis, MN 55455.

Statistical Center

(612) 625-7030. The Statistical Center provides consulting on experimental design, sample survey design, data analysis, and interpretation of analysis results. The center is open to the public as University workloads allow, generally on a fee-for-service basis. For information, contact 352 Classroom Office Building, 1994 Buford Ave., St. Paul, MN 55108.

Institute for Digital Simulation and Advanced Computation

(612) 625-1818; Web site: www.msi.umn.edu

The institute provides supercomputing resource allocations to faculty members at the University of Minnesota and other researchers at accredited institutions of higher education in the state of Minnesota for their work and that of their students. At this printing (2000), the supercomputing resources offer IBM SP NightHawk and WinterHawk+ supercomputers, and SGI Origin 2000 supercomputers. Supercomputing resource allocations are awarded on the basis of competitive

review. For more information about the institute or access to the institute's resources, please contact the research programs administrator at (612) 624-1356.

Survey Research, Minnesota Center for (MCSR) Center for Urban and Regional Affairs

(612) 627-4282; Fax: (612) 627-4288

Web site: www.umn.edu/cura/mcsr.htm

The research center, in the Center for Urban and Regional Affairs, conducts public policy research and analysis as well as demographic and academic research via telephone, mail surveys, and personal interviews. It annually conducts two omnibus surveys, the Twin Cities Area Survey and the Minnesota State Survey, providing data for associations, government departments and agencies, and private industry. It performs custom surveys for the University and community organizations and provides program analysis for government agencies. There is a fee for services. For information, contact the center at 2331 University Ave., S.E., Suite 141, Minneapolis, MN 55414-3067.

Technological Leadership, Center for Development of (CDTL)

(612) 624-5747; Web site: www.cdtl.umn.edu

E-mail: general@cdtl.umn.edu

The center offers education and training programs and innovative outreach efforts to help Minnesota businesses bridge the gap between business and engineering. CDTL offers graduate degree programs, corporate programs, and innovative outreach efforts. 1300 South 2nd Street, Suite 110, Minneapolis, MN 55454.

Television/Video Production

(612) 625-4315. Distance Education/University Media Resources, in the College of Continuing Education, produces television programs for weekly broadcast over KTCI-TV, Channel 17. (Consult newspaper program schedules or call 612-624-8815.) In addition, hundreds of instructional, public relations, recruitment, training, and experimental programs are produced for the University of Minnesota. Production and postproduction services are available to all state agencies and tax exempt/nonprofit organizations on a charge-for-services basis. Teleconferencing, videodisk production, and specialized informational program production are also available.

Test Scoring Service [SEE: Measurement Services, Office of]

Testing Program, Minnesota Statewide

(612) 626-0583. Operated as a service to Minnesota schools by University Counseling and Consulting Services, the program furnishes educational test materials, provides scoring services, reports test results, develops Minnesota norms for the tests used, and assists with research studies. Fees are charged for testing services on the basis of the number of students tested and the type of test. For information, contact the program at 879-29th Ave. S.E., Room 103, Minneapolis, MN 55414.

Theatre, and Marshall Performing Arts Center, Department of, Duluth

(218) 726-8562 or (218) 726-6377

Fax: (218) 726-6798; E-mail: thd.umn.edu

The Department of Theatre and Marshall Performing Arts Center offers theatrical entertainment throughout the year. During the academic months, a five-show season is presented in the Marshall Performing Arts Center. Season tickets are offered at a reduced rate for the main stage season; individual tickets are priced from \$6 to \$12.

In addition to the department productions, theatrical touring groups are brought in to enhance the season offerings. In the summer months, the center is the home for the Minnesota Repertory Theatre,

which produces shows that run in revolving repertory from July 6 to August 5. Season tickets are offered at a reduced rate and individual ticket prices range from \$9 to \$15. The facility is also available to both on-campus and outside agencies to rent for presentations. For information on facility rentals or the production season, contact the Department of Theatre, 141 MPAC, 10 University Drive, University of Minnesota Duluth, Duluth, MN 55812.

Theatre, University

(612) 625-5380. The University Theatre offers 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; individual tickets are priced from \$6 to \$9. Summer is the time for the annual production on board the Minnesota Centennial Showboat in St. Paul. The University Theatre presents comedy or melodrama aboard this real sternwheeler riverboat from mid-June to mid-August. Tickets range from \$7 to \$9. For information on all productions, contact University Theatre, 110 Rarig Center, 330 21st Ave. S., Minneapolis, MN 55455.

Tours of the Twin Cities Campus

(612) 624-6504. General tours of the Minneapolis and St. Paul campuses may be scheduled through University Relations. In addition, University Relations offers tours of the architecture and history of campus and customized tours for school groups. Tours are scheduled Monday through Friday. No fees are charged for this service. To schedule a tour or for further information, contact University Relations, 6 Morrill Hall, 100 Church St. S.E., Minneapolis, MN 55455 or call 612-624-6504.

Tours of specific facilities, such as Glensheen, intercollegiate athletic facilities, and the Minnesota Landscape Arboretum, should be arranged directly with those offices. See their entries in this section. Prospective Student Tours are arranged through the Office of Admissions at 612-625-0000.

Transportation Studies, Center for

(612) 626-1077; Fax: (612) 625-6381

Web site: www.umn.edu/cts E-mail: cts@umn.edu

Each year, CTS coordinates the funding of more than 50 transportation-related research projects such as bridge design, pavement maintenance and rehabilitation, and economic analyses. CTS collaborates with University faculty to develop new courses, curricula, and degree programs, including a new graduate-level certificate program in transportation studies. The center's transportation outreach initiatives take many forms—from library services and a Web site—to its annual conferences and publications. For more information contact 200 Transportation and Safety Building, 511 Washington Ave. S.E., Minneapolis, MN 55455-0375.

Travel Immunization Center

(612) 625-9119. The University's Boynton Health Service is an officially designated travel-immunization center, authorized to administer vaccines (including yellow fever) and to validate International Certificates of Vaccination for travel. The center is open to the public for travel consultations on a fee-for-service basis. Consultations should be scheduled by appointment 8 to 10 weeks before travel departure. Boynton Health Service, 410 Church St. S.E., Minneapolis, MN 55455.

Tweed Museum of Art, Duluth

(218) 726-8222; Web site: www.d.umn.edu/tma

The museum is located in Ordean Court in the center of the Duluth campus. It offers a wide variety of exhibits drawn from its extensive permanent collections, faculty and student work, and traveling shows. Museum hours are 9 a.m.-4:30 p.m. Tuesday through Friday; 1-5 p.m. Saturday and Sunday; closed Mondays and major

holidays. Suggested donation is \$2. The museum is fully accessible to people with disabilities. For further information, contact the museum, University of Minnesota, Duluth, Duluth, MN 55812.

UNITE Instructional Television

(612) 624-2332 or (877) 668-6483

Web site: www.unite.umn.edu E-mail: unite@cs.umn.edu

Serving engineering and science professionals through distance education, UNITE (University-Industry Television for Education) offers University courses at the students' work sites using state-of-the-art educational technology. UNITE provides a complete set of courses for students who want to earn a master's degree in selected engineering fields. Other students take courses for professional development without the objective of pursuing a degree. UNITE is located at 114 Lind Hall, 207 Church Street S.E., Minneapolis, MN 55455.

University of Minnesota Physicians

(612) 672-7422; Toll free: 1-888-256-9787

TTY: (612) 672-7271; Web site: www.umphysicians.umn.edu

With more than 450 physicians in 44 medical specialties and subspecialties, plus 350 support personnel, UMPHYSICIANS with its many clinics and community outreach locations is a dynamic care system with a world-renowned reputation for research and education.

University of Minnesota Press

(612) 627-1970; Fax: (612) 627-1980

Web site: www.upress.umn.edu

The press publishes books on Minnesota and the Upper Midwest, Scandinavia and Scandinavian America, and many scholarly topics as well psychological assessment instruments. Books may be ordered directly by telephone from (773) 568-1550. Publication proposals or catalog requests should be directed to the press at 111 Third Avenue S., Suite 290, Minneapolis, MN 55401, or ump@umn.edu.

University Relations-Twin Cities

(612) 624-6868; Fax: (612) 624-6369

Web site: www.umn.edu/urelate

University Relations serves the public by providing news, publications, visitor information, special tours, lists of public speakers, and general information about the University. No fees are charged for these services. For information, contact the department at 6 Morrill Hall, 100 Church St. S.E., University of Minnesota—Twin Cities, Minneapolis, MN 55455.

University Relations, Crookston

(218)-281-8435; Fax: (218) 281-8440

E-mail: asvec@mail.crk.umn.edu or calmlie@mail.crk.umn.edu

University Relations serves the public by providing publications, speakers, contacts, and general information to the public and news media. Usually no fees are charged for these services. For more information, contact the department at 2900 University Ave., University of Minnesota, Crookston, Crookston, MN 56716.

University Relations, Duluth

(217) 726-7110 or (612) 726-7111. The office provides news and information to the public and the media about the University of Minnesota, Duluth (UMD). The office also provides an "experts list" of UMD faculty and staff who are willing to share information in their areas of expertise. 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, 23 Campus Center, University of Minnesota, Duluth, Duluth, MN 55812.

University Relations, Morris

(320) 589-6050. University Relations serves the public and news media by providing general information about the campus, including publications, facilities scheduling, and calendars of public events. For more information, contact the department, 11 Education Building, University of Minnesota, Morris, Morris, MN 56267.

Urban and Regional Affairs, Center for (CURA)

(612) 625-1551; Web site: www.umn.edu/cura

E-mail: cura@tc.umn.edu

CURA encourages University faculty and students to work with public and private community groups and local and state agencies. Projects reflect major public concerns such as community and urban development, income and employment, housing, human services, 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 Laboratory

(612) 625-8787; Web site: www.mvdi.umn.edu

The laboratory, in the College of Veterinary Medicine, is the official lab of the Minnesota Board of Animal Health. Staff members provide a full range of diagnostic services to livestock and poultry producers, veterinarians, and owners of companion animals. The laboratory is accredited by the American Association of Veterinary Laboratory Diagnosticians. For a submission guide and fee schedule, see the Web site or contact the laboratory at 244 Veterinary Diagnostic Lab, 1333 Gortner Ave., St. Paul, MN 55108.

Veterinary Outreach Programs

(612) 624-3434 or (800) 380-8636; Fax: 612-625-5655

Web site: www.cvm.umn.edu/outreach E-mail: vop@tc.umn.edu

Providing continuing education for the veterinary community, industry and academic scientists, producers and companion animal owners. For information contact 440 Veterinary Teaching Hospital, 1365 Gortner Avenue, St. Paul, MN 55108.

Veterinary Teaching Hospitals

(612) 625-1919 -- small animal; (612) 625-6700 -- large animal

Web site: www.cvm.umn.edu/vth

The Veterinary Teaching Hospital in the College of Veterinary Medicine is one of the most advanced veterinary care facilities in the country. Our faculty, staff, and students are dedicated to providing the best possible medical care to your animal as well as the best possible attention to your needs. The Veterinary Teaching Hospital staff are thoroughly trained in modern veterinary practice and the most technologically advanced diagnostic and treatment equipment. The hospital provides care for both large and small animals, inpatient and outpatient, 24 hours a day, 7 days a week. The VTH is a training ground and referral center for veterinarians. The staff also provides on-site veterinary care to beef, dairy, equine, and swineherds.

Veterinary Clinical Investigation Center

(612) 624-2752; Fax: (612)-624-3007

Web site: www.cvm.umn.edu/vcic E-mail: vcic@umn.edu

The center is located in the Office of Veterinary Research and Graduate Programs in the College of Veterinary Medicine. We provide a single entry-point for coordination of investigational studies. The college has been involved in contract research for over 20 years. The center collaborates with other programs in the university to provide expert resources and board certified staff in state-of-the-art facilities in all specialties of veterinary medicine. Located at 426 VTH, 1365 Gortner Avenue, St. Paul, MN 55108.

Visions for Change (Agriculture)

(612) 625-8200. Visions for Change is an opportunity for citizens of Minnesota, North Dakota, and South Dakota to create a shared vision for educating professionals in practices that will ensure the sustainability and quality of the world's food system. Once the vision is created, it will be used to initiate positive, systemic change in how the land-grant universities of Minnesota and the Dakotas educate food systems professionals. For further information, contact 299 Coffey Hall, Minneapolis, MN 55455.

Vocational Assessment Clinic

(612) 625-1519. The clinic provides services to individuals, community agencies, 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 assessment includes an orientation session, four hours of psychological testing, and three one-hour interviews with a vocational assessment counselor. The fee for this service is \$390. The complete assessment process typically is scheduled over six weeks from the orientation session to the final counseling session. Call to arrange for an initial interview or to obtain information. The clinic is located at N-555 Elliott Hall, 75 E. River Rd., Minneapolis, MN 55455.

Water Resources Center (WRC)

(612) 624-9282; Fax: (612) 625-1263

Web site: wrc.coafes.umn.edu **E-mail:** juerg001@tc.umn.edu

The center conducts research, education, and outreach activities related to Minnesota's water resources. It is one of 54 similar centers located at land-grant research universities in the 50 states and several trust territories. The center houses and coordinates water quality research, education, outreach, and extension programs. The center also administers a federal grant program under the Water Resources Research Act, and provides small grants to faculty at the University of Minnesota and other state colleges and universities to conduct research. The center publishes reports of research projects, a quarterly newsletter, and provides public information bulletins and brochures at no charge, and organizes a biennial state water conference, as well as periodic seminars, symposia, and specialty conferences. WRC also administers an interdisciplinary graduate degree program (M.S. and Ph.D.) in Water Resources Science. For information, including the graduate program, or to request publications, 173 McNeal Hall, 1985 Buford Ave., St. Paul, MN 55108.

West Central Minnesota Historical Research Center, Morris

(320) 589-6172. 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 and taped interviews with state legislators, business persons, farmers, attorneys, and others whose lives have shaped or are shaping the region's history. For information, contact the center at the Rodney A. Briggs Library, University of Minnesota, Morris, Morris, MN 56267.

Wood and Paper Science, Department of

(612) 625-5200; Fax: (612) 625-6286

Web site: www.cnr.umn.edu/WPS

The department is one of three departments in the College of Natural Resources. The department is one of only 12 programs in the U.S. accredited by the Society of Wood Science and Technology, and supports four academic programs for undergraduates: (1) forest products marketing, (2) production management, (3) residential building science and technology, and (4) paper science and engineering. A variety of research projects are underway within the department including lignin

and paper chemistry, pulping and bleaching, process modeling, alternative fibers evaluation, environmental life cycle analysis, environmental marketing, e-commerce, wood protection, building performance, and engineered wood products design and performance evaluation. The department also serves the forest products industry with high quality continuing education and technology transfer programs. For more information, contact the department at 203 Kaufert Laboratory, 2004 Folwell Ave., St. Paul, MN 55108.

Wood Products and Paper Science Extension

(612) 624-7712; Fax: (612) 625-6286

Web site: www.cnr.umn.edu/WPS/exten/index.html

E-mail: wpswebm@cnr.umn.edu

Wood Products and Paper Science Extension is provided by the University of Minnesota Extension Service and the Department of Wood and Paper Science. Extension specialists offer courses, publications, and advice about the properties and uses of wood. You can get information about wood product manufacturing and finishing, the marketing of wood products, building products and building science, lumber drying, paper science, and related topics. No fees are charged except for special courses or programs. For more information, contact 203 Kaufert Lab, 2004 Folwell Avenue, St. Paul, MN 55108-6107.

Yard & Garden Clinic, Insect and Plant Information Service

(612) 624-4771 or (888) 624-4771

The Yard & Garden Clinic is one of the options of the Yard & Garden Line.

This telephone diagnostic clinic is available to the general public. Information and specimen diagnosis is provided on insects (both indoor and out), home gardening, landscaping, and plant diseases, found in the urban environment. Pest control operators, arborists, nurserymen, and turf managers also use Yard & Garden Clinic, which is staffed by Extension specialists and technicians in the disciplines of entomology, plant pathology, and horticulture. A \$5.00 fee is charged via credit card. Questions and samples may also be mailed, together with a check made payable to the University of Minnesota Yard & Garden Clinic, 155 Alderman Hall, St. Paul, MN 55108.

Yard & Garden Line

(612) 624-4771; Toll free (888) 624-4771

Web site: www.extension.umn.edu/yardandgarden

The Yard & Garden Line provides toll free access to all of Minnesota for answers to questions on gardening/landscaping, insects, plant diseases, soil testing, and wildlife questions. Most services are free. Call to:

- **leave a call back message** for one of your local Master Gardeners
- **talk with the experts** at the Yard and Garden Clinic (formerly Dial U)
- **pose a question** to the Bell Museum's wildlife help line
- **listen to INFO U tapes** on a wide variety of lawn and garden topics
- **request INFO U's** faxback publications
- **get the Extension Service Web** address to access online publications
- **order extension publications**
- **learn how and where** to submit plants or insects for identification or problem diagnosis

Free except for the Yard and Garden Clinic or when submitting soil, insect or plant samples. Check out the Yard & Garden Web site at www.extension.umn.edu/yardandgarden for a host of timely e-publications, links to the components of the Yard & Garden Line, and special plant disease and insect pages.

Youth Development, Center for 4-H

(612) 624-2166; Toll Free: (800) 444-4238; Fax: (612) 624-6905

Web site: www.fourth.umn.edu

University of Minnesota Extension Service. The center is located at McNamara Alumni Center, U of M Gateway on the Twin Cities East Bank campus. Its mission is to act as a resource, catalyst and advocate for:

- Quality youth development programs
- Networking professionals and volunteers interested in youth development
- Purposeful community involvement in youth development
- New research and evaluation studies for the creation and enrichment of youth development programs

More than 260,000 youth in Minnesota participate in 4-H youth development programs. The center offers more than 450 curricula for use in school enrichment activities as well as out-of-school programs. The center sponsors public forums, issues publications, runs statewide youth events, and offers continuing education and staff development opportunities for personnel in youth-serving agencies and institutions.

The center also conducts research and evaluation studies on existing youth programs and services and offers consultation services to communities through its statewide network of faculty and staff in every county. For information, contact the center at McNamara Center, U of M Gateway, 200 Oak St. S.E., Suite 270B, Minneapolis, MN 55317.

Public Utilities Commission

121 7th Place East, Suite 350, St. Paul, MN 55101-2147

Consumer Assistance: (651) 296-0406; (800) 657-3782

General Information: (651) 296-7124; FAX: (651) 297-7073

TDD/TTY (for hearing impaired): (651) 297-1200

Website: www.puc.state.mn.us

Executive Secretary Burl W. Haar

Minnesota Statutes, Chapters 216, 216A, 216B, 216C and 237; *Minnesota Rules*, Chapters 7810-7855

THE MINNESOTA PUBLIC UTILITIES COMMISSION IS A LEGISLATIVE and quasi-judicial regulatory agency. The commission regulates the prices (rates) and services of telephone, natural gas, and electric utilities. The commission determines all electric and telephone service areas in Minnesota.

Background

Rate regulation in Minnesota began with the appointment of a rail-road commissioner in 1871, and the establishment of a Railroad and Warehouse Commission in 1895. Minnesota telephone companies have been regulated since 1915. In 1975 Minnesota became the 48th state to regulate the rates of natural gas and electric utilities.

The commission requires fair and reasonable rates and adequate service from investor-owned natural gas and electric utilities and all telephone companies in Minnesota. The commission's authority over municipal electric and natural gas utilities applies only to rates or services of customers outside the city. The commission's rate making authority applies to electric cooperatives only when the members of a cooperative elect to become rate-regulated. However, the commission can resolve complaints made against electric cooperatives with respect to service standards and practices. Natural gas utilities operating under franchise with a city and serving fewer than 650 customers within that city may receive an exemption from commission regulation.

Large energy facilities are required to receive a certificate of need from the commission before construction can begin. Large energy facilities include 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.

Calendar of Hearings

The commission publishes a Weekly Calendar of hearings and decisions. Persons interested in subscribing should call 651-297-2061. The subscription fee for the Weekly Calendar is \$96 annually (\$8.00 monthly). The commission typically meets Tuesday mornings to consider telecommunications matters and Thursday mornings to consider energy matters. Meetings are at the commission's offices and are public. Commission hearing rooms are accessible. Arrangements for other

reasonable accommodations (i.e. sign language or large print materials) can be made by calling 651-297-4596 (voice), 651-297-1200 (TDD/TTY), or 1-800-657-3782 at least one week in advance of the meeting.

The commission's records are open to public inspection. Photocopies of commission records are available through the Department of Commerce at a charge of 25 cents per page.

Consumer Affairs Office

121 7th Place East, Suite 350, St. Paul, MN 55101-2147

Consumer Assistance/Information 651-296-0406; Toll Free 1-800-657-3782; TDD/TTY 651-297-1200

The commission's Consumer Affairs Office helps customers resolve disputes with natural gas, electric, and telephone utilities. Consumers receive assistance with unresolved billing and service disputes, utility rates, tariffs and company policies. The Consumer Affairs Office responds to inquiries regarding pending Commission matters, utility service requirements, and Minnesota rules and statutes.

Complaints

The office provides dispute resolution assistance to consumers filing complaints against telephone, natural gas, and electric utilities under the commission's jurisdiction. Consumers may obtain complaint forms by calling the Consumer Affairs Office at the above listed numbers, e-mailing their complaint to caostaff@puc.state.mn.us or writing to the Consumer Affairs Office at the address noted above. The complaint process generally takes a week to 10 days to investigate and to provide investigation results to the customer. Customers do not need a lawyer to file a complaint and there are no fees to submit a complaint.

Help

• **Cold Weather Rule** The office administers Minnesota's Cold Weather Rule program. This program allows low-income customers (i.e., 185% of Federal Poverty Income Guidelines) to apply for protection from having their heat source shut off in the heating season (October 15 - April 15). Applications for this protection are available from the utility company. A "Cold Weather Rule" brochure, describing protections under the rule, is available from the commission.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

PUBLIC UTILITIES COMMISSION - The commission regulates the rates and services of electric, natural gas, and telephone companies. It does so through public hearings, contested case hearings, rulemaking hearings and resolving informal complaints. The commission is a five-member body with legislative and quasi-judicial functions. No more than three members may be from the same political party. At least one member must have been domiciled at the time of appointment outside the seven county metropolitan areas. Consideration is given to persons learned in the law or persons who have engaged in engineering, public accounting, or property and utility evaluation, finance, physical or natural sciences, production agriculture, or natural resources, as well as being representative of the general public. Members may not be in the employ of or holding any official relation to or peculiarly interested in any individual proprietorship, firm, co partnership, corporation or association, the activities of which are wholly or partially subject to regulation by the Public Utilities Commission, nor serve on or under any committee of any political party. Members may not receive any income, other than dividends or other earnings from a mutual fund or trust if these earnings do not constitute a significant portion of the person's income, directly or indirectly from any public utility or other organization subject to regulation by the commission. No person is eligible to be appointed as a member if the person has been employed with an entity, or an affiliated company of an entity, that is subject to rate regulation by the commission within one year from the date when the person's term on the commission will begin. Members may not obtain employment from an entity, or an affiliate, that is subject to rate regulation by the Commission until at least one year after leaving the Commission. Members are prohibited from ex parte communications with a person who is a party to a pending disputed proceeding or rulemaking before the Commission regarding any material issue related to such proceeding. **Senate Confirmation:** Yes. The commission has regular agenda meetings scheduled twice weekly for two hours. For certain proceedings the commission will hold a special meeting. Meetings are held at the commission's downtown St. Paul office. The board does not expire. **Appointing Authority:** Governor. **Compensation:** \$85,880 per year. *Minnesota Statutes* 216, 216A, 216B, 237. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. 121 7th Place East, # 350, St. Paul, MN 55101-2157. (651) 296-7124.

• **Link-Up Minnesota** The office administers the Link-Up Minnesota program. This program allows low-income customers (i.e., 150% of Federal Poverty Income Guidelines) to apply for a reduction in the installation costs of establishing new telephone service. Applications are available from all local telephone companies. A "Link-Up Minnesota" brochure, describing the program, is available from the commission.

• **Federal Lifeline Plan** The program provides a \$5.25 monthly telephone credit for income eligible customers. This program is independent of the State TAP program and Link Up Minnesota. It is funded and administered by the Federal government. Interested customers will need to contact their local telephone companies to obtain an application to self-qualify. Applications are not available anywhere else. Eligible customers must participate in one or more of the following programs to qualify:

- Medicaid
- Food Stamps
- Supplemental Security Income (Social Security)
- Federal public housing assistance
- Low-income Home Energy Assistance Program

Department of Veterans Affairs

Veterans Service Building, 2nd Floor - Room 206-C,
20 West 12th Street, St. Paul, MN 55155-2079

Phone: (651) 296-2562; Fax: (651) 296-3954

Website: www.mdva.state.mn.us

Commissioner Jeffrey L. Olson

Deputy Commissioner Michael F. Pugliese

Minnesota Statutes, Chapters 196, 197, 198; *Minnesota Rules*, Chapter 9050

THE DEPARTMENT OF VETERANS AFFAIRS ASSISTS Minnesota's 430,000 veterans and their dependents to obtain the benefits and services provided by the United States Department of Veterans Affairs, formerly called the Veterans Administration.

PLEASE NOTE: No fee is charged for any service provided by the Department of Veterans Affairs, except as specifically noted. The primary source of contact for all veterans benefits and services is the County Veterans Service Office. County Veterans Service Officers are located in each of Minnesota's counties and can be contacted through the Government Section of your local telephone book.

The commissioner, deputy and assistant commissioners are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Veterans Benefits Division

(651) 296-6728 **Terrence A. Logan, director.** This 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 with such needs as food, shelter and emergency medical treatment. **Eligibility Criteria:** The veteran applicant must be temporarily disabled to the extent that normal employment is not possible. In addition, the applicant must meet income and asset guidelines and must be a resident. **Primary Point of Contact:** County Veterans Service Officer.

War Orphans Education Program

This program serves children of Minnesota veterans who died while on active duty military service or as the result of injuries or disease incurred while on active duty military service. Children are eligible for "tuition free status" at any state college level institution except the University of Minnesota. In addition, an annual grant (in the past it was \$350 per year) is available for school related expenses. **Eligibility Criteria:** The deceased veteran parent must have been a resident at the time of entry into active duty military service and the dependent child must have been a resident for two years immediately prior to application. **Primary Point of Contact:** County Veterans Service Officer.

Veterans Educational Assistance Program

This program provides a one-time tuition assistance grant (in the past it was \$350) to Minnesota veterans who have exhausted, through use, all federal educational benefits for which they were eligible during the 10-year eligibility period. **Eligibility Criteria:** Resident, proof of veteran status and written verification by the United States Department of Veterans Affairs that the applicant has exhausted, through use, all federal educational benefits to which the applicant had been entitled. A veteran who has less than 10 years of eligibility for educational assistance under federal law because of the December 31, 1989 limiting date and who has lost more than four months of that eligibility is entitled to the benefits provided by the Veterans Educational Assistance program. **Primary Source of Contact:** County Veterans Service Officer

Military Records

The Benefits Division also maintains copies of only those veterans military discharge records which have been received in conjunction with applications for various benefits. Records of all veterans are not available through this office. To obtain a copy of a military discharge record contact: County Veterans Service Officer.

Environmental Hazards Information

(612) 970-5662. Veterans or dependents of veterans with questions or concerns regarding the "Agent Orange" issue should contact this division of the department for assistance.

Veterans Preference in Employment/Dismissal

(651) 284-3408, **Clint Bucher, director.** Veterans with questions regarding either hiring or dismissal in the public sector should contact this division of the department for assistance.

Claims Division

(612) 970-5662 **Clark Dyrud, supervisor.** The claims division represents veterans and their dependents who seek benefits from the United States Department of Veterans Affairs involving compensation, pension, insurance or educational benefits and other veterans benefits. **Eligibility Criteria:** Veteran or dependent of a veteran. Membership in a veterans organization IS NOT REQUIRED for assistance from this division.

Administrative Services/Financial Management

(651) 297-2123 **Kathy Schwartz, 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 recruitment, hiring and staff development. Information systems coordinates all department computer operations.

Guardianship Division

(651) 297-4140, **Dennis Forsberg, director.** The commissioner of veterans affairs serves as fiscal guardian/representative of the estates of incompetent veterans through appointment by various probate courts in Minnesota, as well as by the United States Department of Veterans Affairs or other government agencies. 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 personal needs.

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 resources sufficient to ensure that the fee charged does not create a financial hardship on the individual.

Minnesota State Veterans Cemetery

(320) 616-2527, David Swantek, cemetery director. Located north of Little Falls, near Camp Ripley, the Minnesota State Veterans Cemetery is a service of the Department of Veterans Affairs. Eligibility criteria for burial are the same as those for Fort Snelling National Cemetery, including members of the National Guard and Reserve forces.

Additional Sources of Information:

- **United States Department of Veterans Affairs**
810 Vermont Avenue N.W., Washington, D.C. 20420
(202) 273-4900
- **United States Department of Veterans Affairs, Regional Office and Insurance Center,**
Bishop Henry Whipple Federal Building,
Fort Snelling, St. Paul, MN 55111
(612) 970-5200, Ronald J. Henke, director.
- **United States Department of Veterans Affairs Medical Center**
One Veterans Drive, Minneapolis, MN 55417
(612) 725-2000, Steven P. Kleinglass, director.
- **United States Department of Veterans Affairs Medical Center**
St. Cloud, MN 56303
(320) 252-1670, Barry I. Bahl, director
- **Fort Snelling National Cemetery**
7601 34th Avenue South, Minneapolis, MN 55450
(612) 726-1127, Robert McCollum, director
- **United States Department of Veterans Affairs Regional Centers:**
 - **Twin Ports Outpatient Clinic,** (715) 392-9711
3520 Tower Avenue, Superior, WI 54880
 - **USDVA Medical Center,** (701) 232-3241
2101 Elm Street, Fargo, ND 58102
 - **USDVA Regional Office,** (701) 237-2637
2101 Elm Street, Fargo, ND 58102
 - **USDVA Medical Center,** (605) 336-3230
2501 West 22nd Street, Sioux Falls, SD 57117
 - **USDVA Regional Office,** (605) 336-3230
2501 West 22nd Street, Sioux Falls, SD 57117

- **USDVA Medical Center,** (608) 372-3971
500 East Veterans Street, Tomah, WI 54660

United States Department of Veterans Affairs Vet Centers:

Vet Centers are operated by the United States Department of Veterans Affairs Medical Centers to offer professional counseling and referral services to veterans and their dependents.

- **St. Paul Vet Center,** (651) 644-4022
2480 University Avenue, St. Paul, MN 55114
- **Duluth Vet Center,** (218) 722-8654
405 East Superior Street, Duluth, MN 55902
- **Fargo Vet Center,** (701) 237-0942
3310 Fiechtner Drive, Suite 100 Fargo, ND 58103
- **Sioux Falls Vet Center,** (605) 332-0856
601 South Cliff Avenue, Sioux Falls, SD 57104

Veterans Service Organizations

Each of these organizations represents veterans and their dependents who seek benefits from the United States Department of Veterans Affairs involving compensation, pension, insurance or educational benefits, and other veterans benefits.

American Legion

Lyle Foltz, Adjutant (651) 291-1800
Room 300A, Veterans Service Building
20 West 12th Street, St. Paul, MN 55155

Disabled American Veterans (DAV)

Roy Hansen, Adjutant (651) 291-1212
Room 207, Veterans Service Building
20 West 12th Street, St. Paul, MN 55155

Military Order of the Purple Heart (MOPH)

Carl Falkowski, Adjutant (651) 227-4456
Room 208, Veterans Service Building
20 West 12th Street, St. Paul, MN 55155

Vietnam Veterans of America (VVA)

Sharon Kivioja, Office Manager (651) 224-6345
Room 121, Veterans Service Building
20 West 12th Street, St. Paul, MN 55155

Veterans of Foreign Wars (VFW)

James Hesselgrave, Quartermaster (651) 291-1757
Room B-1, Veterans Service Building
20 West 12th Street, St. Paul, MN 55155

Minnesota Veterans Homes Board

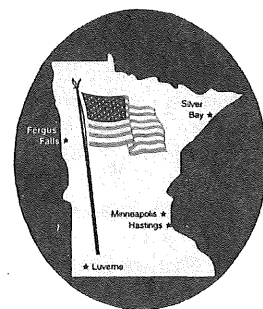
Veterans Service Building, Room 122, 20 West 12th St., St. Paul MN 55155

Phone: (612) 296-2073; Fax: (612) 296-6177

Toll free: 1-877-682-6273 TTY: (612) 297-5353;

Website: www.mvh.state.mn.us

Executive Director Stephen Musser



Minnesota Statutes, Chapter 198; *Minnesota Rules*, Chapter 9050

DURING THE 1988 LEGISLATIVE SESSION, THE BOARD OF DIRECTORS WAS created for the sole purpose of governing the state veterans homes. The board of directors is appointed by the governor. Membership consists of a chair, three public members and five members who are members of congressionally chartered veterans organizations or their auxiliaries. The board determines policy and adopts, amends and repeals rules for the governance of the state veterans homes.

Citizen Participation and Appointment [SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA VETERANS HOME BOARD OF DIRECTORS -

The board determines policy and adopts, amends, repeals rules for the governance of the Minnesota veterans homes and takes other action as provided by the law. The nine voting members include a chair designated by the Governor, three public members and five members who are members of congressionally chartered veterans organizations or their auxiliaries that have a statewide organizational structure and state level officers in Minnesota. Members shall be experienced in policy formulation and have professional experience in health care delivery, and shall fairly represent the geographical areas of the state. **Senate Confirmation:** Yes. Meetings are held on the third Thursday of each month for six hours, which are held at various metropolitan and non-metropolitan locations, plus legislative hearing. The board does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 198.002.* **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. 122 Veterans Service Bldg., St. Paul, MN 55155. (651) 296-2073.

Mission:

It is the mission of the Minnesota Veterans Homes Board to oversee and guarantee high quality health care for veterans and their spouses in its care.

Admission Criteria:

- Honorably discharged veterans
- 181 consecutive days of active duty
- Minnesota resident (or service credited to Minnesota)
- Spouses of eligible veterans over 55 years of age in the state
- All applicants must demonstrate medical need

Programs:

- Skilled care
- Dementia/Alzheimers program
- Physical/Occupational/Speech/Recreational therapies
- Dental
- Podiatry
- Optometry exams

- Domiciliary (board and care)
- Hospice
- Mental health
- Drug and Alcohol treatment
- Transitional housing

Cost of care is based upon assets and income available to the individual to a maximum of the full cost of providing care. The Minnesota Veterans Homes do not discriminate on the basis of race, color creed, religion, marital status, national origin, public assistance status, sex, sexual orientation, disability, or age.

Minnesota Veterans Home - Minneapolis

5101 Minnehaha Ave., Minneapolis, MN 55417

(612) 721-0600, toll free: 1-877-838-6757. This Nationally Registered Historical Campus has just completed a \$30 million campus renovation. Domiciliary (board and care), skilled care including specialized care for those with dementia related illnesses are provided for veterans and their spouses. Information regarding admission or an explanation of eligibility can be requested by calling the number listed above.

Minnesota Veterans Home - Hastings

1200 East 18th Street, Hastings, MN 55033

(651) 438-8500, toll free 1-877-838-3803. This facility provides a therapeutic living environment for veterans who require addictive disorder and domiciliary (board and care) healthcare. Information regarding admission or an explanation of eligibility can be requested by calling the number listed above.

Minnesota Veterans Home - Silver Bay

45 Banks Blvd., Silver Bay, MN 55614

(218) 226-3350, toll free 1-877-729-8387. This home provides skilled nursing care, including specialized care for those with dementia related illnesses. Information regarding admission or an explanation of eligibility can be requested by calling the number listed above.

Minnesota Veterans Home - Luverne

1300 North Kniss Ave., Luverne, MN 56156

(507) 283-1100, toll free 1-877-588-8387. This home provides skilled nursing care, including specialized care for those with dementia related illnesses. Information regarding admission or an explanation of eligibility can be requested by calling the number listed above.

Minnesota Veterans Home - Fergus Falls

1821 North Park Street, Fergus Falls, MN 56537

(218) 736-0400, toll free 1-877-838-4633. This 85-bed skilled nursing care home offers a state of the art facility for veterans and their spouses. Residents receive specialized and individualized care through a team approach. Information regarding admission or an explanation of eligibility can be requested by calling the number listed above.

Board of Veterinary Medicine

2829 University Ave. SE, University Park Plaza, Suite 540, Minneapolis, MN 55414-3250

Phone: (612) 617-2170; Fax: (612) 617-2172

Website: www.vetmed.state.mn.us

Email: vet.med@state.mn.us

Executive Director Roland C. Olson, DVM

Minnesota Statutes, Chapter 156; *Minnesota Rules*, Chapter 9100-9199

THE BOARD OF VETERINARY MEDICINE, FUNCTIONING UNDER the authority of *Minnesota Statutes* 156, is the licensing agency for practitioners of veterinary medicine in the state of Minnesota. The mission of the Board is to protect the public health by the regulation of the practice of veterinary medicine in Minnesota.

The Board serves the veterinary community and the public as a whole by establishing educational and examination requirements for individuals to become and remain licensed as a veterinarian, promulgating standards of professional practice and conduct, investigating complaints alleging substandard practice and initiating corrective or disciplinary action against licensees who fail to maintain professional standards.

Services to the general public are primarily investigating complaints regarding unprofessional practice or conduct of a licensee, but also include answering inquiries as to licensure status, licensure requirements and standards of practice for veterinarians.

The Board of Veterinary Medicine provides specific services to potential licensees by establishing and publishing requirements for licensure, reviewing credentials and approving first time eligible licensure candidates to take the North American Veterinary Licensure Examination, and reviewing credentials of applicants to insure they meet the veterinary licensure requirements for Minnesota. The board registers and annually renews veterinary professional corporation authorizations and confirms individual licensure status to other state veterinary boards, the U.S. Drug Enforcement Agency, the U.S. Department of Agriculture and the Minnesota Board of Animal Health.

Background

The Board of Veterinary Medicine was established by the Legislature in 1893 to examine and license qualified individuals to practice veterinary medicine. The mission of the Board has not changed significantly over the years, but the number of veterinarians licensed has--there were 178 licenses issued in the first year of existence of the Board, today the Board licenses over 2700 veterinarians. The Board examines and licenses approximately 110 new applicants per year, of which approximately 75 are new graduates and the remainder are veterinarians moving into Minnesota from other states in which they are already licensed. The Board receives about 50 complaints per year against veterinarians alleging violations of the statutes and rules that govern the practice of veterinary medicine. These complaints are investigated by the Board and the Attorney General's Office to determine the validity of each complaint. The Board takes disciplinary action, ranging from revocation of license to a reprimand, against the licensee in about half of the complaints that are investigated. The primary reasons for disciplinary action being taken against a licensee are incompetency and unprofessional conduct.

Citizen Participation and Appointment SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

MINNESOTA BOARD OF VETERINARY MEDICINE - The board licenses and regulates veterinarians, registers veterinary corporations, and investigates complaints. The board consists of seven members including: five licensed veterinarians with at least five years of experience in the state, and two public members. Three to six meetings a year for four hours in Mpls. Does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 156.01.* **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. 2829 University Avenue S.E., #540, Minneapolis, MN 55414-3250. (612) 617-2170.

The Board of Veterinary Medicine consists of seven members, appointed by the Governor to a term of four years. Five of the members must be licensed veterinarians and two members must be appointed from the general public. Individuals wishing to be considered for appointment to the Board should contact Open Appointments Information, Secretary of State's Office, (651) 297-5845. Board meetings are generally scheduled 3 to 4 times yearly, with special meetings held on an as needed basis 2 to 3 times per year. Meetings are routinely held in the Board office building at the address listed. Board meetings are held in compliance with the state open meeting statutes. Persons who wish to be notified of pending meetings should contact the Board office.

The administrative staff of the Board consists of two individuals, an Executive Director and a State Program Administrator. The Board office is located at 2829 University Avenue, Suite 540, Minneapolis, MN 55414. The two primary functions of the Board, licensing and complaint investigation, are the dual responsibility of the two staff persons and administered from the above office location. For any matter involving the Board of Veterinary Medicine, the telephone number is (612) 617-2170 and the FAX number is (612) 617-6172. The E-mail address of the Board is Vet.Med@state.mn.us. The Board's website address is www.vetmed.state.mn.us.

Individuals wishing to be licensed as a veterinarian should contact the Board office for application instructions (which include a synopsis of educational and examination requirements) and an application form. There is no fee for requesting an application for licensure. A \$50 non-refundable fee must accompany an application submitted to the Board. Upon approval of the application and accompanying credentials, the applicant will be required to take and pass the Minnesota Veterinary Jurisprudence Examination. This examination is a 50-question open book examination on the statutes and rules governing the practice of veterinary medicine in Minnesota. The fee for this examination is \$50.

The completed application and test results will be presented to the Board at their next scheduled meeting for final approval of the license request. If a qualified applicant wishes to begin practice prior to Board

final approval of their license application, the applicant may request a temporary license, which will be valid until the next scheduled Board meeting. The fee for a temporary license is \$50. A prospective licensee should plan for a minimum of 30 days time for the processing of an application and completing the Jurisprudence Examination. Licenses are valid for a two-year period; the current two-year fee is

\$200. An inactive license, for veterinarians wishing to maintain licensure in Minnesota but who are not actively practicing within the state, is available at one-half the fee of an active license.

The Board will verify the status of a veterinarian's license to other state licensing boards, federal and state agencies and members of the public. A licensee and the public may request verification by contacting the Board office. There is no fee for verification.

Board of Water and Soil Resources

One West Water Street, Suite 200, St. Paul, MN 55107

Phone: (651) 296-3767

Fax: (651) 297-5615

TTY: 800-627-3529

Website: <http://www.bwsr.state.mn.us>

Email: info@bwsr.state.mn.us

Executive Director Ron Harnack

Minnesota Statutes, Chapter 103;

Minnesota Rules, Chapters 8400, 8410, 8420, and 9300

THE MISSION OF THE MINNESOTA BOARD OF WATER AND SOIL RESOURCES (BWSR) is to assist local governments and others to manage and conserve irreplaceable water and soil resources under their stewardship, with an emphasis on private lands. BWSR accomplishes this mission by providing financial, technical, and administrative assistance.

Background

The earliest incarnation of the Minnesota Board of Water and Soil Resources was the 1937 establishment of the state Soil Conservation Committee (SCC), which was given the duty of helping organize soil and water conservation districts throughout the state and providing them with promotional, financial, and administrative assistance. In the 1950s, the SCC became part of the University of Minnesota Soils Department, where it stayed until it was transferred to the Department of Natural Resources in 1971. In 1967, its name had been changed to the Soil and Water Conservation Commission; it was changed again in 1975 to the Soil and Water Conservation Board. In 1982, it was transferred to the Department of Agriculture.

In 1987, the Legislature combined the Soil and Water Conservation Board with two other organizations with local government and natural resource ties, the Water Resources Board and the Southern Minnesota Rivers Basin Council, to form the Minnesota Board of Water and Soil Resources (BWSR). The Water Resources Board had been established in 1955 and primarily had jurisdiction over the establishment of watershed districts, which are special purpose local units of government that manage water within the drainage basin of lakes or river systems. The Southern Minnesota Rivers Basin Council had been established as a commission in 1971 to prepare an overall plan for the southern Minnesota rivers basin. The commission was changed to a board in 1975 and to a council in 1983.

Legislation establishing BWSR outlined its responsibilities to a variety of local governments. The board has 17 members: three representing soil and water conservation districts; three representing watershed management organizations or watershed districts; three representing counties; and three citizen members. Five representatives come from various state agencies. Those agencies include the University of Minnesota Extension, the Minnesota Department of Natural Resources, the Minnesota Department of Agriculture, the Minnesota

Department of Health, and the Minnesota Pollution Control Agency.

BWSR has a central office and a metro regional office in St. Paul. The majority of its staff is located in field offices in Bemidji, Brainerd, Fergus Falls, Duluth, Rochester, New Ulm, and Marshall.



Citizen Participation and Appointment SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

BOARD OF WATER AND SOIL RESOURCES - The board coordinates the water and soil resources management activities of local units (counties, SWCD's, WD's, WMO's) of government through educational activities, approval of local plans, administration of state grants and cost-sharing contracts. Programs include RIM reserve, local water planning and implementation, Wetlands Conservation Act, soil conservation, water quality enhancement. Mission: To provide leadership enabling local governments to properly manage water and soil resources and to help all citizens be stewards of our irreplaceable natural resources. The board consists of twelve members including three county commissioners, three soil and water conservation district (SWCD) supervisors, three watershed district (WD) or watershed management organization (WMO) representatives, and three unaffiliated citizens. One member must come from each of the current soil and water conservation administrative regions throughout the state. At least three but no more than five members must come from the seven-county metropolitan area. All members must be knowledgeable of soil and water problems. Monthly meetings at the BWSR OFFICE, One W. Water St., Suite 200, St. Paul, MN 55107. Does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 103B.101. Required to file Statements of Economic Interest:* members, chief and deputy administrative officers. One West Water Street, #200, St. Paul, MN 55107. (651) 296-3767.

Northern Region:

- **Bemidji** - (218) 755-4235; **Fax:** (218) 755-4201
3217 Bemidji Avenue N., Bemidji, MN 56601
- **Brainerd** - (218) 828-2383; **Fax:** (218) 828-6036
217 S. 7th Street, Suite 202, Brainerd, MN 56401
- **Duluth** - (218) 723-4752; **Fax:** (218) 723-4794
394 S. Lake Ave., Room 403, Duluth, MN 55802
- **Fergus Falls** - (218) 736-5445; **Fax:** (218) 736-7215
413 W. Stanton Avenue, Fergus Falls, MN 56537

Southern Region:

- **Marshall** - (507) 537-6060; **Fax:** (507) 537-6368
Box 267, 1400 E. Lyon Street, Marshall, MN 56258
- **New Ulm** - (507) 359-6074; **Fax:** (507) 359-6018
261 Highway 15 S., New Ulm, MN 56073
- **Rochester** - (507) 285-7458; **Fax:** (507) 280-2875
40 - 16th Street SE, Suite A, Rochester, MN 55904

Metro Region:

- **St. Paul** - (651) 282-9969; **Fax:** (651) 297-5615
One West Water Street, Suite 250, St. Paul, MN 55107

Agency Services at Work:

BWSR provides funding, technical, and administrative assistance to local units of government through a number of programs, including:

Conservation Easements

(651) 297-1894. **Kevin Lines, section administrator.** Includes the Reinvest in Minnesota (RIM) Reserve Program, the Permanent Wetlands Preserves (PWP) Program, the Conservation Reserve Enhancement Program (CREP), the Lakeshore Easement Program, and the Flood Storage Easements Pilot Program. A brief description of each of the programs follows:

Reinvest in Minnesota (RIM) Reserve Program:

This program pays landowners to retire marginal lands from agricultural production through the purchase of permanent easements. Drained wetlands for restoration are also eligible for the program. The program began in 1986 and has been extremely popular, with demand far exceeding available dollars. The program, administered locally by SWCDs, aims to improve water quality and fish and wildlife habitat.

Permanent Wetland Preserves (PWP) Program:

The PWP Program encourages landowners to preserve existing wetlands that are at a high risk of being drained by allowing those areas to be enrolled in a permanent easement. It functions similarly to the RIM Reserve Program, with landowners being paid a percentage of the assessed value of their land when they place the land in an easement.

Conservation Reserve Enhancement Program

Conservation Reserve Enhancement Program (CREP) combines two popular land set-aside programs—the state's Reinvest in Minnesota (RIM) Reserve Program and the federal Conservation Reserve Program (CRP)—to place land in the Minnesota River watershed under a 15-year CRP contract followed by a perpetual or long-term RIM Reserve easement. The goal of the program is to enroll 100,000 acres or about 1 percent of the total Minnesota River watershed. The program was started in response to a 10-year strategy to make the Minnesota River swimmable and fishable.

Landowners are paid to voluntarily remove land from agricultural production in the Minnesota River watershed and manage it under a conservation plan. BWSR administers the program on a state level. Soil and water conservation districts (SWCDs) in the 37-county Minnesota River Valley administer the program locally.

Lakeshore Easement Program:

This program aims to acquire conservation easements on sensitive shoreline and riparian areas on lakes. Easements are designed to protect shoreline with a predominance of native vegetation from conversion to other more intensive uses. Long-term benefits for a given lake include reduced water quality impacts, improved aesthetic values, protection of native species, improved fish and wildlife habitat, and shoreline erosion control. This program differs from the RIM Reserve Program in three primary ways. It is targeted at lakeshore, a cropping history is not required, and the easement is held by a local unit of government, not the State of Minnesota.

Flood Storage Easements Pilot Program:

The intent of the Flood Storage Easements Pilot Program is to investigate the feasibility of promoting flood storage on agricultural lands using easements that allow haying, grazing, or other activities. The program was authorized in 1998 through the state capital budget appropriation for the Reinvest in Minnesota (RIM) Reserve Program and the Permanent Wetland Preserves (PWP) Program. The program provides for the construction of dikes and other structures necessary to maintain floodwater storage in easement areas. It also authorizes BWSR to acquire easements directly or provide grants to local government units (LGUs) for their acquisition of easements.

Erosion Control and Water Quality Cost-Share Program

(651) 297-7361. **Wayne Zellmer, grants coordinator.** This program, also known as the Cost-Share Program, provides funding to SWCDs to share with private landowners a portion of the cost of installing erosion control, sediment reduction, and water quality improvement practices, including conservation tillage, stormwater control systems, field windbreaks, grass waterways, and other means.

Feedlot Water Quality Management Program

(651) 297-7361. **Wayne Zellmer, grants coordinator.** This program protects water quality by improving animal waste treatment systems on feedlots. Approved during the 1998 legislative session, this grant program provides funds for existing small feedlots (less than 500 animal units) that have an existing pollution problem.

Natural Resources Block Grant Program

This program provides funding to counties to assist them in the implementation of a variety of resource programs, including: the Local Water Resources Protection and Management Program (which includes the Metropolitan Water Management Program, the Comprehensive Local Water Planning Program, and the Metropolitan Groundwater Management Program), the Shoreland Management Program, the County Feedlot Program, and the Wetland Conservation Act. A brief word on each of those programs follows:

Local Water Resources Protection and Management Program:

(651) 297-7965. **Marybeth Block, water planning coordinator.** Includes the Comprehensive Local Water Planning Program (for the 80 counties outside of the Twin Cities metropolitan area), the Metropolitan Water Management Program (for the watershed management organizations within the seven-county metropolitan area), and the Metropolitan Groundwater Management Program (for the seven-county metropolitan area). The program provides funding for

the adoption and implementation of surface water and groundwater plans. BWSR provides oversight and guidance to the development of the water management plans and also has approval authority for the plans and later revisions.

Wetland Conservation Act:

(651) 297-3432. **John Jaschke, land and water section administrator.** The Wetland Conservation Act, aimed at achieving no net loss of wetlands in the state, requires that anyone wishing to drain or fill a non-exempt wetland must first consider and document any reasonable alternatives; if none are found, the lost wetland area must be replaced. The act is carried out (with partial state funding) locally by cities, towns, counties, watershed management organizations, and soil and water conservation districts. The act includes a number of options for landowners to receive compensation for protecting wetlands. Conservation officers from the Department of Natural Resources enforce the act. Administrative appeals of local government decisions are adjudicated by the Board of Water and Soil Resources.

Shoreland Management Program:

This program is administered by the Department of Natural Resources (DNR), which passes the money through to BWSR. The money is then included in the block grant. The intent of this program is to encourage development of shorelands in such a way that water quality is enhanced and scenic resources are preserved.

County Feedlot Program:

This program is administered by the Minnesota Pollution Control Agency (PCA), which passes the money through to the BWSR. The money is then included in the block grant to assist delegated counties with the administration of the state's feedlot permit program.

Non-point Engineering Assistance (NPEA) Program

(651) 297-2907. **Al Kean, chief engineer.** This program was established in 1994 in conjunction with the Agricultural Best Management Practices and Clean Water Partnership Loan Programs, which receive funding from the State Revolving Fund. Eleven joint powers groups of SWCDs were created statewide to hire professional engineer and technician teams that provide technical assistance through member SWCDs and in cooperation with the Natural Resources Conservation Service and other local, state, and federal agencies. BWSR provides policy, training, administrative, and technical consultation to the joint powers boards and their staff.

State Soils Office

(612) 624-3427. **Greg Larson, state soils specialist.** The State Soils Office, established August 2000, is a joint venture between BWSR and the University of Minnesota Department of Soil, Water, and Climate.

Through collaboration and association with university personnel, the office intends to increase the emphasis on "soil" in the BWSR moniker. Current projects include the update of outmoded county soil surveys and technical soils support to BWSR staff and local units of government. Future activities include enhancing the use of digital soils information and developing training modules on soils-related topics.

Area II Program

(507) 537-6369; Fax: (507) 537-6368. This program aims to reduce flooding problems in the Minnesota River basin in southwestern Minnesota and provide water quality, wildlife, and recreational benefits. Area II consists of Brown, Cottonwood, Lac qui Parle, Lincoln, Lyon, Murray, Pipestone, Redwood, and Yellow Medicine counties. A joint powers board with commissioners from each of the counties administers the program. BWSR provides program oversight of Area II in the areas of annual and long-range planning, grant administration, and technical support. BWSR administers an annual allocation to the program from the State of Minnesota.

Quasi-judicial functions

The board has several quasi-judicial responsibilities, most of which take place through its Dispute Resolution Committee. The Dispute Resolution Committee (*Minnesota Statutes* 103B.101 Subd. 10) consists of two of the board's three citizen members; one county commissioner; one SWCD supervisor; and one watershed representative.

The committee resolves disputes over interpretation of state water policy (*Minnesota Statutes* 103A.301 to *Minnesota Statutes* 103A.341); resolving appeals of local watershed district projects and rules (*Minnesota Statutes* 103D.535 and *Minnesota Statutes* 103D.537); hearing appeals of local government decisions regarding replacement plans under the Wetland Conservation Act (*Minnesota Statutes* 103G.2242 Subd. 9); resolving disputes over interpretation of comprehensive local water plans (*Minnesota Statutes* 103B.345); and resolving inter-county disputes over financing of watershed management organization capital improvements (*Minnesota Statutes* 103B.231 Subd. 9).

BWSR also makes the final decision on petitions for the establishment or termination of watershed districts.

Education and Outreach

BWSR publishes *Board of Water and Soil Resources Update*, an internal newsletter, published monthly, which highlights the activities of the agency.

The board has a number of fairly general publications, slide shows, and videos on various natural resource topics. These are generally available to local units of government or members of the public at no cost.

BWSR also publishes a variety of handbooks that are generally technical in nature or are aimed at specific local units of government.

Workers' Compensation Court of Appeals

25 Constitution Ave., 405 MN Judicial Center, St. Paul, MN 55155

Phone: (651) 296-6526; Fax: (651) 297-2520; TTY (Minnesota Relay Service): 1-800-627-3529

Website: www.workerscomp.state.mn.us

Chief Judge Steven D. Wheeler (651) 297-1594

Judge Miriam P. Rykken (651) 296-2454

Judge Thomas L. Johnson (651) 296-2253

Judge William R. Pederson (651) 297-2519

Judge Debra A. Wilson (651) 297-2518

Minnesota Statutes, Chapters 175A and 176; *Minnesota Rules*, Parts 9800.0100-9800.1800

THE WORKERS' COMPENSATION COURT OF APPEALS WAS 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 and 176. Appeals from decisions of this court are directly appealable to the Minnesota Supreme Court.

Mission:

To deliver services as expeditiously as possible while maintaining the integrity of the decision-making function; to produce high quality and consistent decisions on a timely basis in order to provide the quick and efficient delivery of indemnity and medical benefits to qualified injured workers at a reasonable cost to employers; provide economic stability for injured workers and their families in financial crises due to work-related illnesses and injuries; provide for timely cure and treatment of work-related illnesses and injuries; help provide a competitive business climate for Minnesota employers; and provide direction and motivation for employers to create safe and healthy work environments for employees.

The Workers' Compensation Court of Appeals consists of five 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 and the Office of Administrative Hearings. 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.

Written opinions are issued to inform the court's clientele of the basis of the decisions and to create a body of law pertaining to workers' compensation issues. Some of the court's opinions are published in the *Workers' Compensation Decisions*, which may be purchased at the administration department's Minnesota's Bookstore, 117 University Ave., St. Paul, MN 55155, (651) 297-3000. Decisions beginning with January 1999 can be found on our website.

Primary clients served by the court are injured workers, employers, insurance companies, attorneys, and medical and rehabilitation providers.

All questions concerning court matters may be made directly to the court.

Agency Services at Work in Minnesota.

Originally, the Workers' Compensation Court of Appeals was known as the Industrial Commission, which was formed in 1921. The legislature further defined the Commission's powers in 1953 to include the power to set aside an award "for cause," grant a new hearing, determine the matter on the merits, and make its own findings of fact and conclusions of law. Later, in 1967, the legislature created a separate division within the Department of Labor and Industry to deal exclusively with workers' compensation issues. This new Workers' Compensation Commission replaced the Industrial Commission, although the powers did not change. In 1976, the Workers' Compensation Court of Appeals was created as a separate appellate tribunal for workers' compensation issues. The Workers' Compensation Court of Appeals was finally designated as a separate agency in 1981 in the executive branch and separate from the Department of Labor and Industry.

Citizen Participation and Appointment SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

WORKERS' COMPENSATION COURT OF APPEALS - The court has statewide appellate jurisdiction over all workers' compensation appeals within the court's jurisdiction as provided in *Minnesota Statutes*, Chapters 175A and 176. The court consists of five judges, serving six year terms, full time positions. All members must be learned in the law, have been licensed to practice law for at least five years, and have experience with and knowledge of workers' compensation matters and the workers compensation laws of Minnesota. **Senate Confirmation:** Yes. Meetings vary depending on caseload in courtroom 100 MN Judicial Center, 25 Constitution Ave., St. Paul. The court does not expire. **Appointing Authority:** Governor. **Compensation:** \$96,727 judges/year; \$101,565 chief judge/year. *Minnesota Statutes* 175A.01. **Required to file Statements of Economic Interest:** members, chief and deputy administrative officers. Minnesota Judicial Center, 25 Constitution Avenue, St. Paul, MN 55155-1500. (651) 296-6526.

World Trade Centers Association of Minnesota

300 Minnesota World Trade Center,
30 East 7th Street, St. Paul, MN 55101

Website: www.wtca.org

Executive Director Matthew Abbott (651)297-4282

WTCA Manager Paula Benson (651)297-1173, (651) 296-8000

Minnesota Statutes, Section 44A.01

THE WORLD TRADE CENTERS ASSOCIATION OF MINNESOTA (WTCA) was created to facilitate and support Minnesota World Trade Center programs and services and promote the growth of international trade in Minnesota.

The WTCA is a member of the World Trade Centers Association headquartered in New York City with affiliates in 338 cities and 101 Countries throughout the world. Membership in the WTCA gives Minnesota businesses global outreach. Services and access extended to members include:

- **WTCA ON-Line Trade Opportunities** at <http://www.wtca.org>. Thousands of offers to buy and sell products and services are posted by WTC Members and On-Line subscribers.
- **Dun & Bradstreet's Exporters' reference directory** with complete and up-to-date country reports.
- **STAT-USA trade opportunities program** is the government's most comprehensive source of international trade data and export/import promotion information.
- **Oxford Analytica Daily Briefs** provides international analysis of developments that impact global trade and investment.
- **WTCA ON-Line Catalog** allows members to showcase products with photos and specifications.
- **TradeCard software links** importers, exporters, freight forwarders and financial institutions.
- **WTC University** offers education programs with accredited course work.
- **World Trade Conference Center** - upscale facilities include a theater and executive meeting rooms. Staff provide conference planning and scheduling.

On site fiber-optic and satellite conferencing capabilities. International education services.

The World Trade Centers Association of Minnesota is managed by the Minnesota Trade Office, a division of the Minnesota Department of Trade and Economic Development, www.dted.state.mn.us. WTCA of Minnesota is given operational guidance from a twelve member international business advisory council.

Foreign Consulates in Minnesota

The following listing is provided for convenience. These honorary consuls and consulates are not agents or agencies of the state of Minnesota. Consulates will typically provide comprehensive economic and political information about their countries and can provide assistance with tourism, visa and work permit requests. Their commercial sections can also assist with trade-related matters including trade reference information on locally based firms, sourcing products from their countries and providing economic information for investment prospects in their country.

Honorary consuls maintain and facilitate cultural, educational and business ties between Minnesota and the country they represent.

MINNESOTA



WORLD TRADE
CENTER

Consulates in Minnesota:

• Canada

Susan Thompson, Consul General, Consulate General of Canada
Suite 900, 701 Fourth Avenue S., Minneapolis, MN 55415-1899
(612) 333-4641; Fax: (612) 332-4061

• Norway

Ulf Christiansen, Consul General, Consulate General of Norway
Suite 800 Foshay Tower,
821 Marquette Avenue, Minneapolis, MN 55402-2961
(612) 332-3338; Fax: (612) 332-1386

Honorary Consuls

• Austria

Ronald M. Bosrock
26 E. Exchange Street, St. Paul, MN 55101
(651) 227-2052

• Belgium

Patrick H. O'Neill
501 W. Lawson Street, St. Paul, MN 55117
(651) 487-9714, ext. 11; (651) 489-3247

• Columbia

Fernando Torres
6800 Telemark Trail, Minneapolis, MN 55436
(612) 933-2408

• Costa Rica

Tony Anderson, H.B. Fuller Company
2424 Territorial Road, St. Paul, MN 55114
(612) 645-4318; Fax: (612) 645-4684

• Croatia

Boris Miksic
4119 White Bear Parkway, Suite 210, St. Paul, MN 55110
(651) 429-1100; Fax: (651) 429-1122

• Denmark

Anelise Sawkins
1417 E. River Parkway, Minneapolis, MN 55414
(612) 338-7283; Fax: (612) 338-3202

• Dominican Republic

Ralph S. Parker II
One Financial Plaza, Suite 1910
120 S. 6th Street, Minneapolis, MN 55402
(612) 339-7566; Fax: (612) 339-9055

• Finland

K Marianne Wargelin
2429 Girard Avenue South, Minneapolis, MN 55405
(612) 374-2718; Fax: (612) 374-2718

• France

Alain Frecon, Frecon and Associates
150 St. 5th Street #2300, Minneapolis, MN 55402-4223
(612) 338-6868; Fax: (612) 338-6878

• Germany

Heino Beckman
University of St. Thomas 25H425
1000 LaSalle Avenue, Minneapolis, MN 55403
(612) 962-4080; Fax: (612) 962-4810

• Guatemala

Paul R. Nutt
2105 1st Avenue South, Minneapolis, MN 55404
(612) 473-0110

• Honduras

Harold Panuska
20 Cygnet Place, Long Lake, MN 55356
(952) 473-5376

• Iceland

Orn Arnar
6428 Nordic Circle, Edina, MN 55439
(612) 941-3035; (612) 942-5745

• Italy

Sarah Rockler
2950 Dean Parkway #1901, Minneapolis, MN 55416
(612) 920-3330; Fax (612) 920-8589

• Japan

Evan B. Williams
3708 Larchwood Drive, Minnetonka, MN 55345
(612) 476-4582; Fax: (612) 473-8813

• The Republic of Korea

Allison R. Mercer
1300 Nicollet Mall #3047, Minneapolis, MN 55403
(612) 870-4400; Fax: (612) 871-1522

• Singapore

Stephen B. Young, Mahoney, Hagberg and Rice
1500 Metropolitan Centre,
333 S. 7th Street, Minneapolis, MN 55402
(612) 332-2226; Fax: (612) 332-8066

• Slovenia

Ken Zapp
1611 Logan Avenue, Minneapolis, MN 55408
(612) 827-0094 Fax: (612) 373-2739

• Sweden

Svante Nyman
Normaimstorg 1, P. O. Box 1766
111 87 Stockholm, Sweden
011(468) 6795170; Fax: 011(468) 6114850

• United Kingdom

William McGrann
McGrann, Shea, Carnival, Straughn & Lamb Chartered
2600 US Bancorp Center #4800, Minneapolis, MN 55402-7035

• Uruguay

Stanley Diesch
743 Heinel Drive, Roseville, MN 55113
(612) 484-8635; Fax: (612) 484-8635

Minnesota Zoological Garden

13000 Zoo Boulevard, Apple Valley, MN 55124

Zoo Information Line: (952) 431-9500 or 1-800-366-7811

TTY Minnesota Relay Service: (952) 297-5353
or 1-800-627-3529

Administrative Offices: (952) 431-9200

Website: www.mnzoo.org

General Director Lee Ehmke

Deputy General Director Connie Braziel

Minnesota Statutes, Chapter 85A; *Minnesota Rules*, Chapters 9900-9999

THE MINNESOTA ZOO'S MISSION TO STRENGTHEN THE BOND between people and the living earth. It is internationally renowned for its conservation efforts and is one of Minnesota's top attractions, drawing more than one million visitors annually. The zoo is located just one-half hour from either downtown St. Paul or Minneapolis and minutes south of the Mall of America. Exhibits are changing all the time, and every season offers visitors new zoo experiences. Recent new exhibits include Meerkats of the Kalahari and the Wells Fargo Family Farm which were made possible in part by private donations and fund-raising efforts.

The Minnesota Zoo Board meets four times per year in meetings that are 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 500-acre facility offering over 2,300 animals in natural exhibits that mimic their natural habitat. The zoo's collection includes 84 animals that represent 15 species on the endangered species list. The zoological gardens include more than 2,000 plants – native species, tropical species, natural prairie grasslands and the oldest oak grove stand in the state – for visitors to enjoy. The zoo's exhibits are organized according to geographical location. Guests may visit four trails, as well as the Wells Fargo Family Farm. The trails – Tropics, Minnesota, Northern and Discovery – feature animals from around the world in year-round exhibits (see listings below for a description of each trail). In addition, the following activities are some more special features waiting for discovery at the Minnesota Zoo.

- **The Monorail** is a narrated monorail train that glides just above the treeline of the Northern Trail exhibits. The train offers a bird's-eye view of the animal exhibits and the densely wooded zoo grounds. The tour, narrated by a naturalist guide, is 1-1/4 mile long and operated year-round in climate-controlled comfort.

- **Northwest Airlines World of Birds Show.** See an eagle owl close up, hear the rush of wings as a red-tailed hawk swoops into the zoo amphitheater and listen to an engaging parrot named Alexander. Come meet all the members of the World of Birds Show and find out why the Minnesota Zoo is "For the Birds"!

- **Dolphin Shows.** Come see daily indoor shows featuring the zoo's Atlantic bottlenose dolphins in Discovery Bay, a 47,000 square-foot marine education center. Discovery Bay also houses a large shark exhibit, a shark and ray touch pool, a tide pool, classrooms and space for after-hours events.

Admission and Hours

The zoo is open year-round, seven days a week, every day except Thanksgiving Day and December 25. Zoo hours are 9 a.m. to 6 p.m. every day, Memorial Day weekend through Labor Day weekend; 9 a.m. to 4 p.m. Monday through Friday and 9 a.m. to 6 p.m. Saturday and Sunday in September and May; and 9 a.m. to 4 p.m. October 1 through April 30. Hours and prices are subject to change.



Admission rates are*:

Adults (ages 13 to 64):\$10.00

Youth (ages three to 12):\$5.00

Seniors (age 65+):\$6.25

Children two and younger: Free

Parking: Free

Skytrail Rates:\$3 for ages three and older,
and free for children two and younger.

Group Rates: Block purchases of 25 or more tickets
qualify for a 20 percent discount.

Group reservations are needed at least 14 days in advance. For more information, contact the Group Sales Department, (952) 431-9200.

* Prices are subject to change.

Citizen Participation and Open Appointment [SEE pages 1, and the Governor's Office, and the Secretary of State's Open Appointments Office for more information]:

MINNESOTA ZOOLOGICAL BOARD - The board operates and maintains the Minnesota Zoological Garden. The thirty members must have a background or interest in zoos, zoo management, or an ability to generate community interest in the Minnesota Zoological Garden. Fifteen of the members are appointed by the Governor, one of who must be a Dakota county resident appointed after consideration of a list supplied by the Dakota County Board; and fifteen of the members are appointed by the Minnesota Zoological Board. To the extent possible, members will be appointed who are residents of the various geographical regions of the state. Members should have the ability to raise significant funds from the private sector. Meetings are normally held four times a year. Committees meet as needed for eight hours at the Minnesota Zoological Garden or at various Twin Cities locations. The board does not expire. **Appointing Authority:** Governor and Zoo board. **Compensation:** \$55 per diem plus expenses. **Minnesota Statutes 85A.01. Required to file Statements of Economic Interest:** director. 13000 Zoo Blvd., Apple Valley, MN 55124. (952) 431-9500.

Biological Programs Division

(952) 431-9275, **Jim Streater, director.** The division consists of all animal-related activities including animal care and exhibition. The biological programs director oversees the selection and acquisition of all animals on display at the zoo as well as the staff charged with their care.

Tropics Trail

(952) 431-9391 **Beth Jo Schoberl, Zoologist**

(952) 431-9321 **Jim Pichner, Zoologist (birds)**

The zoo's Tropics Trail is a lush indoor oasis of tropical plants and animals from Asia, housing more than 1,250 animals and 15,000 plants. Multi-level pathways allow visitors to see animals in the tree-tops, 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 a one-and-a-half acre building, tall enough for the 50-foot trees that grow inside. The climate-controlled, sky-lit greenhouse is home to the coral reef/shark exhibit, bats, white-cheeked gibbons, Amur and clouded leopards, Asian tapirs, lesser pink flamingos, Greater Indian hornbill, Komodo dragon, sun bears and many other fascinating species.

The zoo's collection of birds includes everything from the crested wood partridge and Bali mynahs on the Tropics Trail to geese and trumpeter swans on the Northern Trail. Birds can be enjoyed on nearly every trail as well as the natural areas of the zoo grounds, which are home to a wide range of birds, including bluebirds and many other beautiful songbirds, as well as raptors and waterfowl.

Discovery Bay

(952) 431-9274 Diane Fusco, Zoologist (dolphins)

(952) 431-9289 Alan Maguire, Zoologist (aquariums)

Discovery Bay treats guests to the popular dolphins and aquariums containing a variety of interesting sea creatures. Visitors can view the dolphins from above and below, any day of the year. Training shows that emphasize dolphins' unique characteristics and behavior take place throughout the day. Marine vistas of sea creatures such as starfish, anemones, crabs, colorful fish from around the world also can be enjoyed year round.

Minnesota Trail

(952) 431-9328 Chris Kline, Zoologist. The Minnesota Trail is an indoor/outdoor exhibit of animal species native to Minnesota. Indoors, visitors can view nocturnal animals under simulated moonlight. Windows and television cameras allow visitors to glimpse into the animals' private dens and lodges. Outdoors you will find a weather-protected walkway leading through Minnesota's lake and forest habitats where beavers, pumas, otters, lynx and others can look back at you from their outdoor environments.

Northern Trail

(952) 431-9372 Brad Geizler, Zoologist. The Northern Trail is an outdoor exhibit that offers a pleasant one-mile walk to visit animals of the northern hemisphere regions of the world, including Amur tigers, Chinese takin, Mexican wolves, caribou, musk oxen, Bactrian camels, Asiatic wild horses, pronghorn antelope and other species of winter-hardy animals. These animals range in their natural Northern Hemisphere habitats from grassland to northern forest to the Arctic tundra. During winter, hardy visitors who enjoy brisk conditions can walk the trail and watch animals in the snow. For the comfort of all visitors, the heated monorail train is open with regularly scheduled tours.

Wells Fargo Family Farm

(952) 431-9579 Tony Fisher, Farm Supervisor. The farm at the Minnesota Zoo features many interactive play-learning structures. These structures demonstrate grain management in grain elevators, nurtured animal care on a farm setting and how cows "manufacture" milk. Some of the special features of the Wells Fargo Family Farm include milking demonstrations, a wagon drawn by horses or a tractor, and many breeds of rare and endangered livestock.

Animal Health

(952) 431-9362 Kris Petrini, DVM. This division is responsible for quarantining and assessing the health of new acquisitions at the zoo, treating and monitoring the thousands of animals in the collection and procuring baseline data on all the species represented at the zoo.

The animal health staff work with an international group of veterinary interns, providing training for professionals from throughout the world.

Horticulture

(952) 431-9322 Rebecca Montalbano. The thousands of plants found indoors and on the 500 acres outdoors are maintained and enhanced by the horticulture staff. The zoo's staff works year round to enhance the animals' exhibits with a variety of flora. The Minnesota Zoo also is a receiving center for orchids illegally brought into the country and confiscated by U.S. Fish and Wildlife Service.

Conservation Division

(952) 431-9267 Ronald Tilson, Ph.D., director. The division is responsible for all of the conservation activities at the zoo – both on-site and in-situ programs throughout the world. The zoo participates in 10 Species Survival Plans (SSP). SSPs are cooperative programs of many zoos throughout the nation designed to help ensure the survival of selected species. The zoo's staff also conducts research on the captive animals to better understand their biology. This research is used in the captive management of the animals and also is often applied to wild populations and their management. In 1990 the zoo foundation undertook the first of its kind in-situ conservation program, Adopt-A-Park in Ujung Kulon National Park, Indonesia. The program helps preserve the remaining habitat for the Javan rhino. Fewer than 60 Javan rhinos remain.

Development Division

(952) 431-9389 Jon Cieslak, director. This department handles the membership, animal and exhibit sponsorship programs and all fundraising activities of the zoo, including the capital campaign.

Education Division

(952) 431-9222 Lars Erdahl, director. Interpretive programs available through the education department include a variety of educational experiences: Zoolab, a "hands-on" lab, where children and adults can experience a close encounter with exotic animals; Zoomobile, a program where naturalists do on-site programs as well as travel throughout the state with a variety of exotic creatures offering audience an entertaining and educational look at animals; and daily animal demonstrations in the zoo theater.

The Education Department also provides on-site programs for students of all ages and abilities, connecting people with the zoo's animal and plant collections. School groups, kindergarten through grade six, are admitted free. Continuing education classes are available to members and the general public for a fee. The Minnesota Zoo is the state center for conservation and environmental education. Visitors and students learn in a variety of ways, such as school groups visiting the zoo, zoo camps, special events days for students, dolphin sleepovers, Family Zoo Adventure classes, narrated monorail tours and more. Call the Education Department at 952-431-9234 for further information.

The School of Environmental Studies (SES) at the Minnesota Zoo opened in Fall 1995. This optional high school for juniors and seniors, located in the Rosemount-Apple Valley-Eagan School District, was the first of its kind in the nation. SES focuses on comprehensive, hands-on curriculum with emphasis on biology, zoology and environmental studies. The school was made possible through the cooperative efforts of the zoo, the school district and the city of Apple Valley, which financed the bonds for the construction of the school. Classes utilize the zoo's staff, resources and exhibits as enrichment opportunities not available in a traditional high school setting.

Operations Division

(952) 431-9303 Connie Brazier, deputy general director. This division consists of PR and marketing, membership, human resources, health and safety, guest services, the physical operations of the zoo (maintenance functions for the grounds, buildings and equipment) and

business operations including finance offices, purchasing and warehouse operations.

Exhibits Shop

(952) 431-9279 **Tom Holloway**. The exhibit shop creates much of the scenery and backdrops for exhibits in addition to creating actual structures within the exhibits and works with other zoo staff to create complete exhibits such as Komodo dragons, fishing cats, dinosaurs and sun bears.

Finance

(952) 431-9244 **Jim Reinholdz, CFO**. The finance office oversees all expenditures and receipts of the zoo. Additionally, the staff helps all departments prepare budgets and issues monthly budget update reports. Other departments in this area include government affairs, info services, retail operations, human resources and purchasing.

Guest Services

(952) 431-9207 **Lucinda McCandless, manager**. This department coordinates all guest service and visitor amenities for more than one million visitors a year, including locating lost children, giving directions and planning birthday parties at the zoo. The zoo's Volunteer Corps is also in this area.

Human Resources

(952) 431-9212 **Teri Weitz**. This area is accountable for all staff support functions including personnel, volunteer services and first aid. The personnel area assists supervisors and managers in securing qualified individuals to fill positions ranging from zookeeping to general maintenance to office work. The department also manages

personnel records and provides assistance in the areas of labor relations, training, affirmative action and classification.

Membership and Animal Sponsorships

(952) 431-9339 **Eunice Heimann, membership**.

(952) 431-9216 **Jan Huwe, Sponsor an Animal**.

The membership benefits for the 27,000+ families and individuals that support the zoo include admission, merchandise discounts in the Zoo Store, a zoo newsletter, special member events and lectures; and free or discounted admission to more than 100 zoos across the nation. The animal sponsorship programs enable families, individuals and businesses to contribute to the general support of the zoo.

Operations

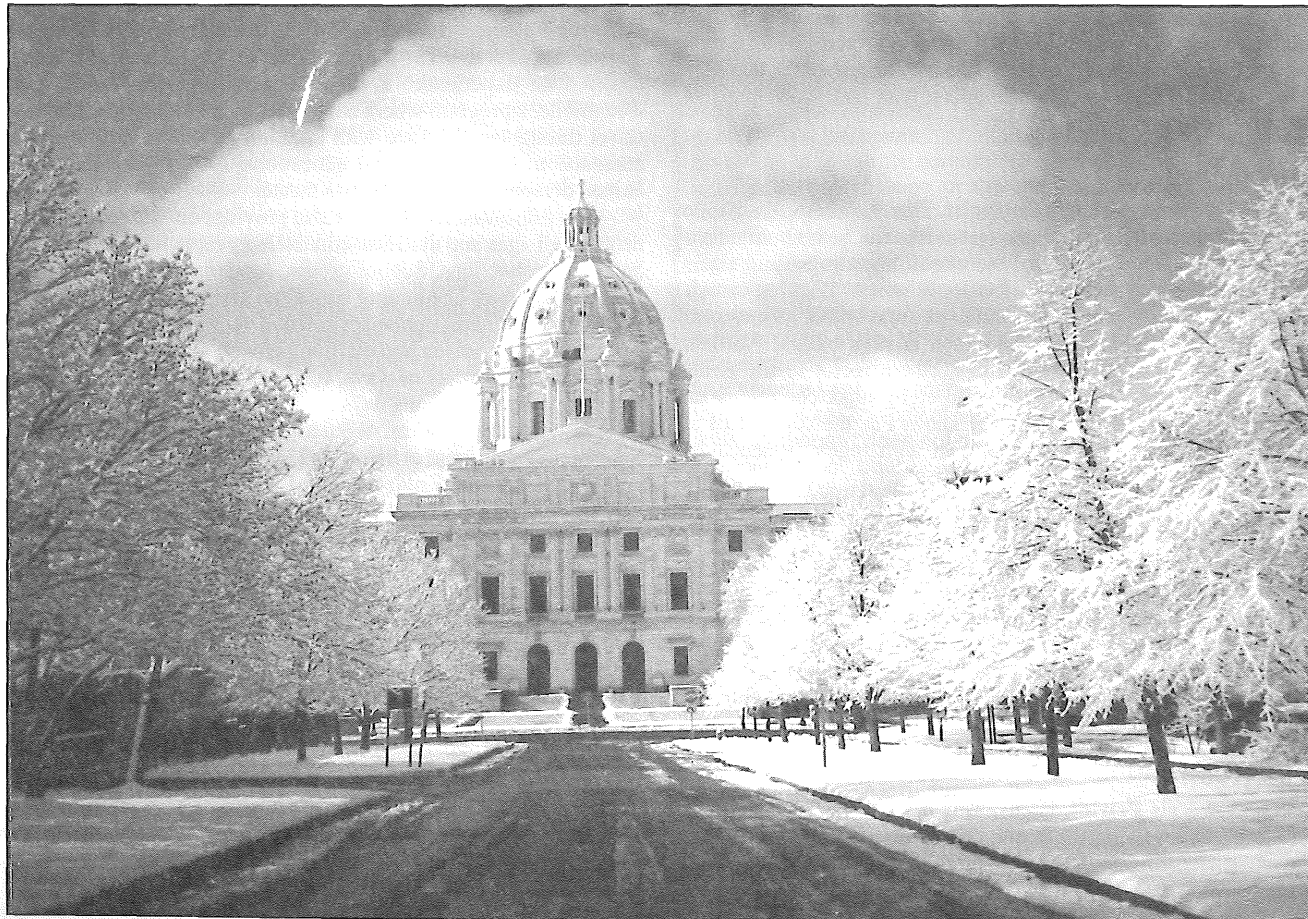
(952) 431-9381 **Kim Thomas**. Operations is responsible for the physical operations of the zoo including maintenance functions for the grounds, buildings and equipment.

Physical Plant

(952) 431-9247 **Gene Barthel**. This department is responsible for construction projects and maintenance of buildings and systems.

Volunteer Services

(952) 431-9202 **Sheri White-Commers**. The personal touch at the zoo is made possible through a volunteer corps. The highly trained volunteers give animal demonstrations, act as tour guides and provide visitors with information about the plant and animal life exhibited at the Minnesota Zoo, as well as assist staff with a variety of specific program needs. More than 800 volunteers donate as much as 90,000 hours of service to the Minnesota Zoo every year.



State Capitol winter scene.

Minnesota Legislative Branch

Minnesota State Legislature

- **Minnesota House of Representatives**
(651) 296-2146 or 1-800-657-3550
- **Minnesota Senate**
(651) 296-0504 and -2887 or 1-888-234-1112
www.leg.state.mn.us

Constitution of the State of Minnesota, Article IV

THE RESPONSIBILITY FOR ENACTING LAWS IN MINNESOTA rests primarily with the state Legislature. The Minnesota Constitution (article IV, section 1) establishes the legislative branch as one of the three coordinate branches of state government. Like all other states except Nebraska, the Legislature is bicameral, composed of the House of Representatives and Senate. The two legislative bodies work concurrently to determine general policy for the state.

Background

The first State Legislature convened Dec. 2, 1857, nearly six months before Minnesota became a state on May 11, 1858. An Act of Congress authorized the people of the Minnesota Territory "to form for themselves a constitution and state government by the name of the state of Minnesota. . . ." This created an unusual situation. The Legislature was passing laws that, according to the state constitution, needed to be signed by the state governor. The first state governor, Henry Sibley, was elected on Oct. 13, 1857, but the governor wasn't allowed to take office until after Minnesota became a state. Lawmakers decided to recognize the territorial governor, Samuel Medary, as the person who should sign the laws. Republicans protested, since the state constitution did not recognize the territorial governor. Since the Republicans were in the minority, their pleas were not acknowledged. The first legislative session adjourned March 25, 1858. Gov. Sibley took office on May 24, 1858, and the Legislature returned for a second session on June 2, for the first time in the state of Minnesota.

Besides passing laws, the Legislature also proposes amendments to the state constitution for approval by state voters, elects regents to the University of Minnesota, confirms certain gubernatorial appointments (Senate), and has other oversight and review functions. By a two-thirds vote of both the House and the Senate, the Legislature may override a gubernatorial veto. The Legislature also may punish or expel members and may impeach or remove from office members of the executive and judicial branches.

Leadership

The House is led by the speaker of the House, a position widely accepted as the second most powerful in Minnesota state government behind the governor. The speaker is elected by a majority of members at the beginning of each legislative session. The speaker of the House appoints committee chairs, vice chairs, and names members of both parties to committees. The speaker also presides over sessions of the House, refers introduced legislation to standing committees, and appoints conference committee members.

The president of the Senate is similarly chosen by a majority of senators. The president presides over the Senate and shares with the speaker of the House the position of chair of the Legislative Coordinating Commission. In addition to presiding over floor sessions, the President of the Senate also makes the initial decision about referring bills to the appropriate committee for hearing. The Senate Rules and Administration Committee's Subcommittee on Committees names committee members and chairs of all Senate committees.

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, tabled, or defeated.

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 between sessions to report findings to the next legislative session. Each legislative body has a rules committee which directs the operating procedures of the respective bodies.

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. Many bills must win the approval of two or more committees before referral to the full House or Senate. 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.

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.

Committee Meetings

Committees still consider bills several weeks after the session starts. Visitors wanting to attend a committee meeting may call the committee hotlines for prerecorded messages with the meeting times and agendas for each day: House, (651) 296-9283; Senate, (651) 296-8088. Printed agendas for the week also appear in each issue of the *Session Weekly* and the *Senate Briefly*.

Committee meetings are open to the public. When a public hearing is scheduled, the committee may listen to comments from the audience (when time permits) in addition to the scheduled speakers. Committees have different policies on hearing testimony depending upon their size and workload. Some committees hear general testimony at the subcommittee level, while others allow general testimony during meetings of the full committee. Informational handouts that committee members receive during meetings or hearings are considered public information and are available to the audience on a first-come, first-served basis.

Major proposals on issues such as graduation standards or groundwater legislation often have several public hearings so committee members may listen to all arguments for and against a bill. Each committee has a chair, vice chair, administrator, and legislative assistant. A list of committees and members is available in the House Public Information Office in Room 175 of the State Office Building or the Senate Information Office in Room 231 of the State Capitol.

Groups and individuals wishing to testify before a committee should call the appropriate committee's legislative assistant well in advance of the meeting and ask to be placed on the agenda. Committees prefer requests one week in advance but will accept later notification when unexpected issues appear on the committee schedule. A brochure containing tips on testifying at legislative committee hearings is available from the House Public Information Office.

Membership and Apportionment

The Minnesota Legislature is composed of 201 members: 134 representatives and 67 senators. To be elected to either chamber of the Legislature, 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. Representatives serve two-year terms; senators serve four-year terms. The only exception is that senators serve a two-year term to begin each decade when redistricting occurs and the boundaries of legislative districts are shifted to account for changes in the state's population.

The Legislature is divided into 67 legislative districts, with about 65,300 people in each district. Voters elect one senator from each of those districts. Each Senate district is divided into two sections. Voters elect one House member, or representative, from each section, making a total of 134 representatives. These districts, which are made up of about 32,650 people each, are identified with an "A" or a "B" following the district number.

State representatives and state senators are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Legislative Sessions

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. A legislative day is any day when either the House or Senate meet in full session. Days on which only committees meet are not considered official legislative days. The Legislature cannot meet after the first Monday following the third Saturday in May of any year.

The first year of the biennium is often called the "long year," and lasts from January to mid-May. The second year is called the "short year," and typically runs from February through the end of April. The primary goal of the first year is to pass a state budget for the biennium.

Bills introduced during the first year of the biennium may be considered during the second year.

The Legislature may be called into special session at any time by the governor. The governor, who is the only official who may call for a special session, cannot limit the length or scope of the special session.

The Legislative Process

The process of how a bill becomes a law in Minnesota is briefly outlined below.

• **Idea** A bill is an idea for a new law or an idea to change an old law. Anyone can suggest an idea for a bill — an individual, consumer group, professional association, government agency, or the governor. Most often, however, ideas come from legislators, the only ones who can begin to move an idea through the process. There are 134 House members and 67 senators.

• **Legal Form** The Office of the Revisor of Statutes and staff from other legislative offices work with legislators in putting the idea for a new law into proper legal form. The revisor's office is responsible for assuring that the proposal's form complies with the rules of both bodies before the bill can be introduced into the Minnesota House of Representatives and the Minnesota Senate.

• **Authors** Each bill must have a legislator to sponsor and introduce it in the Legislature. That legislator is the chief author whose name appears on the bill along with the bill's file number to identify it as it moves through the legislative process. There may be up to 34 co-authors from the House and four from the Senate. Their names also appear on the bill.

• **Introduction** The chief House author of the bill introduces it in the House; the chief Senate author introduces it in the Senate. Identical bills introduced in each body are called companion bills. The bill introduction is called the first reading. The presiding officer of the House then refers it to an appropriate House committee for discussion; the same thing happens in the Senate.

• **Committee** The bill is discussed in one or more committees depending upon the subject matter. After discussion, committee members recommend action — approval or disapproval — to the full House and full Senate. The House committee then sends a report to the House about its action on the bill; the Senate committee does likewise in the Senate.

• **Floor** After the full House, or Senate, accepts the committee report, the bill has its second reading and is placed on the House agenda called the General Register or Senate agenda called General Orders. (A committee can recommend that non-controversial bills bypass the General Register or General Orders and go onto the Consent Calendar, where bills usually pass without debate.) After this point, House and Senate procedures differ slightly.

• **General Register** In the House, the General Register serves as a parking lot where bills await action by the full body. Bills chosen to appear on the Calendar for the Day or the Fiscal Calendar are drawn from the General Register. In the Senate, a different procedure is used. Bills are listed on the General Orders agenda. Senate members, acting as the "committee of the whole," have a chance to debate the issue and offer amendments on the bill. Afterwards, they vote to recommend: passage of the bill, progress (delay action), or further committee action. And sometimes they recommend that a bill not pass. From here, the bill is placed on the Calendar.

• **Calendar for the Day** In the House, the Calendar for the Day is a list of bills the House Rules and Legislative Administration Committee has designated for the full House to vote on. Members can vote to amend the bill, and after amendments are dispensed with, the bill is given its *third reading* before the vote of the full body is taken. The House also has a Fiscal Calendar, on which the chair of the House Ways and Means Committee or House Taxes Committee can call up for consideration any tax or finance bill that has had a second reading. The bills are debated, amended, and passed in one day. In the Senate, bills approved by the "committee of the whole" are placed on the Calendar. At this point, the bill has its *third reading*, after which time the bill cannot be amended unless the entire body agrees to it. Toward the end of the session, the Senate Committee on Rules and Administration

designates bills from the General Orders calendar to receive priority consideration. These Special Orders bills are debated, amended, and passed in one day. A bill needs 68 votes to pass the House and 34 votes to pass the Senate. If the House and Senate each pass the same version of the bill, it goes to the governor for a signature.

• **Conference** If the House and Senate versions of the bill are different, they go to a conference committee. In the House, the speaker of the House appoints three or five representatives, and in the Senate, the Subcommittee on Committees of the Committee on Rules and Administration selects the same number of senators to form the committee. The committee meets to work out differences in the two bills and to reach a compromise.

• **Floor** The conference committee's compromise bill then goes back to the House and the Senate for another vote. If both bodies pass the bill in this form, it is sent to the governor for his or her approval or disapproval. (If one or both bodies reject the report, it goes back to the conference committee for further consideration.)

• **Governor** Once the governor has the bill, he or she may: sign it, and the bill becomes law; veto it within three days; or allow it to become law by not signing it. During session, the House and Senate can override a governor's veto. This requires a two-thirds vote in the House (90 votes) and Senate (45 votes). The governor also may "line-item veto" parts of a money bill, or "pocket veto" a bill passed during the last three days of the session by not signing it within 14 days after final adjournment.

Information on the Internet

Since 1994, anyone with access to the Internet has had access to legislative information. In January 1996, the Legislature debuted on the World Wide Web, which provides a user-friendly format that anyone, regardless of computer prowess, can navigate.

Begin your quest by directing your Web browser to the Legislature's Web site (<http://www.leg.state.mn.us>).

The site offers access to a variety of pages, including the House, Senate, bill tracking, Minnesota Statutes and Session Laws, Minnesota Rules, schedules and joint legislative departments and commissions.

Both the House and Senate pages provide access to bill tracking functions, and you can find easy-to-understand bill summaries on the Web. You may search for a bill by number or by using key words likely to be found in the bill's title. You can also search by chief author, other authors, statutory citation, or revisor's number.

Bills from previous sessions are also available for search.

If you are interested in a current list of bills being heard by a particular committee, select the committees link and click on the committee of your choice and then choose the "legislation" option.

You can also find schedules of bills to be heard on the floor, committee schedules, television schedules, house journals, and a staff directory of the House and Senate.

If you're not sure where to find information on the Legislature's Web site, take advantage of a new searching capability.

Direct your browser to <http://search.state.mn.us/leg/> and enter your topic. A high-powered search engine will bring up links to relevant information.

All of the information on the site can be read, sent to a printer, or saved as files on your computer for future reference. The site is also compatible with browsers used by the visually impaired.

Questions or comments regarding the House Web site may be sent via e-mail to the webmaster at: webmaster@house.leg.state.mn.us.

Visiting the Capitol

Visiting the Minnesota State Capitol complex can be a rewarding and educational experience for everyone. There are buildings to explore and tours to take almost any time you choose to visit. And when the Legislature is in session during the first part of every year, there are floor sessions to observe, committee meetings to attend, and legislators to meet. Remember that this is your state Capitol, and you are always welcome.

Location

The Capitol complex is north of I-94, just minutes from downtown St. Paul. It is accessible from the east and west on I-94, and from the north and south on I-35E.

I-94 eastbound: Exit at Marion Street. Turn left. Go to Aurora Avenue and turn right. Go one block, cross Rice Street, and enter Parking Lot D.

I-94 westbound: Exit at Marion Street. Turn right. Go to Aurora Avenue and turn right. Go one block, cross Rice Street, and enter Parking Lot D.

I-35E northbound: Exit at Kellogg Boulevard. Turn left. Go to John Ireland Boulevard and turn right. Metered parking spaces line both sides of the boulevard.

I-35E southbound: Exit at University Avenue. Turn right. Go to Rice Street and turn left. Go one block and turn left to enter Parking Lot D.

Parking

Public metered parking is available in Lot Q, north of the Capitol at Cedar Street and Sherburne Avenue; Lot D, next to the State Office Building off Rice Street on Aurora Avenue; Lot F, directly behind the Transportation Building; Lot K, across from the Armory on Cedar Street (enter from 12th Street); and on the orange level of the Centennial Office Building Ramp at Cedar Street and Constitution Avenue. All-day metered parking is available in Lot Q. Capitol Security personnel will issue tickets for expired meters.

All-day parking permits may be purchased for \$3.50 from Plant Management on the third floor of the Ford Building. Cash or checks are accepted and correct change is appreciated. For more information, call (651) 297-3993.

Outdoor handicapped parking is available in Lots N and O, which are on either corner of the north side of the Capitol, and in Lot F.

Indoor handicapped parking is available on the lower level of the State Office Building Ramp (use the call box at the ramp entrance to gain entry); on the blue level of the Centennial Office Building Ramp; and on the entry level of the Administration Building Ramp (two stalls).

There are two handicapped entrances to the Capitol. One is on the northeast side of the building, just off Lot O; the other is a drop-off entrance under the south main steps at the front of the building.

Since parking is limited during legislative sessions, busing may be easier. Freeway express bus service is available. Bus number 94B takes you to the Capitol and the State Office Building. Call the Transit Information Center at (651) 349-7000 for schedule and route information.

Capitol Tours

Tours of the Capitol are offered through the Capitol Historic Site Program of the Minnesota Historical Society.

Tour guides lead the 45-minute tours on the hour Mondays through Fridays between 9 a.m. and 5 p.m. (last tour leaves at 4 p.m.); Saturdays between 10 a.m. and 4 p.m. (last tour leaves at 3 p.m.); and Sundays between 1 p.m. and 4 p.m. (last tour leaves at 3 p.m.). The tours are free of charge and begin at the Capitol's information desk at the end of the corridor to the right of the main entrance. Brochures in about 20 foreign languages also are available there.

Tour participants may request customized tours that emphasize either the building or state government.

Historical society officials ask that groups of 10 or more call at least two weeks in advance to reserve a tour time.

The society offers "Voice of the People: Your Role in Minnesota Government," a half-day session for students in grades 9-12.

Also, special tour events are scheduled monthly throughout the year. Some of these events entail admission fees; others are free. A special events guide is available upon request.

For more information about the tours or to reserve a time, call the Capitol Historic Site Program, (651) 296-2881.

Legislative Sessions

Members of the House of Representatives and the Senate debate bills when the Legislature is in session.

At the beginning of a legislative session, the pace of floor sessions is generally slow as new bills are assigned to committees and non-controversial items are discussed. At about the session's midpoint, however, the legislative pace quickens.

The House usually meets at 3:00 p.m. Mondays and Thursdays, and the Senate meets at 11:30 a.m. Mondays and at 9:30 a.m. Thursdays during the first few weeks. House floor sessions are scheduled for the afternoon because committees meet in the morning and early afternoon. As the session nears the end, however, both bodies may meet several times a day, often into the night.

All House and Senate floor sessions are open to the public. Visitors interested in observing these sessions may call the House Chief Clerk's Office, (651) 296-2314, or Senate Information, (651) 296-0504, with questions. Spectators may sit in the galleries of either chamber.

Dining

Most buildings in the Capitol complex have their own cafeterias. The small State Office Building cafeteria is usually open only when the Legislature is in session, but the newly remodeled Capitol cafeteria and the Transportation Building cafeterias are open year-round.

Also, there are many restaurants within walking distance. On Rice Street, there is a restaurant located inside the Kelly Inn, the Lagoon Vietnamese Restaurant, White Castle, and El Bravo Mexican Restaurant. On University Avenue, there is McDonald's, Burger King, Mai Village, and other restaurants. There also are dozens of restaurants only minutes away in downtown St. Paul. Bus rides downtown cost 25 cents. Bus stops are located on Constitution Avenue.

Frequently Called Numbers:

- **Governor**, 130 Capitol, (651) 296-3391
- **Lt. Governor**, 130 Capitol, (651) 296-3391
- **Attorney General**, 102 Capitol, (651) 296-6196
- **Secretary of State**, 180 State Office Bldg., (651) 296-2803
 - **Election Division**, Secretary of State's Office, 180 State Office Bldg., (651) 215-1440
 - **Open Appointments**, Secretary of State's Office, 180 State Office Bldg., (651) 297-5845
- **State Auditor**, 525 Park Street, (651) 296-2551
- **State Treasurer**, 303 Administration Bldg., (651) 296-7091
- **Emergencies** (651) 296-2100
- **Capitol Historic Tours**, B59 Capitol, (651) 296-2881
- **Capitol Information Desk**, 1st Floor, Capitol, (651) 296-3962 or -2739
- **Capitol Security**, B5 Capitol, (651) 296-6741
- **House Meeting Room Scheduler**, 467A State Office Bldg., (651) 296-5408
- **Legislative Reference Library**, 645 State Office Bldg., (651) 296-3398
- **Revisor of Statutes**, 700 State Office Bldg., (651) 296-2868

- **Senate Meeting Room Scheduler**, G-1 State Capitol, (651) 296-0866
- **House Public Information**, 175 State Office Bldg., (651) 296-2146
- **Senate Information**, 231 Capitol, (651) 296-0504

Offices of the House of Representatives

Members of the House serve two-year terms. For more information about the Minnesota House, contact the House Public Information Office at (651) 296-2146.

Office of the Chief Clerk

House Desk (651) 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 engrossment 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.

The Chief Clerk of the House, and House researchers and attorneys are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Chief Clerk's Office

(651) 296-2314, Donald O. Crosby, front office 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 in Room 211, State Capitol.

House Index

(651) 296-6646, David Surdez, supervisor. House Index provides information concerning the status of bills before the Legislature. Records are maintained on bills by their House and Senate file number (H.F. and S.F.) subject matter, author, committee and statutory section affected. 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 in Room 211, State Capitol.

House Research

(651) 296-6753, Thomas M. Todd, director. The Minnesota House of Representatives established the Research Department in 1967 as a nonpartisan legislative research and legal services office serving the entire membership of the House and its committees. The department assists all House 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 legal assistance by drafting bills and amendments, preparing legal opinions, and analyzing and summarizing enacted legislation; collecting and disseminating information pertinent to legisla-

tion; and developing and maintaining computer capabilities in order to assist legislators and committees in quantitative and statistical research.

The department provides its services to the members and staff of the House of Representatives, not directly to the public. However, department analysts prepare between 40 to 60 publications per year for distribution to House members and staff, and these publications are available to the public on request. There is no charge. Multiple copies should be picked up in person to avoid postage costs. Publications can be made available in alternative form upon request. Tel: (651) 296-6753 (voice); (651) 296-9896 or 1-800-657-3550 (TTY); (651) 296-9887 (fax). The department is in Room 600, State Office Building.

House researchers and attorneys are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

House Public Information Office

Voice: (651) 296-2146 or 1-800-657-3550; TTY: (651) 296-9896, LeClair G. Lambert, director. The nonpartisan House Public Information Office fills two important roles. It is a contact point to help members of the public connect to the Legislature, and it is a producer of numerous publications, including a free weekly newsmagazine.

The House Public Information Office's front desk staff answers hundreds of telephone and face-to-face inquiries each week. Staff members frequently help citizens discover who their legislators are, find out when and where legislative meetings are scheduled, and keep track of important issues. Information office staff members also organize other special projects, including the House of Representatives State Fair booth.

The award-winning *Session Weekly* is the office's most ambitious and popular product. The nonpartisan magazine is produced by a professional editorial staff and provides in-depth coverage of committee and floor action. The House Public Information Office also produces and distributes weekly and daily committee schedules; committee rosters and lists of members and staff; full legislative directories (Red and Green Books); *Minnesota State Government*, an eight-piece series that explains the state's symbols, governmental structure, and lawmaking process; an annual review of the legislative session called *New Laws*; and a coloring book for children. The newest publication released by the office is called *Capitol Steps* and is designed to explain the legislative process to readers age 11 and older.

These publications are available to the public upon request. Multiple copies should be picked up in person to avoid postage costs. The office is located in Room 175 of the State Office Building. Most of the information available in printed form also can be found on the House Web site at <http://www.house.leg.state.mn.us>.

House Television Services

(651) 297-1338. Barry LaGrave, director. The Minnesota House of Representatives established the House Television Department in 1994 as a nonpartisan office to provide the public with televised coverage of legislative proceedings.

Using remotely controlled cameras in the House Chamber and in select committee rooms, the department produces gavel-to-gavel coverage of floor sessions and some committee hearings.

House Television Services also operates an interactive television service which is connected to more than 80 sites around the state, allowing citizens from Greater Minnesota to participate in committee hearings without having to travel to St. Paul.

Legislative broadcasts can be seen in the Minneapolis/St. Paul metro area on KTCA-Channel 17, and statewide through local cable systems.

House Television Services is located in Room 216C State Capitol.

House Service Offices

- **Administrative Services**, 198 State Office Bldg., (651) 296-6648
- **Chief Clerk's Office** (copies of bills), 211 Capitol, (651) 296-2314
- **Duplicating**, 35 State Office Bldg., (651) 296-8611
- **Fiscal Services**, 198 State Office Bldg., (651) 296-6648
- **High School Page/Intern Program**, 45A State Office Bldg., (651) 296-7452
- **Hotline** (committee schedules), (651) 296-9283
- **Index** (bill status), 211 Capitol, (651) 296-6646
- **Personnel Services**, 198 State Office Bldg., (651) 296-6648
- **Photography**, 77 State Office Bldg., (651) 296-9284
- **Post Office**, 50 State Office Bldg., (651) 296-9462
- **Public Information Office**, 175 State Office Bldg., (651) 296-2146
- **Purchasing/Phones**, 198 State Office Bldg., (651) 296-6648
- **Research Department**, 600 State Office Bldg., (651) 296-6753
- **Room Scheduling**, 467A State Office Bldg., (651) 296-5408
- **Sergeant at Arms**, 45 State Office Bldg., (651) 296-4860
- **Supply**, 35 State Office Bldg., (651) 296-2305
- **TTY/TDD:** (Text telephone for the deaf and hard of hearing), 175 State Office Bldg., (651) 296-9896 or 1-800-657-3550
- **Television Services**, 216C Capitol, (651) 297-1338

Offices of the Senate

Members of the Senate serve four-year terms, except when elections are held in years ending in 0, in which case the term is for two years. For more information about the Minnesota Senate contact the Senate Information Office at (651) 296-0504.

Secretary of the Senate's Office

(651) 296-2344, Patrick E. Flahaven, Secretary of the Senate. The Secretary of the Senate is the chief administrative officer of the Senate. In addition to other duties, the Secretary of the Senate directs the Senate's public information functions, including Senate Media Services, the Senate Information Office, and the Senate Publications Office. The Secretary of the Senate's Office, or Senate Office, is located in Room 231 of the Capitol and functions as a central clearinghouse for all information about Senate activities. Staff members distribute copies of bills, calendars, journals and agendas to the public, distribute daily schedules and provide literature about the Senate. There is no charge for any of the printed materials. Members of the public may also call a voice mail number, (651) 296-2343, to request copies of bills.

The Secretary of the Senate, Senate Counsel attorneys, and Senate Research researchers are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Senate Information Office

(651) 296-0504 and 296-2887, Scott Magnuson, director. The Senate Information Office, located in the Secretary of the Senate's Office, 231 Capitol, provides information about Senate activities and, in particular, information about bill status, authorship, file numbers, companion bill numbers and journal page numbers for Senate floor action. Staff members also help individuals determine who represents them in the Legislature, provide guidance and referral to other sources for persons engaged in legislative research and answer general questions about the Senate. Computer terminals are available for members of the public to use to determine bill status, Senate File (S.F.) numbers and bill authorship. Information requests may be made in person or by calling or writing the Information Office. Services are free of charge.

Senate Media Services

(651) 296-0264, Steve Senyk, director. Senate Media Services, a non-partisan office of the Senate, produces a variety of informative television programs to help people about state government and the many issues facing Minnesota. Viewers throughout Minnesota can watch coverage of the legislature on TPT-Channel 17 in the metropolitan area and Greater Minnesota Cable stations. Viewers also can watch **Capitol Report**, a weekly program featuring state legislators and their views on pending legislation. Viewers should check local listings for the programs.

A variety of educational material also is available through Media Service on a check-out/return basis. The Senate Media Services Office is located in Room B-44, Capitol. Call (651) 296-0264 to order the following videotapes and interactive CD:

- **The Process** a 7-minute video explaining the legislative process.
- **Rules, Laws and the Process** a 7-minute video about the process for 3rd to 5th graders.
- **Citizen Lobbyist** a 12-minute video designed to help citizens become involved in the lobbying process.
- **Discover the Minnesota State Capitol** a 5-minute introductory video tour of Minnesota's prominent historical structure.
- **A Building for All** an interactive CD tour of the State Capitol, including views of areas often off limits to the public.

Senate Publications Office

(651) 296-0259, Karen L. Clark, director. The Senate Publications Office publishes *Briefly*, a weekly summary of Senate committee and floor action, along with the next week's committee schedule. The office also publishes *Perspectives*, a magazine-format newsletter about the Senate, which provides feature articles about Senators and various issues before the Legislature. A daily schedule of committee hearings, *Today in the Senate*, is also produced by the Publications Office for distribution within the Capitol Complex. In addition, the office publishes lists of committee memberships, brochures and pamphlets dealing with the Senate. The Senate Publications Office also provides a Senate hotline for committee information. The Senate Hotline is a recording of the daily committee schedule and may be called 24 hours a day, all year long. The Hotline number is (651) 296-8088. Publications are provided free of charge to interested persons. To be placed on the mailing list for Senate publications, call (651) 296-0504, or simply drop a card with your name and address to the Senate Publications Office, Room G-22 (ground floor) State Capitol, St. Paul, MN 55155. The Publications Office does not accept lists of names for inclusion on the mailing lists, but does encourage individuals to call or write to be placed on the list to receive Senate publications.

Senate Counsel and Research

(651) 296-4791, JoAnne Zoff Sellner, director. The Office of Senate Counsel and Research, located in Room G-17 of the Capitol, is a nonpartisan organization that provides legal and research services to the Senate.

Senate Counsel attorneys, and Senate Research researchers are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

The state includes attorneys, legislative analysts, and support personnel. Each professional staff member is assigned to one or more Senate committees. Staff services are available to all members of the Senate for matters of public business. The office supports the Senate in four general ways:

1. As a team, the counsel and analyst assigned to each committee work to support the work of the committee. They attend committee meetings, present information, answer Senators' questions, draft legislation, and conduct research requested by committee members.

2. Members of the staff provide services to individual Senators upon request. All staff maintain a confidential relationship with Senators; a project requested by one Senator is discussed with others only if the requesting Senator approves.

3. During the interim, staff work with Senators to anticipate, define, and study emerging issues. Staff members may focus on policy questions broader than those relating to specific bills and conduct original research in areas of importance to the Senate.

4. Staff members serve as general experts for the Senate in assigned subject areas.

Senate Service Offices:

- **Secretary of the Senate**, 231 Capitol, (651) 296-2344
- **Senate Information**, 231 Capitol, (651) 296-0504 or -2887
- **TTY/TDD**: (651) 296-0250
- **Intern Coordinator**, 231 Capitol, (651) 296-7198
- **Copies of bills**, (voice mail) (651) 296-2343
- **Senate Media Services**, B-44 Capitol, (651) 296-0264
- **Senate Photographer**, B-44 Capitol, (651) 296-5097
- **Senate Publications**, 95 SOB, (651) 296-0259
- **Committee Hotline**, (651) 296-8088
- **Human Resources**, 231 Capitol, (651) 296-9321
- **Mail Room**, B-43 Capitol, (651) 296-5720
- **Sergeant at Arms**, G-1 Capitol, (651) 296-7159 or -1119
- **Senate Information Systems**, G-3 Capitol, (651) 297-5397
- **Senate Counsel & Research**, G-17 Capitol, (651) 296-4791
- **Majority Caucus Research**, G-13 Capitol, (651) 296-4949
- **Senate Minority Offices**, 155 SOB, (651) 296-4907
- **Minority Caucus Research**, 155 SOB, (651) 296-4847

Legislative Reference Library

(651) 296-3398, Robbie LaFleur, director. Address: 645 State Office Building, 100 Constitution Ave., St. Paul, MN 55155-1050. The Legislative Reference Library, established in 1969, is a non-partisan information service whose primary clientele are legislators and legislative staff. The library's collection focuses on public policy in all subjects of interest to the legislature.

Minnesota state documents are an integral part of the collection. *Minnesota Statute* 3.302 mandates that the Legislative Reference Library receive all documents that are published by the state and are considered to be of interest or value to the library. Included in the definition of "document" are reports of state agencies, departments, task forces, boards and other agencies supported by state funds, as well as publications prepared by private consultants, individuals or organizations under contract with the state. House and Senate rules require the Legislative Library to maintain and make available for public use the verbatim tape recordings of Senate and House floor and committee debate and the accompanying minutes and logs.

While the primary mission of the Legislative Library is to serve members and staff of the Minnesota Legislature, others are welcome to make use of its unique collections. Assistance to government agencies, other libraries, and members of the public will be provided as time permits. Materials do not circulate to the public but selected items may be available through interlibrary loan. Pay copiers are available in the library.

The Internet site of the Legislative Library provides additional public access to library and legislative information including:

- The library's catalog, PALS
- Information on special collections including newspaper clipping files
- The legislative history process and how to access audio tapes of Senate and House committee and floor debates
- Historical data on the Minnesota Legislature
- Background information on ongoing legislative issues

- Identifying and accessing state documents using the state document depository system

Library Information:

- **Main Library:** 8-5 Monday-Friday (Extended hours during legislative sessions)
- **Legislative History Tape Room:** 9-4 Monday-Friday

- Information: (651) 296-3398
- Reference Desk: (651) 296-8338
- Legislative History Tapes: (651) 296-0767
- Fax: (651) 296-9731
- Internet Site: <http://www.leg.state.mn.us/lrl/lrl.htm>
- Email: refdesk@library.leg.state.mn.us

Minnesota State Document Depository System

The Legislative Reference Library plays a lead role in ensuring the operation of the Minnesota State Document Depository System. Currently, there are 36 Minnesota libraries which receive microfiche copies of most documents issued by the executive, judicial and legislative branches of Minnesota State Government. These libraries include three public libraries, eighteen community and technical colleges, six state universities, five University of Minnesota campus libraries, and four state agency libraries.

State Document Depository Libraries:

Public Libraries:

- Duluth Public Library (218) 723-3802
- Minneapolis Public Library (612) 630-6120
- St. Paul Public Library (651) 266-7000

Community & Technical Colleges

- Anoka-Ramsey Community College (Coon Rapids Campus) (763) 422-3378
- Anoka-Ramsey Community College (Cambridge Campus) (763) 689-7012
- Central Lakes College (Brainerd) (218) 855-8179
- Century College (White Bear Lake) (651) 779-3262
- Fergus Falls Community College (218) 739-7531
- Hibbing Community College (218) 262-6747
- Inver Hills Community College (Inver Grove Heights) (651) 450-8623
- Itasca Community College (Grand Rapids) (218) 327-4472
- Mesabi Range Community & Technical College (Virginia) (218) 749-7764
- Minneapolis Community & Technical College (612) 341-7219
- Minnesota West Community & Technical College (Worthington) (507) 372-3458
- Normandale Community College (Bloomington) (952) 832-6379
- Northland Community & Technical College (Thief River Falls) (218) 681-0756
- Rainy River Community College (International Falls) (218) 285-7722
- Ridgewater College (Willmar) (320) 231-5135
- Riverland Community College (Austin) (507) 433-0533
- Rochester Community & Technical College (507) 285-7233
- Vermilion Community College (Ely) (218) 365-7205

State Universities

- Bemidji State University (218) 755-3342
- Minnesota State University-Mankato (507) 389-5154
- Minnesota State University Moorhead (218) 236-2349
- Southwest State University (507) 537-6231
- St. Cloud State University (320) 255-2086
- Winona State University (507) 457-5148

University of Minnesota Libraries

- University of Minnesota - Crookston (218) 281-8399
- University of Minnesota - Duluth (218) 726-7829
- University of Minnesota - Minneapolis (612) 624-5073
- University of Minnesota - Morris (320) 589-6226
- University of Minnesota - St. Paul (651) 624-1212

Minnesota State Agency Libraries

- Historical Society (651) 296-2143
- Legislative Reference Library (651) 296-8338
- Office of Library Development and Services (651) 296-2821
- State Law Library (651) 297-7661

Office of the Legislative Auditor

(651) 296-4708, James R. Nobles, legislative auditor

Email address: – auditor@state.mn.us

In 1973, the Minnesota Legislature created the Office of the Legislative Auditor to review spending and management practices in the executive and judicial branches of state government. The legislative auditor is appointed to a six-year term by the Legislative Audit Commission. The legislative auditor is required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

There are two divisions in the office: the Financial Audit Division and the Program Evaluation Division. Each division is headed by a deputy. The office examines whether public funds are being spent as the Legislature intended and assesses whether state programs are being managed efficiently and effectively. To accomplish these tasks, it conducts financial audits, special reviews, program evaluations, and best practices reviews.

The **Financial Audit Division** is responsible for auditing all state agencies in the executive and judicial branches, as well as three metropolitan agencies and several "semi-state" organizations. Each year the division conducts a Statewide Audit that focuses on the state as a whole, rather than a single state agency. Its principal purpose is to issue 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 supplements the Statewide Audit with approximately 50 agency audits every year. These audits look in greater detail at agency financial operations, including compliance with financial-related legal requirements.

The division also has an investigative unit that looks into allegations of state resources being misused. State officials are required to report evidence of financial misconduct to the Legislative Auditor. The investigative unit issues ad-hoc special reviews that report the results of a specific investigation or focus on a particular financial practice. If an audit or investigation discloses instances of financial violations, the office reports those matters to the Attorney General or the appropriate county attorney for possible civil or criminal prosecution.

The **Program Evaluation Division** conducts a variety of research studies at the request of the Legislative Audit Commission, including program evaluations, and best practices reviews.

Evaluations examine the degree to which state funded programs are operating efficiently and meeting their objectives. Each evaluation points out problem areas and makes recommendations for improvement. Evaluations may focus on management issues, compliance with

state laws, effectiveness of programs, or policy options for the future. Each study contains statistical summaries of state programs and an analysis of major problem areas. Published reports may help members of the public to better understand their government and to participate more fully in improving specific programs.

Best practices reviews identify and describe the most successful and effective methods of delivering public services, particularly at the local government level. They highlight successful techniques, focus on innovations, and facilitate the sharing of useful information among governments that can streamline and modernize public services.

The office reports all findings and recommendations to the Legislative Audit Commission, as well as to interested legislative committees.

All reports are available in printed form, free of charge, by calling (651) 296-4708. They are also available on the World Wide Web at <http://www.auditor.leg.state.mn.us>.

The office is located at Room 140 Centennial Building, 658 Cedar Street, St. Paul, MN 55155.

Office of the Revisor of Statutes

(651) 296-2868; Fax (651) 296-0569

Michele Timmons, revisor of statutes

Website: www.revisor.leg.state.mn.us

E-mail: revisor@revisor.leg.state.mn.us

The Revisor of Statutes is the official publisher of *Laws of Minnesota*, *Minnesota Statutes*, and *Minnesota Rules*. The revisor compiles, edits, and indexes these publications, making them available in both printed and electronic form.

Revisor attorneys draft and review bills, amendments, and resolutions for the Legislature, state agencies and departments, constitutional offices, and the governor. The office also prepares other legislative documents including bills, amendments, resolutions, committee reports, engrossments (updated versions of bills incorporating the latest amendments), bills to correct errors in the law, and reports on problems in the law as noted in court opinions. When legislation passes both houses of the Legislature, the revisor prepares enrollments of the bills and presents them to the governor for signature.

In addition, revisor attorneys provide administrative rule drafting services to all state agencies.

The revisor provides computer services to the House of Representatives and the Senate, allowing public Internet access to most official legislative documents. The revisor also maintains a searchable Internet site at the address listed above, with access to statutes and administrative rules, as well as current and past session laws.

The revisor of statutes is required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

The office is located at 700 State Office Building, 100 Constitution Avenue, St. Paul, MN 55155-1297.

Legislative Coordinating Commission (LCC)

(651) 296-9002, Greg Hubinger, director.

Website: www.commissions.leg.state.mn.us/lcc/lcc.htm

Minnesota Statutes, section 3.303.

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 International Affairs Coordinator serves as the main point of contact in scheduling meetings and arranging itineraries for visiting international and state delegations to the Legislature.

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 in Room 85, State Office Building, St. Paul, MN 55155.

Review of Administrative Rules

Minnesota Statutes, sections 3.841-3.846. The commission promotes adequate and proper rules by agencies and an understanding upon the part of the public respecting them. The jurisdiction of the commission includes all rules. The commission also has jurisdiction of rules filed with the secretary of state. The commission may also periodically review statutory exemptions to rulemaking.

The commission investigates complaints about administrative rules as they are brought to the commission by legislators or members of the public.

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 rulemaking hearing to address commission recommendations about a rule. The commission often refers issues to legislative policy committees for further attention.

If the commission considers a rule to be beyond the procedural or substantive authority delegated to the agency, it may object to all or part of a rule. An objection shifts the burden of proof, in any proceeding for judicial review or for enforcement of a rule, from the complainant to the agency to establish that the rule objected to is valid.

Another 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.

Complaints about state administrative agency rules may be made to a commission member, other legislator, or the executive director.

Geographic Information Systems (GIS) Oversight Office/Subcommittee

(651) 296-0098. Lee Meilleur, director. GIS is also under the administration of the LCC, and is in Room 85, State Office Building, St. Paul, MN 55155. A major focus of GIS is on legislative redistricting. The office maintains a map library of spatial information that can be integrated with many sources of information to produce maps and reports.

Joint House Senate Subcommittee on Claims

Also under the administration of the LCC is the Joint House/Senate Subcommittee on Claims, the legislative body created to hear and decide whether or not to pay claims against the state by various persons who cannot proceed against the state under the state tort claims act (*Minnesota Statutes*, section 3.732).

Subcommittee on Employee Relations - Legislative Coordinating Commission

(651) 296-2963, Greg Hubinger, director. The Subcommittee on Employee Relations assists the legislature by monitoring the collective bargaining process between the state and its employees. The subcommittee must provide interim approval before collective bargaining agreements and arbitration awards can be implemented. The subcommittee also reviews and approves compensation plans for unrepresented employees, and salary increases for heads of state agencies. The subcommittee monitors and reviews public employment issues at both the state and local levels, and makes recommendations for changes in law to the legislature. The subcommittee has ten members: five members of the Senate, appointed by the Subcommittee on Committees of the Committee on Rules and Administration, two of whom must be members of the minority; and five members of the House, three appointed by the speaker, and two appointed by the minority leader (*Minnesota Statutes*, section 3.855). The

subcommittee's office is in Room 85, State Office Building, St. Paul, MN 55155.

Legislative Commission on Planning and Fiscal Policy

(651) 296-2963.

Minnesota Statutes, section 3.885.

The commission was created in 1987 to provide the legislature with a more in-depth analysis of projected state revenue, state expenditures and state tax expenditures. The commission is composed of 18 members of the House and Senate who are appointed by the Legislative Coordinating Commission.

Compensation Council

(651) 296-2963. The council evaluates and makes recommendations on compensation levels and procedures for periodically reviewing and adjusting compensation levels for positions listed in *Minnesota Statutes* 15A.081, subd. 1, 7, 7b, and 15a.082, subd. 1. This includes agency heads, certain metropolitan officials, heads of higher education systems, constitutional officers, legislators, Supreme Court justices, Court of Appeals judges and trial court judges. The council is to consult with outside compensation specialists and the council's report must include comparisons with other comparable positions in the public and private sectors and consider the non-monetary rewards of public service. The council consists of 16 members including two members of the House of Representatives appointed by the Speaker of the House of Representatives; two members of the Senate appointed by the Majority Leader of the Senate; one member of the House of Representatives appointed by the Minority Leader of the House of Representatives; one member of the Senate appointed by the Minority Leader of the Senate; two nonjudges 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. Appointments are made in the fall of the even-numbered year. The council dissolves upon submitting its report to the legislature by May 1st in each odd-numbered year. The council meets in odd numbered years. See new meeting schedule when reactivated.

Citizen Participation and Appointment SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State:

COMPENSATION COUNCIL - Appointing Authority: Governor, legislative leadership, Chief Justice Supreme Court. **Compensation:** \$55 per diem. *Minnesota Statutes* 15A.082. Legislative Coordinating Commission, Room 85, State Office Bldg., St. Paul, MN 55155. (651) 296-2963.

Regent Candidate Advisory Council

(651) 296-9002

Website: www.commissions.leg.state.mn.us/rcac/rcac.htm

Minnesota Statutes, section 137.0245.

The citizen council was established by the legislature to assist the Legislature in determining criteria for, and identifying and recruiting candidates for the University of Minnesota Board of Regents.

The council consists of twenty-four members. No more than two-thirds from the same political party; geographical representation considered. Twelve members shall be appointed by the subcommittee on committees of the committee on rules and administration of the senate. Twelve members shall be appointed by the speaker of the house of representatives. No more than one-third of the members appointed by each appointing authority may be current or former legislators.

Meetings are generally held at the State Office Building, St. Paul. The council is staffed by the Legislative Coordinating Commission, which is in Room 85, State Office Building, St. Paul, MN 55155.

Citizen Participation and Appointment SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State:

REGENT CANDIDATE ADVISORY COUNCIL - Appointing Authority: Senate Rules and Administration Subcommittee on Committees, Speaker of the House. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes* 137.0245.

Board of Trustees of the Minnesota State Colleges and Universities Candidate Advisory Council

(651) 296-9002

Website: www.commissions.leg.state.mn.us/tcac/tcac.htm

Minnesota 136F.03.

The citizen council was established by the legislature to determine the criteria for and identify and recruit qualified candidates to recommend to the governor for appointment on the Board of Trustees of the Minnesota State Colleges and Universities (MNSCU). The board consists of 24 members, no more than 1/3 may be current or former legislators; no more than 2/3 may be from the same political party; geographical representation must be considered. Meetings mostly held in the even-numbered years at the Capitol complex. No expiration date.

Citizen Participation and Appointment SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State:

BOARD OF TRUSTEES OF THE MINNESOTA STATE COLLEGES AND UNIVERSITIES CANDIDATE ADVISORY COUNCIL - Appointing Authority: Senate Rules and Administration Subcommittee on Committees, Speaker of the House. **Compensation:** \$55 per diem plus expenses. The council is staffed by the Legislative Coordinating Commission, which is in Room 85, State Office Building, St. Paul, MN 55155. *Minnesota Statutes* 136F.03.

Electric Energy Task Force

(651) 296-9002

Website: www.commissions.leg.state.mn.us/leetf/leetf.htm

Minnesota Statutes, section 216C.051.

The task force, created by the 1994 Legislature and expanded in 1997, studies future electric energy sources and costs, makes recommendations for legislation for an environmentally and economically sustainable and advantageous electric energy supply, and reviews issues relating to electric industry restructuring and deregulation. The task force consists of 20 members: ten members of the House, including the chairs of the environment and natural resources and regulated industries and energy committees, and eight members to be appointed by the speaker of the house, four of whom must be from the minority caucus; and ten members of the Senate including the chairs of the environment and natural resources and jobs, energy, and community development committees, and eight members to be appointed by the Subcommittee on Committees of the Committee on Rules and Administration, four of whom must be from the minority caucus. The task force is scheduled to expire on March 15th, 2001, unless extended by the 2001 Legislature.

Legislative Commission on Minnesota Resources

(651) 296-2406, John R. Velin, director,

Website: www.commissions.leg.state.mn.us/lcmr/lcmr.htm

Minnesota Statutes, Section 116P.05.

The purpose of the Legislative Commission on Minnesota Resources (LCMR) is to evaluate the condition of the state's natural resources and to make recommendations to the Legislature on how to preserve and enhance them. Every two years the LCMR convenes public forums and recommends funding for programs financed by the Minnesota future resources fund, Minnesota environment and natural resources trust fund, federal oil overcharges, and Great Lakes Protection Account. The 20-member commission is composed of the chairs of the House and Senate committees on environment and natural resources policy and finance or their designees; the chairs of the House ways and means and Senate finance committees or their designees; seven Senate members appointed by the Subcommittee on Committees; and seven House members appointed by the speaker. The commission is in Room 65, State Office Building, St. Paul, MN 55155.

Citizen Participation and Appointment SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State:

CITIZENS' ADVISORY COMMITTEE - ENVIRONMENT AND NATURAL RESOURCES TRUST FUND - The committee advises the Legislative Commission on Minnesota Resources (LCMR) on a strategic plan for the Environment and Natural Resources Trust Fund. The advisory committee shall prepare and submit to the commission a draft strategic plan to guide expenditures from the trust fund; review the reinvest in Minnesota program during development of the draft strategic plan; gather input from the resources congress during development of the draft strategic plan; advise the commission on project proposals to receive funding from the trust fund; and advise the commission on development of the budget plan. The advisory committee may review all project proposals for funding and may make recommendations to the commission on whether the projects meet the standards and funding categories set forth in sections 116P.01 to 116P.12. The eleven-member board includes at least one member from each congressional district. There is a "conflict of interest" provision in MS 116P that applies to this committee. **Senate Confirmation:** Yes. Meetings are authorized by the chair of the LCMR as consistent with budget and work program approved by the LCMR. Expires June 30, 2001, unless extended by the 2001 Legislature. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 116P.06.* 65 State Office Bldg., St. Paul, MN 55155. (651) 296-2406.

Legislative Commission on Pensions and Retirement

(651) 296-2750, Lawrence A. Martin, executive director.

Website: www.commissions.leg.state.mn.us/lcpr/lcprmain.htm

Minnesota Statutes, section 3.85.

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 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 Committee 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 in Room 55, State Office Building, St. Paul, MN 55155.

Citizen Participation and Appointment SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State:

GREAT LAKES COMMISSION - The commission promotes development, use and conservation of the water resources of the Great Lakes Basin. The five members of the commission include one member appointed by the Governor; and two senators and two representatives appointed by the legislature. Two national meetings are held per year. State meetings are at the call of the chair. The commission does not expire. **Appointing Authority:** Governor and Legislature. **Compensation:** None. *Minnesota Statutes 1.21.* c/o Rep. Thomas E. Huntley, 351 State Office Bldg, St. Paul, MN 55155. (651) 296-2228.

LEGISLATIVE COMMISSION ON MINNESOTA-ONTARIO MATTERS - Make recommendations regarding Minnesota-Ontario issues of mutual interest involving natural resources, transportation, economic development, and social matters. The commission consists of 12 members who should have an interest and knowledge of Minnesota-Ontario issues. Meeting schedule to be determined. No expiration date. **Appointing Authority:** Sen. Rules & Administration Subcommittee on Committees, Speaker of the House. **Compensation:** \$55 per diem, plus expenses when authorized. *Minnesota Session Laws 2000, Chapter 484, Article 2, Section 1, Subd. 1.* For more information, contact Christine Sasseville, International Affairs Coordinator, Voice: (651) 296-4440 or 1-800-657-3550; TTY: (651) 296-9896

TASK FORCE ON SCHOOL GOVERNANCE AND MANAGEMENT - The task force must identify any governance or organizational barriers that inhibit or preclude school districts and make recommendations regarding statutory changes for school districts. The task force consists of nine members and should represent the business community, education stakeholders, parents, or other interested community members. The task force expired on December 31, 2000. **Appointing Authority:** Subcommittee on Rules and Administration of the Senate, Speaker of the House, Governor. **Compensation:** None. *Minnesota Session Laws 2000, Chapter 489, Article 6, Section 43, Subd. 1.* For more information, contact House Public Information Office, Voice: (651) 296-2146 or 1-800-657-3550; TTY: (651) 296-9896

Citizen Participation and Appointment SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State:

MISSISSIPPI RIVER PARKWAY COMMISSION - The commission works with federal, state and local agencies and the Interstate Mississippi River Commission on planning, construction and maintenance of the Great River Road scenic parkway, promotion of tourism and economic development, and the preservation and enhancement of the natural resources along the Mississippi River. The ten members include two senators, two representatives, one member appointed by the Commissioner of Agriculture, one member appointed by the director of the Historical Society, one member appointed by the Commissioner of Transportation, one member appointed by the Commissioner of Natural Resources, one member appointed by the Commissioner of Trade and Economic Development and one member appointed by the Mississippi River Parkway Commission. Meetings are held quarterly. The commission expires on June 30, 2001, unless reauthorized by the Legislature. **Appointing Authority:** Legislature, Natural Resources, Transportation, Trade & Economic Development, Agriculture, and Historical Society. **Compensation:** \$55 per diem public members. *Minnesota Statutes 161.1419.* P.O. Box 59159, Minneapolis, MN 55459-8257. Hank Todd, managing director. (763) 212-2560; Fax: (651) 212-2533; website: www.mississippi-river.com.

CITIZENS' COUNCIL ON VOYAGEURS NATIONAL PARK - The council researches all matters related to the establishment and operation of Voyageurs National Park, makes recommendations to the U.S. National Park Service, and other federal and state agencies concerned. The council consists of seventeen members. The Governor appoints four members from Koochiching county, four members from St. Louis county, and five members at large. The legislature appoints two senators and two representatives. Does not expire. **Appointing Authority:** Governor and Legislature. **Compensation:** \$55 per diem plus expenses. *Minnesota Statutes 84B.11.* For information: 309 Administration Bldg., 50 Sherburne Ave., St. Paul, MN 55155 (651) 296-1532.

Legislative Commission on the Economic Status of Women

(651) 296-8590 or 1-800-657-3949

Website: www.commissions.leg.state.mn.us/lcesw

Minnesota Statutes 3.9222.

The commission advises the legislature and provides basic information and statistics on women in Minnesota. The commission gathers information on population characteristics, educational attainment and enrollments, marital and parental status, household characteristics, labor force status and employment characteristics, and basic information on women's legal and economic rights. The commission provides information through newsletters, reports, brochures and other publications and provides resource and referral information on a variety of subjects relating to the economic status of women. The commission also holds public hearings. The commission consists of five members of the house of representatives appointed by the speaker and five members of the senate appointed by the subcommittee on committees of the committee on rules and administration. The commission's office is in Room 85, State Office Building, St. Paul, MN 55155.



Veterans Affairs Building statue.

Minnesota Judicial Branch

Minnesota Court System

- Supreme Court
- Court of Appeals

Court Information Office (651) 296-6043
Minnesota Judicial Center, Room 135
2 Constitution Avenue, St. Paul, MN 55155

www.courts.state.mn.us

Constitution of the State of Minnesota, Article VI

ARTICLE VI 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 \$7,500 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 1999 more than 66,800 cases were filed in conciliation courts throughout Minnesota.

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, and less structured, 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 staff of 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 a 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 and filed with the court 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 as 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.

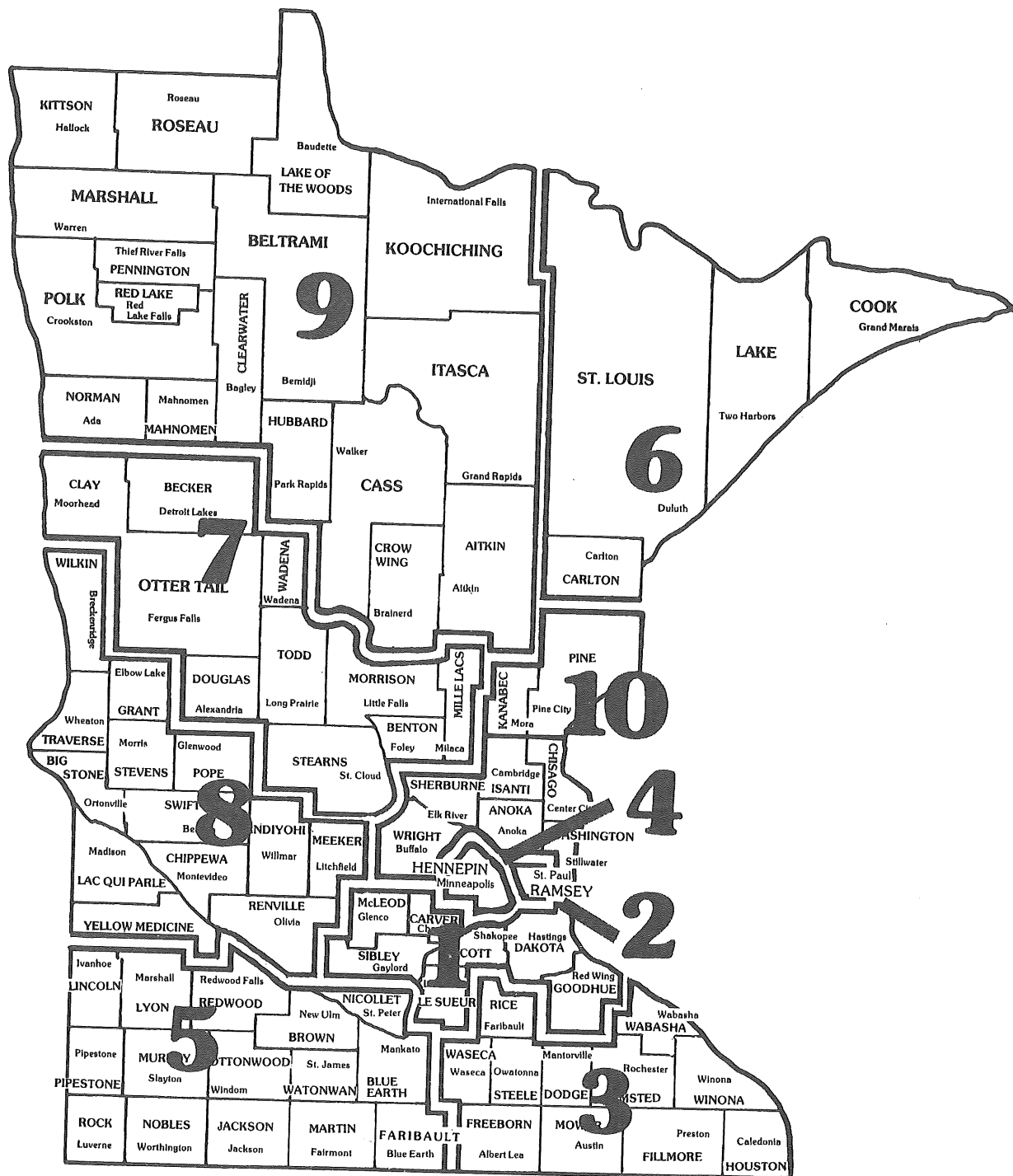
District Court

The District Court in Minnesota is 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 the governor's appointment.

If someone is dissatisfied with the decision of the District Court, appeals can be taken to the Court of Appeals.

Minnesota Judicial Districts



District Administration

There are eleven 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 with the chief justice of the Supreme Court, who has the responsibility of supervising and coordinating the work of the state

court system. 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.

How the Minnesota Court System is Structured

Minnesota Supreme Court
<p>Appeals from:</p> <ul style="list-style-type: none"> Court of Appeals Trial court decisions if Supreme Court chooses to bypass the Court of Appeals Tax Court Appeals Workers' Compensation Court of Appeals <p>Original Actions:</p> <ul style="list-style-type: none"> First-degree murder convictions Writs of Prohibition** Writs of Habeas Corpus*** Writs of Mandamus**** Legislative election contests
Minnesota Court of Appeals
<p>Appeals from:</p> <ul style="list-style-type: none"> All trial court decisions, except first-degree murder convictions Decisions of Commissioner of Economic Security Administrative agency decision, except Tax Court & Workers' Compensation <p>Original Actions:</p> <ul style="list-style-type: none"> Writs of mandamus or prohibition which order a trial judge or public official to perform a specified act, such as permitting media coverage of a hearing
Minnesota Trial Courts
<p>Original Actions:</p> <ul style="list-style-type: none"> Civil Actions Criminal Actions Family Juvenile Probate Violations of city ordinances <p>Appeals from:</p> <ul style="list-style-type: none"> Conciliation Court <p>-----</p> <p>Conciliation Division: Civil disputes up to \$7,500</p>

*Called trial de novo-actually a new trial, not just a review of the conciliation court.

**Writ of prohibition-asks that a governmental body or official be prevented from doing something that might cause harm.

***Habeas corpus-a complaint alleging that someone has been unlawfully confined and is asking for release.

****Mandamus-asks that a governmental body or official be commanded to perform a specific act.

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 the Minnesota Judicial Center 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 trial courts 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. Oral arguments are heard Monday through Thursday mornings starting at 9:30 a.m. in Court Room 100 and Court Room 200 of the Minnesota Judicial Center.

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 16 judges sitting on the Court of Appeals must be a resident of each of the eight congressional districts. The others serve at-large. Vacancies are filled by governor's appointment and judges run for election every six years.

Supreme Court

Minnesota Supreme Court is the highest court in the state. The court hears appeals of cases from the Court of Appeals and the other agencies and can make decisions that impact 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 jurisdictions 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 lawyers and judges. The Supreme Court is located at 225 Minnesota Judicial Center, St. Paul, MN 55155, (651) 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. 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. Cases are heard in the State Capitol Courtroom or in Courtroom 300 of the Minnesota Judicial Center. Public seating in the Supreme Court chambers is available for about 36 people. Seating 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 Appellate Courts.

Office of the State Court Administrator

(651) 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, case-flow 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 more information or assistance contact the office at 135 Minnesota Judicial Center, St. Paul, MN 55155.

Finance

(651) 296-5609 Natha R. Horbach, Director. This division provides technical support to the Supreme Court, Court of Appeals, trial courts, court offices and boards in the areas of budget and accounting. The office is located at 125-E Minnesota Judicial Center, St. Paul, MN 55155.

Human Resources

(651) 284-3863 Mary Brauer, Director. This division provides technical support to the Supreme Court, Court of Appeals, trial courts, court offices and boards in the area of personnel. The office is located at 130 Minnesota Judicial Center, St. Paul, MN 55155.

Continuing Education for State Court Personnel

(651) 297-7590 Alanna K. Moravetz, Director. The office provides education and training for judges and court staff, including court administrators, deputies, judicial district administrators, probate registrars, and state court administration staff. The office administers the Minnesota Supreme Court's mandatory judicial education requirement as well as the court support personnel education requirement. The Court Interpreter Program and Alternative Dispute Resolution Program are also administered by this office. The office is located at 140 Minnesota Judicial Center, St. Paul, MN 55155.

Court Information Office

(651) 296-6043 or (651) 297-5532, Fax (651) 297-5636 Valerie Gunderson, Court Communications Director. The Court Information Office provides consumer-related, general information on the structure and operations of the Trial Courts, Court of Appeals and the Minnesota Supreme Court. This three-person office is geared to address the information needs of print and broadcast journalists statewide. In addition, the office provides resource materials for educators teaching students from elementary through post-secondary levels. Among these resources are judges who speak to student groups, as well as materials summarized on the state court system web site (www.courts.state.mn.us), including printed and videotaped educational materials.

Publications include a consumer guide to the state court system, an annual report of state court activities and overviews of the Supreme Court and Court of Appeals in easy to read and reproduce formats.

Community outreach initiatives include partnership opportunities with civic organizations, bar associations and other adult groups interested in educating the public about the courts.

The office is located at 135 Minnesota Judicial Center, St. Paul, MN 55155.

Information Technology Division

(651) 297-7636 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 Technology Division 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 recordkeeping system for the trial and appellate courts of the state. Offices are located at 145 Minnesota Judicial Center, St. Paul, MN 55155.

Court Services Division

(651) 297-7587 (Main Information Line) Kay Pedretti, Director. The general role of the Court Services Division is to provide information, technical assistance, and project support for courts statewide. Division responsibilities include the provision of the following services:

- Coordination, research, report writing and other staff support activity for most of the major standing and ad hoc committees and task forces of the Supreme Court and the State Court Administrator's Office;
- Project implementation assistance for courts statewide; e.g., project planning, program/project evaluation, and grant writing and/or distribution;
- Court operations technical assistance to trial courts in such areas as caseload, jury management, and court security;
- Research services for courts statewide on issues of law and administration;
- Drafting and negotiating contracts for Judicial Branch entities;
- Analytical research and statistical data support services;
- Development and maintenance of reference materials and manuals;
- Legislative liaison for the Judicial Branch to legislators and their staff;
- Oversight and direct support of the Expedited Child Support system.

The office is located at 120 Minnesota Judicial Center, St. Paul, MN 55155.

Judicial Advisory Service

(651) 297-7582, Fax: (651) 282 3916 Stephen Forestell, Director. The office provides a centralized legal and policy research services to trial court judges. The staff conducts specific research for judges in these courts and prepares written memorandums for use in their opinions. No services are provided to the public. The office is located at 120 Minnesota Judicial Center, St. Paul, MN 55155.

Minnesota State Law Library

Minnesota Statutes, Section 480.09

(651) 296-2775 Marvin R. Anderson, State Law Librarian.

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 \$5,000 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 it has suffered three major fires and two large floods. 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 36,000 square feet.

MSLL 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 an estimated 267,000 volumes and over 200,000 microfiche. Its services are available to anyone doing legal research. This does include the general public. The State Law Library is located in the Minnesota Judicial Center, 25 Constitution Avenue, St. Paul, MN 55155.

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 most hours the library is open; copy machines are also available for patron use. Many library materials 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 library materials, contact (651) 297-2088. For reference assistance contact (651) 297-7651.

Library hours are as follows:

**Monday-Friday 8:30 a.m.-5:00 p.m.
Saturdays 8:30 a.m.-12:30 p.m. (Sept.-May)**

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, as well as other legal materials. Contact the CALR service at (651) 297-7651 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 (651) 297-2090. The library publishes a newsletter, *Loquitur*, twice each year. Each issue includes information concerning the library, a bibliography of new materials, and a column by the State Law Librarian.

MSLL advises and assists county law libraries in the state according to *Minnesota Statutes* 134.16. The library 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 quarterly *CLLP Bulletin* contains notices and articles of interest to county law library managers. Under a contract with the Department of Corrections, the library provides legal refer-

ence services to eight adult correctional facilities in Minnesota. For further information on these programs, contact the head of Outreach Services at (651) 297-2087.

Lawyers Professional Responsibility Board; Office of Lawyers Professional Responsibility

(651) 296-3952; 1-800-657-3601; Fax: (651) 297-5801. The office is established by the Minnesota Supreme Court to investigate complaints of unethical conduct against any Minnesota lawyer. Most complaints are investigated initially by district 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 Lawyers Professional Responsibility Board which may direct the filing of a petition in the Supreme Court seeking public discipline or disbarment. It is the responsibility of the director's office to prosecute public petitions seeking discipline or disbarment.

The board was established by the Supreme Court in 1971 and is funded by attorney registration fees. The board consists of 13 lawyer members, nine non-lawyer members and a chairman. Members may serve two three-year terms. The director of the Office of Lawyers Professional Responsibility is appointed by the Supreme Court and serves at its pleasure. The director has a staff of attorneys and such additional personnel as may be approved by the court.

To file a complaint, request a brochure or for more information, contact the office by calling the above number or writing to 25 Constitution Avenue, Suite 105, St. Paul, MN 55155, or logging onto the office web site at www.courts.state.mn.us/lprb.

Client Security Board

(651) 296-3952; 1-800-657-3601; Fax (651) 297-5801 The Client Security Board administers the Client Security Fund which is a fund established by the Minnesota Supreme Court in 1987 to reimburse clients who suffer loss of money or other property from the dishonest conduct of their attorney. The fund is a remedy of last resort for clients who cannot be repaid from other sources.

The Client Security Board consists of five lawyer members and two non-lawyer members. All board members serve without compensation as a public service. Members may serve two 3-year terms. The director of the Client Security Board is appointed by the Supreme Court and serves at its pleasure. The Office of Lawyers Professional Responsibility provides staff services for the Client Security Board.

To request a claim form or for more information, contact the Board by calling the above number or writing to 25 Constitution Avenue, Suite 105, St. Paul, MN 55155 or logging onto the CSB web site at www.courts.state.mn.us/csb.

Board on Judicial Standards

(651) 296-3999; Fax: (651) 688-1865; David Paull, executive secretary. The board is an independent state agency that investigates allegations of ethical misconduct by Minnesota judges, referees and child support magistrates. The board may issue private warnings, public reprimands, or it can recommend judicial discipline to the Supreme Court, including censure, suspension, retirement or removal of judges. It was established in 1971. (*Minnesota Statutes* 490.15 and 490.16.) The rules of the board are created by the Minnesota Supreme Court.

Any person can file a complaint concerning possible judicial misconduct with the board. The complaint should be made in writing describing the judge's misconduct. The letter should include the name of the judge, relevant dates and names of witnesses and should be mailed to the board's office.

All complaints are carefully reviewed by the board's legal staff and given to each board member for his or her consideration. Complaints are handled as promptly as circumstances permit. The board may dismiss a complaint, conduct a staff inquiry or order a public hearing. A public hearing may result in a recommendation of discipline to the Supreme Court.

The board does not have the authority to direct a judge to take legal action or to review a case for judicial error, mistake or other legal grounds. The judge's rulings or exercise of discretion are not a basis for board action. These functions are for the state's appellate courts. Complaints and correspondence should be sent to the Board on Judicial Standards, 2025 Centre Pointe Blvd., Suite 420, Mendota Heights, MN 55120.

Upon request, a brochure is available with more information or the web site at www.bjs.state.mn.us. If you have a hearing disability, you can communicate with the board by TTY using the State Relay service (Metropolitan Area 297-5353, Greater Minnesota, call toll-free 1-800-657-3529) Other special accommodations on request.

Citizen Participation and Appointment SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

BOARD ON JUDICIAL STANDARDS - The board investigates allegations of misconduct by Minnesota judges and referees and recommends judicial discipline to the Supreme Court, including censure, suspension, retirement or removal of judges, and also educates the judiciary and the public on the role of the Board on Judicial Standards and on the Code of Judicial Conduct. The board consists of ten members including: one judge of the court of appeals, three trial judges, two lawyers with ten years experience in the state, and four public members. Senate confirmation is not required for the judicial members. No member may serve more than two full four year terms or their equivalent. Monthly meetings, and occasional special meetings lasting five hours within the metropolitan area. Does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem. *Minnesota Statutes* 490.15. 2025 Centre Pointe Blvd., #420, Mendota Heights, MN 55120. (651) 296-3999.

Board of Public Defense

(612) 349-2565, Richard Scherman, Chief Administrator. The Board of Public Defense is the state agency that supervises the public defender system in Minnesota. By statute, the Board of Public Defense is a part of the judicial branch of government but is not subject to the administrative control of the Supreme Court.

The Board of Public Defense approves and recommends a budget to the Legislature, as well as establishes procedures for distribution of state funding for the Board, the Office of the State Public Defender, the judicial district public defenders, and the public defense corporations. The Board also approves standards for these offices. The Board appoints the State Public Defender and all Chief Public Defenders of the ten judicial districts.

State Public Defender

(612) 349-2565, John Stuart, State Public Defender. The State Public Defender is responsible for supervising the trial court chief district public defenders and the appellate office, which is under the direction of the deputy state public defender. The duties of the State Public Defender include implementing the standards and policies that

Citizen Participation and Appointment SEE ALSO page 1, and "Open Appointments" sections of the Offices of the Governor and the Secretary of State]:

STATE BOARD OF PUBLIC DEFENSE - The board shall approve and recommend a budget to the legislature, as well as establish procedures for distribution of state funding for the board, the Office of State Public Defender, the judicial district public defenders, and the public defense corporations. The board also appoints the State Public Defender and all Chief Public Defenders of Judicial Districts. The seven members include three non-attorney, public members appointed by the governor and four attorneys acquainted with defense of persons accused of a crime, but not employed as prosecutors, appointed by the Minnesota State Supreme Court. Monthly meetings for ten hours in St. Paul. The board does not expire. **Appointing Authority:** Governor and Supreme Court. **Compensation:** \$55 per diem and expenses reimbursed. *Minnesota Statutes 611.215.* 331 2nd Avenue South, #900, Minneapolis, MN 55401. (612) 349-2565.

the Board has adopted and providing training for all public defenders in the state.

By statute, the State Public Defender appoints the chief administrator to the Board.

District Public Defenders

The district public defender's office is responsible for providing legal services to indigent persons accused of committing felony, gross misdemeanor, misdemeanor, or juvenile crimes. There are ten district public defender offices:

First Judicial District

Steve Holmgren, acting chief public defender
7300 West 147th Street, Suite 400, Apple Valley, MN 55124
(952) 953-6070; Fax: (952) 953-6073

Second Judicial District

Jim Hanks, chief public defender
1808 American National Bank Building
101 East Fifth Street, St. Paul, MN 55101
(651) 215-0600; Fax: (651) 215-0673

Third Judicial District

Joe Buettel, chief public defender
127 West Pearl Street, P.O. Box 343, Owatonna, MN 55060
(507) 455-5887; Fax: (507) 455-5891

Fourth Judicial District

Leonardo Castro, chief public defender
317 Second Avenue South, Suite 200
Minneapolis, MN 55401-0809
(612) 348-7530; Fax: (612) 348-6179

Fifth Judicial District

Jim Fleming, acting chief public defender
2070 Mankato Place, P.O. Box 1059, Mankato, MN 56002-1059
(507) 389-5138; Fax: (507) 389-5139

Sixth Judicial District

Fred Friedman, chief public defender
1400 Alworth Building, Duluth, MN 55802
(218) 722-4911; Fax: (218) 722-2735

Seventh Judicial District

John Moosbrugger, chief public defender
816 West St. Germaine, Suite 410, St. Cloud, MN 56301

(320) 255-3753; Fax: (320) 654-5439

Eighth Judicial District

Timothy S. Johnson, chief public defender
432 West Litchfield Avenue, Willmar, MN 56201
(320) 231-6064; Fax: (320) 231-6065

Ninth Judicial District

Kris Kolar, chief public defender
403 Fourth Street Northwest, Four West Office Building
P.O. Box 945, Bemidji, MN 56601-0945
(218) 755-4333; Fax: (218) 755-4335

Tenth Judicial District

Bill Ward, chief public defender
433 Jackson Street, Anoka, MN 55303
(763) 422-3350; Fax: (763) 422-3592

Appellate Office

(612) 627-6980, Larry Hammerling, Deputy State Public Defender.

The Appellate Office of the State 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 Appellate Office 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.). They can be reached at 95 Subplaza, Law Center, University of Minnesota, Minneapolis, MN 55455, telephone: (612) 625-6336.

The Appellate Office 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.), which is located at the appellate office address listed below, telephone: (612) 627-5416.

Correspondence and inquiries should be made to the State Public Defender's Office, which is located at 2829 University Avenue, S.E., Suite 600, Minneapolis, MN 55414.

Public Defense Corporations

There are five independent, non-profit Public Defense Corporations which do trial court criminal defense work:

The Legal Rights Center

Gordon Stewart, Executive Director (612) 337-0030
1611 Park Avenue South, Minneapolis, MN 55404

The Neighborhood Justice Center

Joy Bartscher, Executive Director (651) 222-4703
500 Laurel Avenue, St. Paul, MN 55102

Indian Legal Assistance Program

Wesley Martins, Executive Director (218) 727-2881
107 West First Street, Duluth, MN 55802

Leech Lake Reservation Criminal and Juvenile Defense Corporation

Larry Kimball, Attorney at Law (218) 547-3787
P.O. Box 1240, Walker, MN 56484

White Earth Reservation Criminal and Juvenile Defense Corporation

Zenas Baer, Attorney at Law (218) 483-3372
331 Sixth Street, Hawley, MN 56549

Elections and Elected U.S. Officials

Election Information

State Legislators

State representatives are elected every two years and senators every four years. However, state senators serve a two-year term to begin each decade, due to redistricting.

U.S. Congress

Congressmen to the United States House of Representatives are elected every two years and U.S. senators are elected every six years.

Minnesota Statutes (Laws) on Elections:

- Chapter 200: Elections, General Provisions, Definitions
- Chapter 201: Registration and Eligibility of Voters
- Chapter 202A: Causuces and Conventions
- Chapter 203A: Absentee Voting
- Chapter 204B: Elections; General Provisions
- Chapter 204C: Election Day Activities
- Chapter 204D: Particular Elections
- Chapter 205: Municipal Elections
- Chapter 205A: School District Elections
- Chapter 206: Voting Systems
- Chapter 208: Presidential Electors
- Chapter 209: Election Contests
- Chapter 211A: Campaign Financial Reports
- Chapter 211B: Fair Campaign Practices
- Chapter 211C: Recall of Elected State Officials

Minnesota Rules (Regulations) on Elections:

- Chapter 8200: Voter Registration
- Chapter 8205: Petitions
- Chapter 8210: Absentee Ballots
- Chapter 8220: Voting System Testing
- Chapter 8230: Optical Scan Voting Systems
- Chapter 8235: Recounts
- Chapter 8240: Election Judge training Program
- Chapter 8250: Ballot Preparation
- Chapter 8255: Redistricting

Who can vote?

Anyone who is 18 years of age or older, a United States citizen, and a Minnesota resident for at least 20 days before the election may vote. Convicted felons without restored civil rights, those under guardianship, and anyone declared legally incompetent may not vote.

Voter registration cards are available at all county auditor or city clerk offices or at local libraries. Absentee ballots are also available in some counties for all voters and for certain voters in all counties. Check with your county auditor or city clerk for details.

(SEE the entry for the Secretary of State's Office in this Guidebook, Elections Division, for more detailed information.)

What if I'm not registered to vote?

It is possible to register on election day. Verification of address must be shown by: a current Minnesota driver's license, learner permit or identification card; notice of ineffective registration card sent by the county auditor; or oath of someone already registered in the same precinct.

Can students vote?

Eligible students (see above) may register on election day by verifying a current address within a precinct at the polling location on election day. Accepted documentation includes: a fee statement which lists an address and a photo identification card; a student identification card or registration card which lists a current address; or a student photo identification card if a college student housing list is on file at the polling place.

Where is my polling place?

To find your polling place, go to **website:** www.sos.state.mn.us/precinct_finder, or call your city clerk or county auditor. Also, call these offices to register to vote to file an absentee ballot, or for more information about voting in Minnesota.

Dates to remember

Please note that all of the dates below are based on current statutes and are subject to change by the Legislature. For more information, call the Office of the Secretary of State, Elections Division, (651) 215-1440

2002 Elections:

- Precinct Caucuses: Tuesday, March 5
- Candidate Filing for Office: 8:00 a.m. July 2 - 4:30 p.m. July 16
- Primary Election: Tuesday, September 10
- General Election: Tuesday, November 5

2004 Elections:

- Precinct Caucuses: Tuesday March 2
- Candidate Filing for Office: 8:00 a.m. July 6 - 4:30 p.m. July 20
- Primary Election: Tuesday, September 14
- General Election: Tuesday, November 2

Party Caucuses

Party caucuses are held the first Tuesday of March in even years. Locations for each party caucus are posted throughout each voting district in public buildings. For specific locations, contact the country auditor or city clerk.

Filing for Offices

Filing for a political office is done at the county office, unless the district in which the candidate is running for election crosses county lines. In such a case, filing for office is done at the Office of the Secretary of State.

Filing consists of submission of a notarized Affidavit of Candidacy; payment of a filing fee or submitting a petition in lieu of fee; and, for independent or minor party candidates, submission of a nominating petition.

Filing must be performed during the designated filing period which, for state elections, typically falls during the first two weeks of July in even numbered years. Candidates may file in person or by mail. Complete filing information and forms are available from the Secretary of State's Election Division (651) 215-1440; **website:** www.sos.state.mn.us

Primary Election

By law, held on the first Tuesday after the second Monday in September.

General Election

By law, held on the first Tuesday after the first Monday in November of each year. Local government elections are usually held during years between state legislative elections.

Minnesota's U.S. Senators

Senator Mark Dayton (DFL)

Website: <http://www.dayton.senate.gov>

346 Russell Senate Office Bldg., Washington, D.C. 20510
(202) 224-3244; Fax: (202) 228-2186

Bishop Henry Whipple Federal Building
1 Federal Drive, Suite 298, Fort Snelling, MN 55111
(612) 727-5220; Fax: (612) 727-5223

Senator Paul Wellstone (DFL)

Email: senator@wellstone.senate.gov

Website: <http://www.senate.gov/~wellstone>

136 Hart Senate Office Building, Washington, D.C. 20510
(202) 224-5641; Fax: (202) 224-8438

Suite 100 North, 2550 University Ave. W., St. Paul, MN 55114
(651) 645-0323; Fax: (651) 645-0704; 1-800-642-6041

417 W. Litchfield Ave., Willmar, MN 56201

(320) 231-0001; Fax: (320) 231-0006

P.O. Box 281, 105 S. Second Ave., Virginia, MN 55792
(218) 741-1074; Fax: (218) 741-8544

Minnesota's U.S. Representatives

First District

Congressman Gil Gutknecht (R)

Email: gil@mail.house.gov

Website: <http://www.house.gov/gutknecht/>

425 Cannon House Office Building, Washington, D.C. 20515
(202) 225-2472; Fax: (202) 225-3246

Suite 108, 1530 Greenview Drive S.W., Rochester, MN 55902
(507) 252-9841; 1-800-862-8632; Fax: (507) 252-9915

Second District

Congressman Mark Kennedy (R)

Email: mark.kennedy@mail.house.gov

Website: www.house.gov/markkennedy

1415 Longworth House Office Building, Washington, D.C. 20515
(202) 225-2331; Fax: (202) 225-6475

1111 Highway 25 North, Suite 204, Buffalo, MN 55313
(763) 684-1600; 1-800-453-9392; Fax: (763) 684-1730

Third District

Congressman Jim Ramstad (R)

Email: mn03@mail.house.gov

Website: <http://www.house.gov/ramstad/>

103 Cannon House, Office Building, Washington, D.C. 20515
(202) 225-2871; Fax: (202) 225-6351

1809 Plymouth Road South, Suite 300, Minnetonka, MN 55305
(952) 738-8200; Fax: (952) 738-9362

Fourth District

Congresswoman Betty McCollum (DFL)

Email: betty.mccollum@mail.house.gov

Website: <http://www.house.gov/mccollum>

1029 Longworth House, Office Building, Washington, D.C. 20515
(202) 225-6631; Fax: (202) 225-1968

165 Western Ave. No., Suite 17, St. Paul, MN 55102

Fifth District

Congressman Martin Olav Sabo (DFL)

Email: martin.sabo@mail.house.gov

Website: <http://www.house.gov/sabo/>

2336 Rayburn House Office Building, Washington, D.C. 20515
(202) 225-4755; **Fax:** (202) 225-4886

286 Commerce at the Crossings, 250 Second Ave. S., Mpls, MN 55401
(612) 664-8000; **Fax:** (612) 664-8004

Sixth District

Congressman William P. Luther (DFL)

Email: bill.luther@mail.house.gov

Website: <http://www.house.gov/luther/>

117 Cannon House Office Building, Washington, D.C. 20515
(202) 225-2271; **Fax:** (202) 225-3368

Suite 150, 1811 Weir Drive, Woodbury, MN 55125
(651) 730-4949; **Fax:** (651) 730-0507

Seventh District

Congressman Collin Peterson (DFL)

Email: tocollin.peterson@mail.house.gov

Website: <http://www.house.gov/collinpeterson/>

2159 Rayburn House Office Building, Washington, D.C. 20515
(202) 225-2165; **Fax:** (202) 225-1593

Minn. Wheat Growers Bldg., 2603 Wheat Drive
Red Lake Falls, MN 56750
(218) 253-4356; **Fax:** (218) 253-4373

Suite 107, 714 Lake Ave., Detroit Lakes, MN 56501
(218) 847-5056 **Fax:** (218) 847-5109

110 Second St. S., Suite 112, Waite Park, MN 56387
(320) 259-0559; **Fax:** (320) 259-0413

Eighth District

Congressman James L. Oberstar (DFL)

Email: Access to e-mail through Web site.

Website: <http://www.house.gov/oberstar/>

2365 Rayburn House Office Building, Washington, D.C. 20515
(202) 225-6211; **Fax:** (202) 225-0699

231 Federal Building, Duluth, MN 55802
(218) 727-7474; **Fax:** (218) 727-8270

Chisholm City Hall, 316 Lake St., Chisholm, MN 55719
(218) 254-5761; **Fax:** (218) 254-5132

Brainerd City Hall, 501 Laurel St., Brainerd, MN 56401
(218) 828-4400; **Fax:** (218) 828-1412

13065 Orono Parkway, Elk River, MN 55330,
(763) 241-0188; **Fax:** (763) 241-0233

5481 St. Croix Trail, North Branch, MN 55056
(651) 277-1234; **Fax:** (651) 277-1235

Iowa Senators

Senator Chuck Grassley (R)

Email: chuck_grassley@grassley.senate.gov

Website: <http://www.senate.gov/~grassley/constit.htm>

Washington Office: 135 Hart Senate Office Building, Washington, DC 20510-1501; phone: (202)224-3744

Senator Tom Harkin (D)

Email: tom_harkin@harkin.senate.gov

Website: http://www.senate.gov/~harkin/state_offices.html

Washington, D.C. Office: 731 Hart Senate Office Building, Washington, D.C. 20510; phone: (202) 224-3254; Fax: (202) 224-9369

Michigan Senators

Senator Carl Levin (D)

Website: <http://levin.senate.gov/contact.htm>

Washington, D.C. Office: SR-269, Russell Senate Office Building

U.S. Senate Washington, DC 20510

Phone (202) 224-6221; Fax: (202) 224-1388

Senator Debbie Stabenow (D)

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Website: <http://stabenow.senate.gov/contact.htm>

Washington, D.C. Office: 702 Hart Senate Office Building

Washington, DC 20510; phone: (202) 224-4822

North Dakota Senators

Senator Kent Conrad (D)

E-mail: senator@conrad.senate.gov

Website: <http://conrad.senate.gov/offices.html>

Washington, D.C. Office: 530 Hart Senate Office Building

United States Senate, Washington, DC 20510-3403

Phone: (202) 224-2043; Fax: (202) 224-7776

Toll-free Phone: 1-800-223-4457; TDD: (701) 232-2139

Senator Byron Dorgan (D)

Email: (through website)

Website: <http://dorgan.senate.gov/offices.html>

Washington, D.C. Office: 713 Hart Senate Office Building

Washington, DC 20510; phone: (202) 224-2551; Fax: (202) 224-1193

South Dakota Senators

Senator Tom Daschle (D)

Email: (through website)

Website: <http://daschle.senate.gov/services/contact.html>

Washington Office: United States Senate, Washington, DC 20510 (202) 224-2321

Senator Tim Johnson (D)

Email: tim@johnson.senate.gov

Website: <http://www.senate.gov/~johnson/offices.htm>

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Washington, DC 20510; phone (202) 224-5842

TDD (202) 224-8279; Fax: (202) 228-5765

Wisconsin Senators

Senator Russell Feingold (D)

Email: (through website)

Website: <http://www.senate.gov/~feingold/>

Washington, D.C. Office:

506 Hart Senate Office Building, Washington, DC 20510-4904

(202) 224-5323; TDD: (202) 224-1280

Senator Herb Kohl (D)

Email: senator_kohl@kohl.senate.gov

Website: <http://www.senate.gov/~kohl/office.html>

Washington, D.C. Office: 330 Hart Senate Office Building,

United States Senate, Washington, D.C. 20510

Phone: (202) 224-5653

President of the United States

President George W. Bush (R)

White House, 1600 Pennsylvania Ave., N.W.,

Washington, D.C. 20500; phone: (202) 456-1414

Email: President@whitehouse.gov

Website: <http://www.whitehouse.gov/contact/>

Presidential Inquiries and Comments Office: (202) 456-1111. 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.

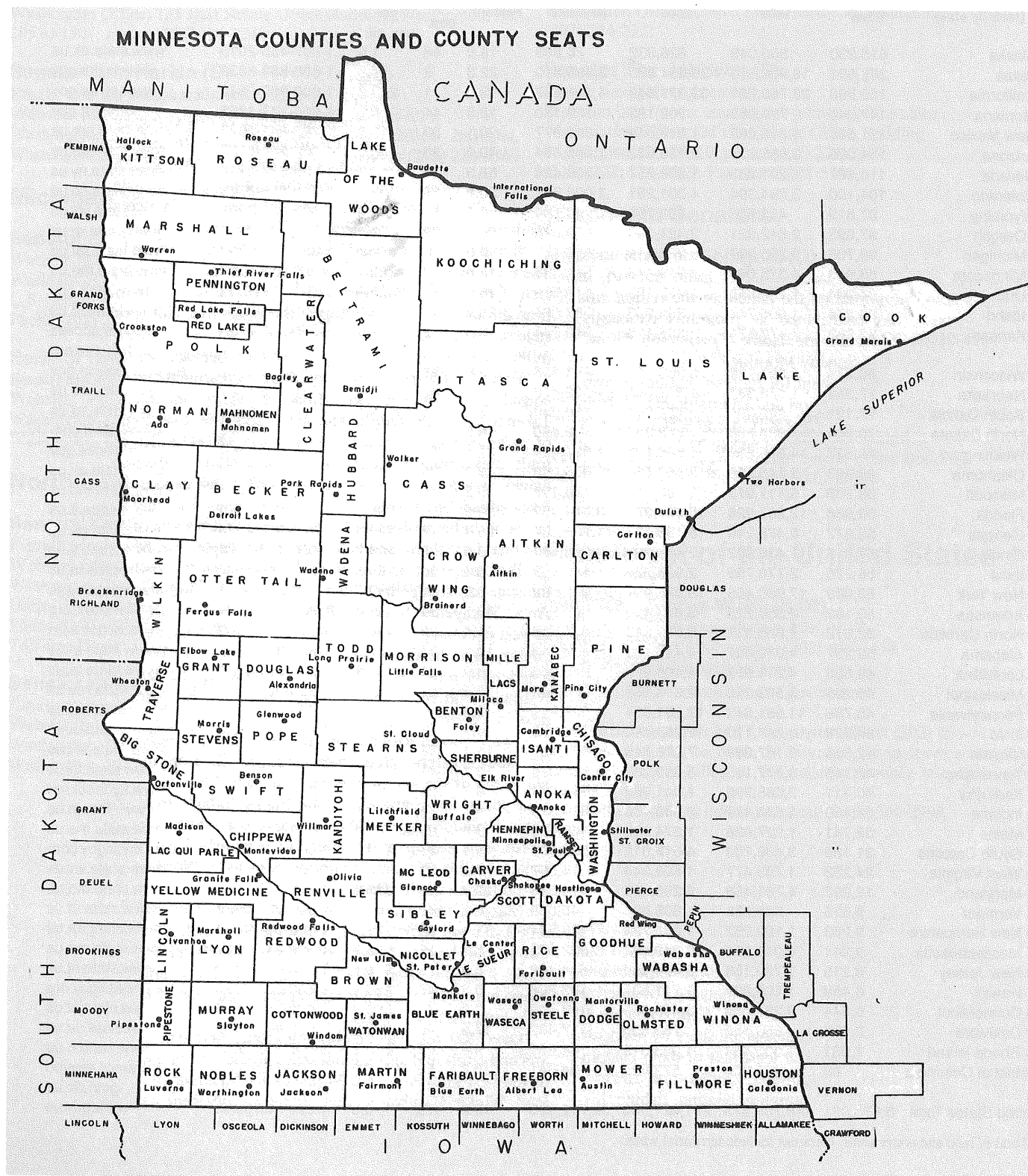
For other federal information, call 1-800-366-2998.

States Sizes, Populations and Points of Access

State (rank by size)	Square Miles ^a	Census Population		Change, 1990 to 2000		Rank by pop.	Pop. density per sq. mi.	Information	Web page
		1990	2000	Numeric	Percent				
1 Alaska	615,230	550,043	626,932	76,889	14.0	48	1.0	1-907-465-2010	www.state.ak.us
2 Texas	268,601	16,986,510	20,851,820	3,865,310	22.8	2	77.6	1-800-888-8839	www.texas.gov
3 California	158,869	29,760,021	33,871,648	4,111,627	13.8	1	213.2	1-800-862-2543	www.texas.gov
4 Montana	147,046	799,065	902,195	103,130	12.9	44	6.1	1-800-847-4868	www.mt.gov
5 New Mexico	121,598	1,515,069	1,819,046	303,977	20.1	36	15.0	1-800-545-2040	www.state.nm.us
6 Arizona	114,006	3,665,228	5,130,632	1,465,404	40.0	23	45.0	1-602-254-6500	www.state.az.us
7 Nevada	110,567	1,201,833	1,998,257	796,424	66.3	38	18.1	1-800-638-2328	silver.state.nv.us
8 Colorado	104,100	3,294,394	4,301,261	1,006,867	30.6	26	35.6	1-800-265-6723	www.state.co.us
9 Wyoming	97,819	453,588	493,782	40,194	8.9	51	5.0	1-800-225-5996	www.state.wy.us
10 Oregon	97,093	2,842,321	3,421,399	579,078	20.4	29	32.4	1-800-547-7842	www.state.or.us
11 Michigan	96,705	9,295,297	9,938,444	643,147	6.9	8	99.0	1-800-543-2937	www.state.mi.us
12 Minnesota	86,943	4,375,099	4,919,479	544,380	12.4	20	53.1	1-800-657-3700	www.state.mn.us
13 Utah	84,904	1,722,850	2,233,169	510,319	29.6	34	22.9	1-801-538-1030	www.utah.gov
14 Idaho	83,574	1,006,749	1,293,953	287,204	28.5	41	13.8	1-800-635-7820	www.state.id.us
15 Kansas	82,282	2,477,574	2,688,418	210,844	8.5	32	31.6	1-800-252-6727	www.access kansas.org
16 Wisconsin	80,374	4,891,769	5,363,675	471,906	9.6	18	64.2	1-800-372-2737	www.wisconsin.gov
17 Nebraska	77,359	1,578,385	1,711,263	132,878	8.4	37	21.3	1-800-228-4307	www.state.ne.us
18 South Dakota	77,121	696,004	754,844	58,840	8.5	45	9.5	1-800-732-5682	www.state.sd.us
19 North Dakota	70,704	638,800	642,200	3,400	0.5	47	9.0	1-800-437-2077	discovernd.com
20 Washington	70,637	4,866,692	5,894,121	1,027,429	21.1	15	77.8	1-800-544-1800	access.was.gov
21 Oklahoma	69,903	3,145,585	3,450,654	305,069	9.7	28	46.8	1-800-652-6552	www.state.ok.us
22 Missouri	69,709	5,117,073	5,595,211	478,138	9.3	16	75.8	1-800-877-1234	www.state.mo.us
23 Florida	59,988	12,937,926	15,982,378	3,044,452	23.5	4	236.9	1-904-487-1462	www.state.fl.us
24 Georgia	58,977	6,478,216	8,186,453	1,708,237	26.4	11	120.4	1-800-847-4842	www.state.ga.us
25 Illinois	57,918	11,430,602	12,419,293	988,691	8.6	6	204.7	1-800-487-2446	www.state.il.us
26 Iowa	56,276	2,776,755	2,926,324	149,569	5.4	30	50.8	1-800-345-4692	www.state.ia.us
27 New York	53,989	17,990,455	18,976,457	986,002	5.5	3	336.7	1-800-225-5697	www.state.ny.us
28 Arkansas	53,182	2,350,725	2,673,400	322,675	13.7	33	46.4	1-800-628-8725	www.ark.org
29 North Carolina	52,672	6,288,637	8,049,313	1,420,676	21.4	10	135.8	1-800-847-4862	www.ncgov.com
30 Alabama	52,237	4,040,587	4,447,100	406,513	10.1	22	81.8	1-800-252-2262	www.state.al.us
31 Louisiana	49,650	4,219,973	4,468,976	249,003	5.9	21	87.8	1-800-334-8626	www.state.la.us
32 Mississippi	48,286	2,573,216	2,844,658	271,442	10.5	31	55.2	1-800-927-6378	www.state.ms.us
33 Pennsylvania	45,759	11,881,643	12,281,054	339,411	3.4	5	265.2	1-800-847-4872	www.state.pa.us
34 Ohio	44,828	10,847,115	11,353,140	506,025	4.7	7	249.9	1-800-282-5393	www.state.or.us
35 Virginia	42,326	6,187,358	7,078,515	891,157	14.4	12	157.0	1-800-847-4882	www.state.vv.us
36 Tennessee	42,145	4,877,185	5,689,283	812,098	16.7	17	124.1	1-800-836-6200	www.state.tn.us
37 Kentucky	40,411	3,685,296	4,041,769	356,473	9.7	24	95.3	1-800-225-8747	www.kydirect.net
38 Indiana	36,420	5,544,159	6,080,485	536,326	9.7	14	159.8	1-800-289-6646	www.state.in.us
39 Maine	33,741	1,227,928	1,274,923	46,995	3.8	39	36.6	1-800-533-9595	www.state.me.us
40 South Carolina	31,189	3,486,703	4,012,012	525,309	15.1	25	119.7	1-800-734-0122	www.myscgov.com
41 West Virginia	24,232	1,793,477	1,808,344	14,867	0.8	35	75.3	1-800-225-5982	www.state.wv.us
42 Maryland	12,297	4,781,468	5,296,486	515,018	10.8	19	413.0	1-800-543-1036	www.state.md.us
43 Vermont	9,615	562,758	608,827	46,069	8.2	49	60.2	1-800-837-6668	www.state.vt.us
44 New Hampshire	9,283	1,109,252	1,235,786	126,534	11.4	42	121.7	1-800-386-4664	www.state.nh.us
45 Massachusetts	9,241	6,016,425	6,349,097	332,672	5.5	13	646.7	1-800-447-6277	www.state.ma.us
46 New Jersey	8,215	7,730,188	8,414,350	684,162	8.9	9	965.4	1-800-537-7397	www.state.nj.us
47 Hawaii	6,459	1,108,229	1,211,537	103,308	9.3	40	188.9	1-800-257-2999	www.ehawaii.gov
48 Connecticut	5,544	3,287,116	3,405,565	118,449	3.6	27	590.9	1-800-282-6863	www.state.ct.us
49 Delaware	2,397	666,168	783,600	117,432	17.6	46	300.0	1-800-441-8846	www.state.de.us
50 Rhode Island	1,231	1,003,464	1,048,319	44,855	4.5	43	813.2	1-800-556-2484	www.state.ri.us
District of Columbia	68	606,900	572,059	-34,841	-5.7	50	8,205.9	1-202-789-7000	www.dccouncil.washin gton.dc.us
United States Total	3,675,031	248,709,873	281,421,906	32,712,033	13.2	n/a	76.6	1-800-366-2998	www.gov.us

a. Total of land and water areas. Does not include territorial water.

MINNESOTA COUNTIES AND COUNTY SEATS



About Minnesota

MINNESOTA BECAME THE NATION'S 32ND STATE IN 1858. At the time, only Texas and California were larger in size. Today, nine additional states are larger: Alaska, Montana, New Mexico, Arizona, Nevada, Colorado, Oregon, Wyoming and Michigan, making Minnesota the United States' 12th largest state.

The Minnesota state motto, "L'Etoile du Nord" (the Star of the North) shows the strong influence of the French explorers and voyageurs who lived and worked in the Western Great Lakes region and vast prairielands spreading to the Rocky Mountains. They encountered two American Indian tribes, the Dakota (Sioux) and the Ojibwa (Chippewa). Minnesota's history chronicles the mix of these native American peoples through centuries of immigrant waves of people from around the world.

The population of Minnesota, about 4.92 million in 2000, reflects a wide diversity of peoples, and ranks the state 20th among the 50 states in population.

The Minnesota we know today is in fact an ancient land. Its story was written in stone more than two billion years ago in geologic 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.

Geography

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 Winnebago. The state motto, cast by early settlers, "L'Etoile du Nord" (French for "The Star of the North") describes the state's central and northernmost position among the 48 coterminous states.

The state stretches 405 miles from north to south, while the width varies from 385 miles at its greatest along the Canadian border, down to about 185 at its narrowest width. The Minnesota Department of Natural Resources lists the total area of the state at 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.

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.

Measuring degrees in Fahrenheit, the average temperature 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°.

International Falls, called the "nation's icebox," makes use of its natural resource with a cold weather research laboratory, testing equipment, materials and products to see how they react to sustained cold temperatures. The coldest on record in Minnesota is -60° on Feb. 2, 1996 at Tower, Minn. The coldest recorded temperature in the Twin Cities was -41° on Jan. 21, 1888. The warmest temperature in the state on record was 114° in Moorhead, Minn. on July 6, 1936, tying the record for "hottest day" recorded at earlier dates and other Minnesota locations. In the Twin Cities area, the warmest temperature was 108° on July 14, 1936.

In July, the average daily high and low temperatures 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 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.

Geology

In Minnesota's early days great lava flows were forced from the earth's interior. In the process of expelling gases and magma, immense 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

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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 geologic time, Minnesota's elements, exposed large areas of the earth's oldest rocks — granite, 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 Giants's Ridge," this ancient granite extends from a few miles north of Grand Rapids north-eastward 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 Vermilion 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 Pre-

cambrian 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. Southwestern Minnesota, a country of steep valleys, rocky bluffs, and flat uplands, displays sedimentary rocks of the Paleozoic ages as a result of this stream erosion. The dalles of the St. Croix River is the meeting place of two rivers that joined to form the St. Croix River. 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 walls 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 40-80 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 forest lands, cut over for timber, are growing back with aspen, birch and jack pine and are used today by the state's forest products industries.

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 which flows into Lake Winnipeg and Hudson Bay.

Earthquakes

In the 141 years since 1860, Minnesota has recorded 18 earthquakes, more than half of them during the last 35 years. Most of Minnesota's earthquakes occur along a line that runs from the southwest to the northeast through Ortonville, Morris, Alexandria, Staples and Niswaga. This area is part of the Great Lakes Tectonic Zone, which, along with the Yellow Medicine Shear Zone, was formed more than 2 billion years ago. They are called zones instead of faults because the exact location is hard to pin down, but runs in about a 30-mile wide band situated on the basis of earthquakes that have occurred in the past.

The North American continent sits on a plate that is gradually moving westward, experiencing slippage on various fault lines and causing earthquakes. Faults are fractures in the rocks where pressure in the earth's crust tends to be released. One theory says today's Minnesota quakes are caused by glacial unloading. This is the rebounding of areas depressed by the weight of glaciers that buried Minnesota and much of the Dakotas about 12,000 years ago. The glaciers — over a mile thick — depressed the earth under their massive weight.

Earthquakes measuring less than 5.0 on the Richter scale are generally considered minor quakes and cause little damage. About 6,200 minor quakes occur each year around the globe. Each increase in a

whole number on the Richter scale represents a 10-fold increase in power and a 30-100 times increase in energy released. Damage usually occurs with magnitude 5-5.9 quakes. There are about 800 earthquakes around the world in that range every year. Only the few earthquakes that measure 6.5 and above have the ability to cause severe property damage and the loss of large numbers of lives. An earthquake registering between 7 and 8 on the Richter scale is classified as major, while anything higher than 8 qualifies as great.

An earthquake, measuring about 4.7 on the Richter scale, occurred on July 10, 1975 in the neighboring towns of Alberta and Morris. No damages or injuries were reported. In June 1987, an earthquake registering 4.1 in Lawrenceville in southeastern Illinois was felt in southeastern Minnesota. The most recent quake felt in Minnesota occurred on October 20, 1995, centered next to the Minnesota border near Rosholt, S.D. The only recorded earthquake damage suffered in the state came in 1917 when a quake centered in Staples, registering 4.3 on the Richter scale, knocked down some chimneys. The most powerful quake in Minnesota was in 1860 and was estimated at 5.0. The Richter Scale was not invented until 1935. Below is a list of recorded quakes felt in Minnesota:

Earthquakes in Minnesota: Date, Epicenter, County, Magnitude

Date	Epicenter	County	Magnitude
1860	Long Prairie	Todd	5.0
Dec. 16, 1860	New Prague	Scott	4.7
Dec. 28, 1880	St. Vincent	Kittson	3.6
Feb. 6, 1917	Red Lake	Beltrami	3.6
Sept. 3, 1917	Staples	Todd	4.3
Dec. 23, 1923	Bowstring	Itasca	3.8
Jan. 28, 1939	Detroit Lakes	Becker	3.9
Feb. 15, 1950	Alexandria	Douglas	3.6
Sept. 28, 1964	Pipestone	Pipestone	3.4
July 9, 1975	Morris	Stevens	4.7
Mar. 6, 1979	Milaca	Mille Lacs	1.0
April 16, 1979	Evergreen	Becker	3.1
May 14, 1979	Rush City	Chisago	1.0
July 26, 1979	Nisswa	Crow Wing	1.0
April 24, 1981	Cottage Grove	Washington	3.6
Sept. 27, 1982	Walker	Cass	2.0
June 1987	Lawrenceville	Lawrence, Ill.	4.1
June 4, 1993	N.W. of Morris	Stevens	4.1
Feb. 9, 1994	N. of Granite Falls	Yellow Medicine	3.1
Oct. 20, 1995	Rosholt,	Roberts, S.D.	3.7

For more information, contact the Minnesota Geological Survey, 2642 University Ave., St. Paul, MN 55114-1057 (SEE their listings among the Executive Branch agency listings, and in the University of Minnesota's entry in this Guidebook).

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 about 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 humans 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.

Mound Builders

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.

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 tepee 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, 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 constellation known as 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 1880s, 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, two and a half 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 chiseled 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."

It is conjectured that the Vikings, fearing they would never see their 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, tepees 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. 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 and the Ojibwa. The Indian tribes were named by the French, Sioux for Dakota and Chippewa for Ojibwa, sometimes spelled Ojibway or Ojibwe

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, Wahpeton, 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, 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 tepees 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 Lakota 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 were the French, who arrived in the early 1600s. 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 Nicolle explored Lake Michigan, Green Bay and the Fox River in 1634; Robert Cavalier, sieur de La Salle traveled the Mississippi River from its mouth to St. Anthony Falls, explored the Minnesota River and commanded Fort Frontenac; Pierre Esprit Radisson and his brother-in-law Louis Chouart, sieur des Groseilliers explored Lake Superior and founded the Hudson's Bay Co.; Louis Jolliet explored the upper Mississippi with Jacques Marquette who established the mission of Sault Ste. Marie at the Great Lakes junction and crossroads of white and Indian travel at the Ojibwa village, Saulteurs; Daniel Greysolon, sieur DuLhut explored Mille Lacs and the St. Croix River; Louis Hennepin explored Lake Pepin and St. Anthony Falls; Pierre Gaultier de Varennes, sieur de La Verendrye explored Lake of the Woods and established Fort St. Charles there, from which explorations of the upper Missouri River were launched; and two Canadian governors who directed and inspired explorations: Samuel de Champlain, explorer and chief founder of New France who established a colony at Quebec, and Count Frontenac, governor of New France who aided in establishment of forts and sought to restrain the British in the French and Indian Wars.

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, 1805 Zebulon Pike 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 United States 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. In 1825 the fort was renamed Fort Snelling after its commander Colonel Josiah Snelling. Under the shadows of Fort Snelling, a town grew.

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.

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*. The Mississippi River and waters flowing into it run through all or part of 33 states, about 40 percent of the land in the U.S.

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 Lucien 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 anti-slavery 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 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. (Minnesota was also the first state to contribute troops for the Spanish-American War in 1898 and for the First World War upon the United States entry into that conflict in 1917.)

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.

A little over two weeks later an Indian uprising erupted in the south central part of the state about 80 miles west of the present-day Twin Cities.

Indian War

The Sioux treaties of the 1850s stand as monuments to the greedy United States policy toward Indian lands, and the insensitive attitude toward 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 west central Meeker County. 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. On December 26, 1862, thirty-eight Indians were publicly hanged in Mankato — the largest mass execution in United States history.

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 shop-keepers, 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, Icelandics, Welsh, Luxemburgers, Greeks, Italians, Austrians, Cornish, Slovaks, Serbs, Croatians, Moravians, Hungarians, Belgians, Ukrainians, Rumanians, and important Jewish immigration from several European countries.

Until about 25 years ago Asians 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. One was a group of Japanese Americans, the Nisei Military Intelligence Language School, who trained in Minneapolis and offered translation services to the U.S. armed forces during World War II. In the years 1975-1981, over 21,500 Indochinese settled in Minnesota giving the state the sixth largest Indochinese population in the country, the largest concentration of Hmong in the U.S., living in St. Paul, and the second largest concentration of Tibetans in the U.S.

A Festival of Nations

Also part of this immigrant group are Vietnamese, Laotians, Cambodians, and ethnic Chinese. Other Asian immigrants include Nepalese, Thais, Indians, Pakistanis, Malaysians, Indonesians, Borneans, Sumatrans, New Guineans, Koreans, Taiwanese, Philipinos, Burmese, and Pacific Islanders. Minnesota has also recently welcomed immigrants from Africa, a sizeable group from Somalia, as well as people from Arab nations, and the Balkans, adding these unique influences and cultures to Minnesota's character. A "Festival of Nations" is celebrated annually in the Capital city, St. Paul, the first weekend of May, where customs and costumes, foods and music keep alive the many cherished cultural heritages of Minnesota.

For all these groups abandoning their homes and native lands, and crossing an ocean and 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 and rich diversity 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 in festivals featuring rich ethnic variations in food, clothing, art forms, architecture, business and social practices.

The 2000 census showed the state's population grew by 12.4 percent since 1990 (7.3 percent from 1980 to 1990, and 7.1 percent growth from 1970 to 1980). See the accompanying population growth chart for 10-year totals.

Population Growth of Minnesota 1850-2000

1850	6,077 ^a
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	2,563,935
1940	2,792,300
1950	2,982,483
1960	3,413,864
1970	3,805,069
1980	4,075,970
1990	4,375,099
2000	4,919,479

a.(the Minnesota Territory included a large part of the area of the present states of North and South Dakota)

Growth of Minnesota's Business and Industry

Lumber

Minnesota's oldest manufacturing industry is lumbering. In 1839 the first commercial sawmill was built at the village of Marine on St. Croix. 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.

Paul Bunyan and Creatures of the Lumberwoods

Some of the best tales of those logging camps come through the colorful stories of Paul Bunyan and Babe, the Blue Ox, legendary frontier heroes who helped settle and develop the United States. Created by a Detroit newspaperman, Paul and Babe became the trademark of the Red River Lumber Company, with William B. Laughead elaborating Paul Bunyan's incredible logging feats in company pamphlets. Lumberjacks were storytellers, and camp bunkhouses were rich with the lore of men of prodigious strength. William T. Cox's *Fearsome Creatures of the Lumberwoods* features their stories of strange beasts, like the Hugag, Hudog, Splinter Cat, Agropelter, and the Side-Hill Dodger.

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 ever northward in pursuit of the massive virgin pines. After the 1880s. Duluth, then Virginia, and later Cloquet became important lumbering centers with large mills.

Great Hinckley Forest Fire

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 (BWCA), 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. The BWCA was also home to the only timberwolf population south of Canada until the introduction of wolves to Yellowstone National Park in 1995.

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.

Conservation Department Established

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 31 percent of the state is forested, with forest industry a big business. The 2000 value of wood and special forest products (boughs and Christmas trees) delivered to the mill was \$290 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 \$7.7 billion during 2000 and employed 61,000 persons.

The largest single producer of forest products in Minnesota is the pulp and paper manufacturing industry which operates nine pulp and paper mills in the state. In addition, there is one hardboard and six waferboard plants in Minnesota. In 2000, these mills used the equivalent of three million cords of pulpwood. That same year, Minnesota's forests also provided 280 million board feet of lumber, logs and bolts; over 12 million Christmas trees and wreaths; 5,000 cords of matchwood, 16,000 posts and poles; and slightly over 750,000 cords of firewood.

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 — efficient methods of converting iron into steel — were developed 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. Here, where the Indians claimed "giant red men" were buried. 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 mine, almost five miles across and nearly 600 feet deep.

Minnesota's "Iron Range"

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. Ore was first discovered on the Cuyuna Range in the 1890s by Cuyler Adams. He named the range by merging his first name with that of his dog Una. 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.

More than 400 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 were nearly 365 million tons. Only 250 million tons of iron ore were shipped during the 1930s. In the five years of World War II more than 338 million tons of Minne-

sota iron ore were shipped, with another 304 million tons during the five years following the war, and 344 million tons were shipped from 1950-1955.

Tacinite Ore

In the early 1950s, 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. 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 that is used to separate iron from rock. Taconite processing began at Silver Bay in 1956 and has 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. Mining is a \$1.35 billion business in Minnesota. Minnesota currently supplies more than 75 percent of the iron ore mined in the United States.

Exploration companies are actively searching in Minnesota for other minerals not currently produced. The state has a high potential for gold, platinum, other precious metals, copper, zinc, and industrial minerals.

Other mineral commodities produced in Minnesota include manganese ore, silica sand, kaolin clay, peat, construction sand and 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 Kasota limestone, Winona travertine and Morton gneiss.

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.

Small Grains and Milling

In 1880, small grains accounted for more than 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 after lumber 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 1850s. The first mills were built by lumbermen who needed a dependable source of flour to feed their lumberjacks. By the 1850s 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 ensure 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 1870s, railroads were built westward through Minnesota to the Red River Valley where newly arrived immigrants were opening farms to raise wheat. By the late 1870s, 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, and helped earn it the nickname "Mill City." 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.

Crop Diversification

By the 1890s, 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.

Dairy and Livestock

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 have taken place in Minnesota agriculture.

Today, income derived from livestock and livestock products is nearly equal to income derived from crop production. In 1998, \$3.8 billion was received from livestock and its products and \$3.9 billion was received from crops. In 1998, dairy farmers received more than \$1.4 billion in receipts for the sale of milk. Minnesota's ranking in dairy products is: fourth in cheese, fifth in butter, fifth in milk, and fifth in ice cream.

Meat packing in Minnesota rose sharply during the 1920s 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 1930s 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.

Vegetables, Canning and Soybeans

After a small beginning in the 1900s, vegetable canning increased in importance during the 1930s. 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 complement the total food processing industry, and have mutual benefits for the farm and consumer.

Soybeans, previously raised as a forage crop, came into prominence in Minnesota agriculture in the 1940s 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 1950s Minnesota was producing 12% of the nation's bean crop, and a considerable percentage of its soybean oil.

Today, soybeans are Minnesota's most valuable crop, worth over \$1.4 billion. In 1998, 6.8 million acres of soybeans were harvested. Minnesota soybean acreage has increased by more than 2,500 times since 1934 when information on soybeans was first recorded. "Soy ink" is a new industrial product made from soybeans and is now commonly used in the printing industry.

Corn is Minnesota's second most valuable crop and occupies more acreage than any other crop. In 1998, Minnesota farmers harvested a corn crop that yielded a record 153 bushels per acre. Production totaled just over 1 billion bushels from 6.75 million acres.

Today, Minnesota agriculture continues to be diversified with approximately 49% of Minnesota cash farm income from livestock, dairy and poultry, and 51% from crops. 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 nearly one fifth of the state's total economic activity. Agriculture and its related industries provide employment for nearly one of every four Minnesota workers. Hundreds of different types of occupations are dependent upon today's scientific agriculture and the sophisticated related industries that market, process, package and distribute its products worldwide.

Minnesota's Growing Season

Minnesota has one of the shortest growing seasons in the nation. The average season ranges from a maximum of 163 frost-free days in southeastern counties to a minimum of 107 days in northeastern counties. Considering the climate and the fact that 15 other states have larger acreages of agricultural land, it is interesting to note that in 1998, the state ranked 6th in cash receipts from crops, 8th in livestock receipts, and 7th in all farm product receipts. Farm production is about 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 106 tons for each family farming unit, and slightly over one ton per harvested acre. Minnesota's 1994 crop production averaged nearly 700 tons per farm and over 3 tons per harvested acre. These figures show the average Minnesota farm family now produces almost seven times as much as the farm family of 1935, while each harvested acre is producing three times more than in 1935.

The Old Farmstead

In 1935, most Minnesota farms were heavily self-sufficient. Much 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 mechaniza-

tion 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.

The Modern Farm

Average yields of Minnesota crops per acre in 1935 were considerably different from the average per acre crop yields today. The development of a wide range of yield-enhancing technologies for the crops and livestock has increased production.

Total crop production in Minnesota in 1998 included a record 1 billion bushels of corn, 285 million bushels of soybeans, 80 million bushels of wheat, 19.5 million bushels of oats, 165 million pounds of sunflowers, 7.1 million tons of hay, and 2.5 million hundredweight of dry beans. Total livestock and poultry production included 2.5 million cattle and 165,000 sheep and lambs; and 5.7 million hogs. (See "Agriculture" in Manufacturing Specializations section two pages ahead).

Crop	1935 average yield per acre	1998 average yield per acre
corn	33 bushels	153 bushels
wheat	10.6 bushels	40.6 bushels
barley	25.5 bushels	55 bushels
oats	37 bushels	63 bushels
flaxseed	9.5 bushels	16 bushels
rye	17.5 bushels	31 bushels
soybeans	14 bushels	42 bushels
sugarbeets	7.5 tons	21.2 tons
hay	1.5 tons	2.96 tons
sunflowers	-----	1,320 pounds
dry edible beans	-----	1,450 pounds

Today, Minnesota agriculture occupies 28.8 million acres, or 57 percent of the state's total land area. This agricultural land is valued at over \$29.5 billion. The 81,000 farms sharing this rich natural resource are the most efficient in state history and among the most efficient in the world. The average farm size is 356 acres.

Minnesota agriculture generates more than \$7.7 billion annually in farm income. Minnesota ranks 7th among all states in annual farm cash receipts.

Leading Food and Fiber Producer

Minnesota ranks among the leading food and fiber producers in the U.S. and is recognized as a major supplier in the global markets. Minnesota typically ranks 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 is the only market trading spring wheat futures. The Minnesota Departments of Agriculture and Trade and Economic Development work together to increase Minnesota's global agricultural 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. The Agricultural Development Bond Program, more commonly known as Minnesota's Aggie Bond Beginning Farmer Loan Program, is a tax-exempt bond program designed to assist beginning farmers in the state of Minnesota to acquire agricultural property at lower interest rates. The program enables lenders to receive interest that is exempt from federal and Minnesota income taxation on loans made to beginning farmers. The lender will arrange the loan and purchase from the Rural Finance Authority, a federally tax-exempt Private Activity Bond (PAB) in the amount of the loan. The proceeds of that bond will be lent to the beginning farmer by the authority, and that loan and its collateral will be assigned to the lender as security for the tax-exempt bond.

Manufacturing

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.

Factories and Railroads

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.

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.

Raw Materials and Labor

Minnesota's most important manufacturers 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 had been employed in farming and mining, the number of factory workers, compared to the total labor force, had 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. Manufacturing employment steadily increased and continued to grow into the 1950s.

In 1947, 12.5 percent of the state's workers were employed in the factories. In 1950 the figure rose to 16.5 percent, a rise almost five times greater than the national average for those years. By 1960, 20 percent of the state's workers were employed in factories, with the main shift in and around the Twin Cities.

Specialized Manufacturing

Manufacturing continues to be an integral part of the Minnesota economy. A continuing process of economic diversification, however, began about the time of World War II. As the following sections show, this diversification has resulted in a strong, balanced economy that has moved Minnesota into a position of industrial leadership in the United States.

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. During the 1940s 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 1997, Minnesota's more than 8,000 manufacturing plants had shipments valued at \$76.2 billion. Employment in Minnesota's diverse manufacturing industries for the period of 1990 to 2000 increased by approximately 9.6 percent, compared to a nationwide decrease of 3.3 percent.

High Technology and Computers

Manufacturing is an important economic sector in terms of employment and wage income. When one examines Minnesota's employment structure in more detail, industrial specialties emerge: Minnesota is a high technology state with more than three times the national share of employment in the computer industry.

Once the home of early technology industry giants Control Data and Cray Research, today many high technology Fortune 500 companies are based in or operate in Minnesota, including IBM, Seagate Technology and Cypress Semiconductor. The industrial machinery industry, which includes computer manufacturing, is the state's largest manufacturing industry, employing almost 80,000 workers, including more than 20,000 in computer manufacturing alone.

With more than 38,000 employees, Minnesota also is a leader in design and manufacture of scientific instruments. A variety of Minnesota-based firms dominate this industry, including Rosemount and Medtronic.

Minnesota's second largest manufacturing industry is the printing and publishing industry. Employment in this area is almost 55,000. Minnesota-based giants in these industries include Deluxe Corporation and West Group.

Minnesota's industrial makeup also reflects its natural resource base of timber and farm land. Food products processing is Minnesota's third largest manufacturing industry, employing more than 56,000 workers. Minnesota's leading food processing corporations include such firms as Pillsbury (now owned by General Mills), General Mills, Land O'Lakes, International Multifoods and Cargill.

In its wood products industries, Minnesota specializes in the production of paper products. Minnesota is particularly concentrated in the converted paper activity, which includes such products as 3M's Post-It Notes. Other corporations with a notable Minnesota presence in forest and/or paper product industries include Bemis, Pentair, Andersen Corporation, Marvin Lumber, Waldorf, Boise Cascade and Potlatch.

Business and Support Services

Because service activities largely depend on local markets, they differ from national patterns less than manufacturing activities. However, some interesting specializations still emerge. Minnesota has a sophisticated financial services sector, employing 161,000 workers in small institutions and such major companies as U.S. Bank, St. Paul Companies, and Reliastar.

Minnesota also has a well-developed transportation industry, specializing in air transportation. The Minneapolis-St. Paul International airport is the nation's tenth busiest airport and is the primary hub for Northwest Airlines.

Minnesota's business services sector employs nearly 180,000 workers (August 1995), with a large number of nationally recognized software, advertising, management and training firms.

Health Services

Another service industry specialization in Minnesota is health services, which employs nearly 221,000. Minnesota has top quality renowned medical institutions. The world famous Mayo Clinic, 80 miles south of the Twin Cities, continues to grow in prestige for research and teaching as well as for patient care. The University of Minnesota is also among the nation's leaders in medical research, specializing in transplant procedures and heart care.

Among other health services activities, Minnesota is home to some of the nation's best known residential health care facilities, such as the Hazelden Drug Rehabilitation Center, which attracts patients from around the world. In fact, nearly one-third of all revenue to the Twin Cities area drug treatment facilities comes from out-of-state patients.

Commerce and Finance

Minnesota serves as the financial hub of the Upper Midwest. The three largest industries in the state are services; manufacturing; and finance, insurance and real estate. Minnesota's employment in the finance, insurance and real estate sector grew at a rate of 20.1 percent, increasing from 117,738 employees in 1988 to 141,413 in 1996. This rate of increase was nearly seven times that the nation's growth rate in the same sector.

The same sector contributed \$25.4 billion to the state's gross state product in 1996. At the national level, gross product for the industry was \$1.4 billion, or about 18.9 percent of the GDP in 1996. Employment in Minnesota in this sector was approximately 141,413 in 1996, representing about 6 percent of all non-farm jobs in the state.

Banks and Finance Industry

As of Sept. 30, 2000, Minnesota had 488 commercial banks; of these 127 are nationally chartered banks and 361 are state chartered banks. Minnesota is also home to 22 savings institutions, all of which are federally chartered, and 129 state chartered credit unions. The state is also a leading supplier of venture capital and U.S. Small Business Administration Loans to businesses.

From 1988 to 1998, Minnesota employment in the finance industry grew by 26.2 percent, compared to 25.5 percent growth for total state employment and 8.5 percent growth in the finance industry nationwide. About 2.7 percent of this state's total employment is in financial services, or about one of every 37 workers.

Insurance Companies

Minnesota is also home to some of the nation's largest insurance companies. As a group, 57 domestic property and casualty insurers hold more than \$23.2 million in assets in 1999. There are 100 licensed township mutual companies with \$135 million in assets and 17 domestic life insurers with \$114.5 million in assets.

The Twin Cities of Minneapolis and St. Paul dominates the Upper Midwest in wholesaling, finance and cultural activities. This multistate region includes Minnesota, North Dakota, South Dakota, Nebraska, Iowa, and Wisconsin. The Minneapolis-St. Paul metropolitan area is by far the largest urban center in the region with 2.7 million people. The Twin Cities is the fourteenth ranked metropolitan area in the nation in retail sales, with \$22.6 billion.

Cooperative Movement Leader

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, in both rural and urban areas, assist residents in grain marketing, dairy production, milk and oil distribution, insurance, hardware, book buying, banking and food purchasing.

Although farm output represents less than three percent of GSP, Minnesota is a leading farm state. Minnesota ranks seventh among the 50 states in cash receipts of farms. In 1999 the state was the nation's largest producer of sugar beets and green peas, second largest producer of turkeys, sweet corn, oats and wild rice, and third largest producer of soybeans, spring wheat, flax and hogs.

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 opened 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.

School Districts

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.

Board of Education

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 had broad power over the development of education in the state. Through the commissioner and the department, it administered all laws relating to the public schools, libraries, and public educational institutions, including the educational program throughout the state, supervised the payment of various school aids, submitted to the governor and the legislature a biennial education budget, and prescribed 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. The board of education was abolished in 1998 and its duties transferred to the commissioner of the education department, renamed Department of Children, Families and Learning.

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.

2000 Enrollment

As of fall 2000, Minnesota had 341 operating school districts which operate elementary and secondary schools. Each school system functions under an elected school board. The state's public school system included 969 elementary schools, 163 middle schools, and 471 secondary schools. Enrollment in the public schools was a total of 845,800 students: 58,952 in kindergarten, 379,748 in grades 1-6, and 407,100 in grades 7-12.

The schools were staffed with 55,022 teachers, 3,015 administrators, coordinators, directors, and supervisors; and 4,997 support staff including counselors, librarians, reading consultants and others.

The state has 523 non-public schools. The total enrollment in non-public schools is 89,680 students: 9,478 in kindergarten, 49,978 in elementary, and 30,224 in secondary. 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.

In the 1980s and 90s, Minnesota has been recognized as a leader and innovator in public education. It pioneered school choice, a variety of enrollment options that allow students and parents to pick the program that best fits student needs. The state has invested heavily in rigorous graduation standards in education technology, alternative education programs for students who do not respond well to traditional schooling, and comprehensive early prevention and risk reduction programs to address social, familial, and personal barriers to learning.

Early Childhood Family Education

Minnesota has led the way in Early Childhood Family Education (ECFE), which combines developmentally appropriate activities for children from birth through age 4 with parenting education for the child's first and most important teachers, their parents. In 1994-95, more than 260,000 parents and children took advantage of these programs offered by 369 school districts and 4 tribal schools. Community education continues to expand to provide lifelong learning opportunities for all Minnesotans, with more than 5.2 million people participating in 1994-95 (duplicated count). These programs include ECFE, adult education, literacy, school-age child care, programs for non-speakers of English and people with disabilities, youth development/community service, and programs serving and involving the elderly.

Minnesota's schools rank seventh in the nation in terms of computer hardware availability. Additional innovations are schools in special areas, partnered with businesses and museums. Among them are the Science Museum Magnet School, the Saturn School of Tomorrow with special emphasis on computer learning, the Metropolitan Learning Alliance at the Mall of America with emphasis on business and retailing, and the School of Environmental Studies at the Minnesota Zoo, the first of its kind in the nation.

Public Higher Education

University of Minnesota

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 four campuses and 19 research and outreach centers and branch stations. The university of Minnesota is considered a great national institution with numerous undergraduate and graduate programs ranked among the top 10 in the country. With more than 48,000 full-time students on all campuses, the University of Minnesota is considered a great national institution with undergraduate and graduate programs excelling in engineering, chemistry, geography, agriculture and applied economics, psychology, communication disorders, economics, political science, forestry, and the physical sciences.

The university's alumni and faculty have included 13 Nobel laureates. Its graduate school ranks among the top 10 in the number of doctoral degrees conferred annually. The U of M has 238 endowed chairs and professorships as of December 1995, making it a leader in this area in the United States.

Research and Ranking

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.

In a prestigious ranking of 41 graduate programs released in September 1995 by the National Research Council (this report is published once every 10 years), 38 of the University's programs were highly ranked. The study, the first since 1982, looked at 3,634 programs at 274 universities. The University's chemical engineering program is once again ranked number one in the nation. The Geography program is ranked third, and other top-ten programs include psychology, 7th; mechanical engineering, 8th; and economics, 10th.

Colleges and Universities Network

Minnesota offers an extensive array of high quality opportunities for its citizens to continue their education beyond high school. Included are 58 public campuses throughout the state governed by the University of Minnesota Board of Regents and the Minnesota State Colleges and Universities Board of Trustees. During 2000, these public universities, community colleges and technical colleges served more than 290,000 students from the freshman through graduate levels.

More than 3,700 instructional programs are currently available to students. These programs range from occupational programs provided primarily at public technical colleges and private vocational schools to graduate and professional schools. To provide these opportunities Minnesota makes a major investment in post-secondary education. The 1999 Minnesota Legislature, for example, appropriated \$2.7 billion for higher education for use during the 2000-01 and 2000-01 academic years.

Higher Education Services

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 Services Office. For the 1999-00 and 2000-01 school years the legislature has made available over \$260 million in state-supported grants and work-study opportunities for Minnesota residents. 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 20,000 Minnesota residents attend more than 50 public post-secondary institutions in neighboring states under the agreements while over 16,000 out-of-state students enter Minnesota institutions each year.

Overall, the fall 1999 participation rate of the state's high school graduates who enrolled in a post-secondary institution the next fall after graduating was about 56 percent.

Just over 31 percent of the Minnesota population age 25 and older had completed a bachelor's degree or higher in 2000, according to U.S. Census estimates. This compares with 25 percent nationally. The percentage has increased substantially since 1989 when just over 22 percent of Minnesotans held a bachelor's degree or higher.

Private Schools

Complementing the state system of elementary and secondary schools are private schools at similar grade levels, many Catholic, a few Lutheran and other religious affiliations, and a small number non-denominational. Some of these began as, and a few still are, boys military academies. These schools are maintained primarily by tuition and voluntary contributions.

In post-secondary education, Minnesotans are also well served by some 29 private four-year colleges and universities, one private junior college, 12 private professional schools, and more than 95 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 41 private colleges and professional schools, 17 were founded by 1900. Close to 70,000 students, or about 25 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.

Career Colleges

The private institutions are not a system but are independent and 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 16 private colleges and universities in the state, and the Minnesota Career College Association.

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 a third 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 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. Today, education takes up about 46 percent of the state's budget, that includes higher, secondary and elementary. Minnesota's goal in the future is to maintain and enhance quality educational opportunities that contribute to the state's, and its citizens' high quality of life.

Energy

Most of us are only the first, second or third generation of Minnesotans to grow up with the benefits of electricity. During most of the 1800s, waterwheels and wind mills scattered the landscape, producing on-site electricity to individual businesses and farmers. The idea that electricity could be mass-produced at a central generating plant, then distributed by wire to customers, took hold between 1881 and 1887 — the years our major cities were first electrified. Stillwater was the first Minnesota city to generate power for businesses and Minneapolis was reportedly the first in the United States to distribute electric power to homes.

In the early days, coal and hydropower were the common energy sources used in Minnesota. In fact, the small electric station on St. Anthony Falls was one of the first hydro plants in the Western Hemisphere. The still functioning hydroelectric station on the St. Louis River was built in 1907 and more hydropower would be serving Duluth had not environmentalists halted the damming of rivers in the Boundary Waters Wilderness Canoe Area.

As city populations boomed, the demand for power grew so dramatically that in 1893 it was reported that lights in Duluth would be shut off after 10:00 p.m. to save power. (The notion of interruptible power still exists as a low-rate option for some customers today.) By the 1920s, entrepreneurs were buying up privately owned city power plants and forming networks of transmission and distribution lines to connect regions of the state. These companies became the fathers of the four major power companies serving Minnesota today.

Rural Electrification

While urban electrification flourished, it took 50 years (after the first cities were electrified) for electrical service to reach the farms, primarily because the electric companies did not foresee any profit in extending power lines to rural customers. Even after President Franklin D. Roosevelt signed the Rural Electrification Act in 1935, promising low-interest loans for rural electric development, it was up to the farmers to invest in electric cooperatives — not an easy task during the depression years. But between 1936 and 1940, with persistent persuasion from their wives who were most eager for electric appliances to ease their work load, farmers began to form rural cooperatives to bring power to their homes and farms. Currently, there are 40 cooperatives, 126 municipal companies, and five electric and eight natural gas investor-owned utilities serving Minnesota.

Today, our state's electric energy mix still relies on hydropower (mostly purchased from Canada) and coal, but to a lesser extent. Our current electric production resources, from most to least used, are: coal, nuclear, hydropower, natural gas and petroleum. Minnesota has two nuclear-powered electric generating plants and three reactors. Nuclear power in Minnesota began commercial operation in 1971 at Monticello, on the Mississippi River about 35 miles northwest of the Twin Cities, where a single reactor is in use (its license will expire in 2010). Prairie Island, near Red Wing, has two reactors, one started in 1973 and the other in 1974. Their licenses will expire in 2013 and 2014. The earliest nuclear powered electric generating plant in the U.S. began in 1962 at Big Rock Point, Michigan, and the last nuclear powered electric generating plant was commissioned in 1993 at Comanche Peak II, Texas.

Growing Demand for Electrical Power

The biggest influence on our energy use continues to be a growing demand for power—and the biggest event was the Arab Oil Embargo in the 1970s. The sudden loss of supplies and rise in prices stimulated the energy conservation movement, which continues to be a dominant part of Minnesota's energy goal. More recently, concern for the environmental costs of electricity production has led to the growth of renewable energy sources, with wind power offering the most promise at this point, especially in southwestern Minnesota.

In 1998, 1,419 trillion Btus of primary fuel inputs were required to produce all of the energy consumed in Minnesota. Most of the energy generated for electricity comes from petroleum and natural gas

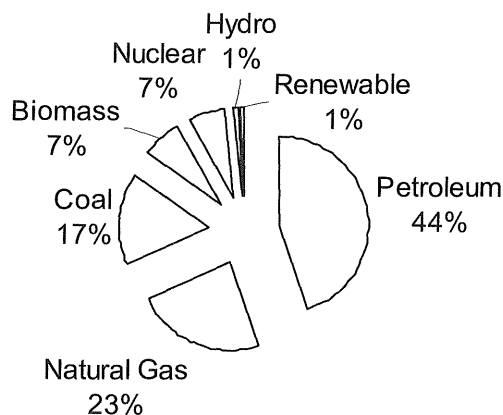
sources, but renewable energy sources are becoming an important part of the mix. Renewable or modern energy technologies is also changing the way we fuel our motor vehicles, and E85, a blend of 85 percent ethanol and 15 percent petroleum, is emerging as a competitive, economic option for consumers.

Innovative energy applications in Minnesota have led to the installation of district heating and cooling operations in 28 Minnesota cities, which utilize various types of district heating/cooling, including: Blue Earth, Duluth, Hibbing, Minneapolis, Rochester, St. Paul, Virginia and Willmar.

The next major change in the energy industry is to achieve a balance of allowing utilities to operate as competitive businesses while giving Minnesotans access to energy services that are reliable and affordable.

As we have throughout the past hundred years, Minnesota continues to successfully adapt to a variety of forces and influences to provide its residents with energy rates that are among the lowest in the nation.

Sources Used to Produce All Energy Consumed in Minnesota, 1998



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 that 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.

Dred Scott and the Missouri Compromise

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 Black 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, an Ojibwa Indian accused of murder in 1837 that 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 selected as the location for 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; other proposed 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. Rolette, a man of robust humor, was the son of a French Canadian fur trader and 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. However, Rolette temporarily disappeared; 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.

Early State Agencies

In 1866 the state opened a hospital for the insane in St. Peter. In 1872 the **State Board of Health** was created. A **State High School Board** was set up in 1878 along with a system for state aid to high schools. In 1883 the state set up a central **State Board of Corrections and Charities**.

The **Railroad and Warehouse Commission** was set up in 1885 to address dissatisfaction with varying rates, grading and costs. Also in 1885, the **State Dairy Commission** was formed, and in 1889 its name was changed to the **Dairy and Food Commission**. In 1895 the state appointed a chief fire warden, Christopher Columbus Andrews, and four years later established a **State Forestry Board**. In 1905 the **State Highway Commission** was created.

Jesse James and the Northfield Raid

The creation of the Minnesota **Board of Pardons** in 1896 was the result of a legendary failed bank robbery. On September 7, 1876 Jesse James and his brother Frank rode into Northfield, Minn. with Cole, Bob and James Younger and other members of the James gang. They attempted to hold up the First National Bank, but were thwarted in their attempt by the heroism of the bank's teller Joseph Lee Heywood. Aroused citizens shot at the would-be robbers as they raced out of town, and pursued them with a posse. Two weeks later, the Younger brothers, Cole, Bob and James were captured. In November 1876 they pled guilty to Heywood's murder to avoid the risk of a jury recommending that they hang. Judge Samuel Lord sentenced them to life imprisonment and they began serving their sentences on Nov. 22, 1876 at the state prison in Stillwater.

Newspaper comment inflamed an already enraged citizenry into calling for reform of the penal code to change the provision that allowed the criminal to escape punishment by merely pleading guilty. A bill passed the Minnesota House but failed in the Senate.

About five years after beginning their sentences, the Younger family from Missouri began appealing for pardon. No Minnesota governor would risk the political accountability for releasing the Younger brothers. Year after year the pleas for pardon continued. Finally, an

1896 amendment to the state Constitution created the Board of Pardons made up of the governor, attorney general and the chief justice of the state supreme court. The board turned down the Youngers' request for pardon.

Four years later, the legislature introduced a bill that was craftily designed to apply to the Younger brothers, and it passed the House 80 to 37, and the Senate 40 to 17. With this mandate, the board of prison managers again brought the Youngers pardon before the parole board, and on July 10, 1901 granted the Youngers conditional pardon, which prevented them from leaving the state. Finally, in February 1903 Cole Younger, the only living brother remaining, was pardoned on the condition that he never return to Minnesota.

The 20th Century

Minnesota abolished the death penalty - hanging - in 1911. From 1858 to 1911, approximately 26 persons were hanged. Executions were done in the county of the conviction and because no central registry was kept, there is no exact record of executions.

In 1912 Minnesota gave its approval to the 16th Amendment - income tax - and 17th Amendment - direct election of U.S. Senators. The U.S. Constitution was amended again in 1919, and the Volstead Act (named after the Minnesota Congressman Andrew Volstead) provided for enforcement of the 18th Amendment - national prohibition. Prohibition was appealed in late 1933 by the 21st Amendment.

Women's Suffrage

Women's suffrage in the nation and the state was granted by the 19th Amendment, passed in 1920, realizing a cause advocated by many Minnesota women, among them Mrs. Andreas Ueland, a Minneapolis activist.

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 legislators. This was repealed in 1973, when changes in state law restored party designation and provided 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 consistently is a national leader in eligible voter turnout; in 1992, over 71% of Minnesota's eligible voters cast a ballot in the presidential election.

State Courts

For 125 years the Supreme Court of Minnesota was responsible for appellate review of trial court decisions. It was the court of last resort and final authority in the protection of human, political and property rights. For many years prior to the 1970s, the caseload remained stable.

But by 1982 the caseload was nearly 2,000 cases. A constitutional amendment calling for creation of a court of appeals was submitted to the general election of 1982 and passed by 77 percent of those voting in the election. It created a 15-judge Court of Appeals in panels of three to hear appeals from the district court. The panels travel to hear cases throughout the district.

The Supreme Court was also changed from nine justices to seven. The Supreme Court now hears appeals from the Court of Appeals and direct appeals from first-degree murder convictions in the district court. It may also elect to hear district appeals from district court. All justices hear and decide every case filed with the court.

The state judicial system is made up of 268 district judges serving throughout the state. There are also 10 district administrators, 87 court administrators, and 2,500 support staff (court reporters, law clerks, deputy administrators and clerks).

In 2000 there were 2.1 million cases filed, including 22,000 felonies, 29,000 gross misdemeanors, and 33,000 major civil cases. The courts spent \$196 million to operate the judicial system that year.

Landmark Cases

In *Lamprey v. State of Minnesota*, 1892, the Minnesota Supreme Court was asked to determine who had title to the land underlying a lake, the State of Minnesota or a private landowner who owns the property surrounding the lake.

The question had never been answered in Minnesota, but courts in other states had held that the state could only own the land underneath "navigable" waters. Whether a waterway was "navigable" depended upon its being used for a commercial purpose of a "pecuniary profit," whether floating logs or carrying cargo or passengers. This question would have resulted in private ownership of most of the lakes of Minnesota.

Rejecting traditional tests of "navigable" waters, the court instead formulated a broader test which looked to the use of the water to determine whether they were public or private. As a result, many of the lakes which could otherwise have been held as private property became part of the public property held in trust by the State of Minnesota for the use of its citizens.

Justice William Mitchell, writing for the court, said: "Many, if not the most, of the meandered lakes of this state, are not adapted to, and probably will never be used to any great extent for, commercial navigation; but they are used - and as population increases, and towns and cities are built up in their vicinities, will be still more used - by the people for sailing, rowing, fishing, fowling, bathing, skating, taking water for domestic, agricultural, and even city purposes, cutting ice, and other public purposes which cannot now be enumerated or even anticipated. To hand over all these lakes to private ownership, under any old or narrow test of navigability, would be a great wrong upon the public for all time, the extent of which cannot, perhaps, be now even anticipated."

In 1892, the court could not have seen the many ways in which bodies of water, even swamps, are today put to public use.

"Prior Restraint Defeated"

A law, known as the Public Nuisance Statute, made the publication of a malicious, scandalous and defamatory newspaper a nuisance which could be prohibited by court. *The Saturday Press*, published articles alleging complicity of a number of public officials with gangland activities. The Minneapolis Chief of Police attempted to suppress it before it was ever published, but publishers Howard Guilford and Jay M. Near put out nine issues before Hennepin County Attorney Floyd B. Olson asked the district court to prohibit publication on Nov. 21, 1927. The court issued the injunction. The court's decision was appealed through the state court system and eventually to the U.S. Supreme Court.

By a narrow vote of five to four, *Near v. State of Minnesota*, 1931, the court declared that freedom of the press, guaranteed by the First Amendment extended to the states by reason of the 14th Amendment: "... No State shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any State deprive any person of life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the laws. . ." Any "prior restraint" on publication of a newspaper, no matter its content, was found to be a violation of due process.

The author of the majority opinion of the U.S. Supreme Court in *Near v. State of Minnesota* was Charles Evans Hughes, who wrote: "The Administration of Government has become more complex. The opportunities for malfeasance and corruption have multiplied. Crime has grown to most serious proportions, and the danger of its protection by unfaithful officials and of the impairment of the fundamental security of life and property by criminal alliances and official neglect, emphasize the primary need of a vigilant and courageous press, especially in great cities. The fact that the liberty of the press may be abused by miscreant purveyors of scandal does not make any the less necessary the immunity of the press from previous restraint in dealing with official misconduct."

The concept of "prior restraint" first pronounced in *Near v. State of Minnesota*, has become a corner-stone in First Amendment cases. It was used to defeat attempts to suppress news of civil rights activities in the South in the 1960s and to allow publication of the "Pentagon Papers" of Daniel Ellsberg, who brought to light questionable military practices during the Vietnam War.

Emergency Measures

John Blaisdell's property was foreclosed in the wake of the severe economic depression and sold to Home Building and Loan Association. During the period that allowed Blaisdell to redeem his mortgage, the Minnesota Legislature enacted the Minnesota Mortgage Moratorium Law. That law extended the time of redemption from mortgage foreclosure sales and execution sales. Blaisdell wanted his property back under the moratorium. In *Blaisdell v. Home Building and Loan Association*, 1933, the Minnesota Supreme Court found that although the law impaired the obligation of the mortgage contract it was a constitutional exercise of the police powers of the state, given the public economic emergency which existed. Home Building and Loan Association had to return the property.

Concurring in the majority opinion, Justice I. M. Olsen wrote: "The test of an emergency is not the cause thereof but the resulting public want, suffering, and danger. The cause, whatever it be, produces the emergency, but is not itself the emergency. . . . So the present emergency is not the business and financial crisis, but the widespread loss, suffering, and want of a great number of people of their state and the impairment of and danger to the public welfare. The situation presented to the legislature was of unprecedented magnitude, duration and disastrous effect on the people."

On the appeal, the U.S. Supreme Court upheld the Minnesota Supreme Court. The principles enumerated in *Blaisdell* have been relied upon many times by states facing severe economic crises. In 1986, in the Farmer-Lender Mediation Law, Minnesota enacted farm mortgage relief invoking these same principles.

The most recent landmark case from Minnesota continues to be one of the courts most controversial. On January 22, 1973, in a seven to two ruling in *Roe v. Wade*, the U.S. Supreme Court said that a state may not prevent a woman from having an abortion during the first three months of pregnancy and that a state could regulate, but not prohibit, abortion during the second trimester. In effect, this decision overturned antiabortion laws in 46 states.

State Government Today

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 between 4,000-5,000 bills or proposals regularly are introduced.

Chief Revenue Sources

The state's chief sources of revenues are taxes on personal and corporate income, sales taxes, and motor vehicle registration and motor fuels taxes. Two major tax sources account for nearly three-quarters of state general revenues: income tax and sales tax.

The state income tax, which accounts for approximately 43% of state general fund revenues, was first enacted in 1933 at graduated rates from 1% to 5%. Changes over the last 60 years have resulted in the current system which has three graduated rates of 5.35%, 7.05% and 8.05%—based on income.

State sales taxes, including general sales taxes and sales taxes on motor vehicle purchases, were first enacted in 1967 at a 3% rate. Sales tax collections currently represent about 31% of state general revenues. The state sales tax covers all retail purchases with the exception of

food, medicine, clothing and gasoline. The rate of the state sales tax was increased to 4 % in 1971, to 5% in 1981, to 6% in 1983 and to its current rate of 6.5% in 1991.

Social Services

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. In 1992, a program now known as MinnesotaCare was created to provide access to state-subsidized health insurance coverage for uninsured working Minnesotans.

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, that 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.

Currently, the governor appoints the heads of most state departments, boards and agencies for terms ranging from two to six years. Another significant reorganization took place beginning in 1995, when the Department of Children, Families and Learning was created to replace the Department of Education and eventually coordinate the administration of related programs from five other state agencies.

Local Government

There are about 3,700 local units of government in Minnesota, including 87 counties, 1,801 townships, in addition to municipalities and special governmental districts. 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 decline in the number of school districts due to consolidation, particularly in rural areas. There also are a number of special districts that govern sewers, conservation, water supply, fire protection, parks, airports and mosquito control.

Minnesota's State Capitol

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 regarded by many as one of the finest capitol buildings in the United States, second 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.

It was the intention of the State Capitol's architect Cass Gilbert, and the chief decorator, Elmer Garnsey, to incorporate within the design and decor the high ideals to which those working in the Capitol would aspire, and by which they would be inspired.

The following thoughts and wisdom from our country's founders, philosophers, and legal scholars are painted onto the walls to inspire Minnesota's elected and appointed officials, as well as its citizens participating in the process of government. Walking where generations of public-service-minded citizens have traversed, visitors to the Capitol will see these inscriptions inside the chambers, along the hallways, on the stairways, in the offices and meeting rooms of the Capitol.

Inside the Chambers:

Above the Senate Door, Inside

- The noblest motive is the public good.

Around the Senate Chamber

• Let us develop the resources of our land, call forth its powers, build up its institutions, promote all its great interests, and see whether we also, in our day and generation, may not perform something worthy to be remembered. — *Daniel Webster*

Above the House of Representatives Door, Inside

- Reason is the life of law.

Front Wall, House of Representatives

• We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain inalienable rights, that among these are life, liberty and the pursuit of happiness. — *Thomas Jefferson*

• No free government or the blessings of liberty can be preserved to any people but by a firm adherence to justice, moderation, temperance, frugality, and virtue, and by a frequent recurrence to fundamental principles. — *Patrick Henry*

House of Representatives Retiring Above Fireplace

- Measure not dispatch by the times of sitting but by the advancement of business. — *Bacon*
- Free and fair discussion will ever be found the firmest friend of truth. — *G. Campbell*

Above Supreme Court Door, Inside

- Where law ends tyranny begins.

In the Halls of the Capitol:

Center Lunette, Third Floor, North Corridor

• Liberty consists in the right of each individual to exercise the greatest freedom of action up to, and not beyond, that point where it impinges upon the like exercise of freedom of action of every other man. — *Davis*

Center Lunette, Third Floor, South Corridor

• The amelioration of the condition of mankind and the increase of human happiness ought to be the leading objects of every political institution, and the aim of every individual, according to the measure of his power, in the situation he occupies. — *Hamilton*

Senate Side, 2nd floor clockwise around stairway:

- The true grandeur of nations is in those qualities which constitute the true greatness of the individual. — *Sumner*
- Labor to keep alive in your heart that little spark of celestial fire called conscience. — *Washington*
- The proper function of a government is to make it easy for the people to do good, and difficult for them to do evil. — *Gladstone*
- No government is respectable which is not just. — *Webster*
- The liberty of a people consists in being governed by laws which they have made themselves. — *Crowley*
- Education is a better safeguard of liberty than a standing army. — *Everett*
- Eternal vigilance is the price of liberty. — *Jefferson*
- True liberty consists in the privilege of enjoying our own rights, not in the destruction of the rights of others. — *Pinckard*
- If we mean to support the liberty and independence which have cost us so much blood and treasure to establish, we must drive far away the demon of party spirit and local reproach. — *Washington*
- Equal and exact justice to all men, of whatever state of persuasion, religious or political; peace, commerce, and honest friendship with all nations, entangling alliances with none. — *Jefferson*

- Next in importance to freedom and justice is popular education without which neither justice nor freedom can be permanently maintained. — *Garfield*

- Education is our only political safety. — *H. Mann*
- Let us ever remember that our interest is in concord, not conflict, and that our real eminence rests in the victories of peace not those of war. — *McKinley*

- Nothing is politically right which is morally wrong. — *O'Connell*
- Eternal good citizenship is the price of good government. — *Root*
- Votes should be weighed not counted. — *Schiller*
- War's legitimate object is more perfect peace. — *Sherman*
- To be prepared for war is one of the most effectual means of preserving peace. — *Washington*
- Let us have peace. — *Grant*

Supreme Court Side, second floor, clockwise:

- Justice is the idea of God, the ideal of man. — *Parker*
- Law is the embodiment of the moral sentiment of the people. — *Blackstone*
- The people's safety is the law of God. — *Otis*
- The absolute justice of the state, enlightened by the prefect reason of the state, that is law. — *Choate*
- Good laws make it easier to do right, and harder to do wrong. — *Gladstone*
- Laws are the very bulwarks of liberty; they define every man's rights and defend the individual liberties of all men. — *Holland*
- Justice delayed is justice denied. — *Gladstone*
- The law is the standard and guardian of our liberty. — *Clarendon*
- Laws can discover sin, but not remove it. — *Milton*
- Justice without reason is impossible. — *Froude*
- The science of jurisprudence, the pride of human intellect, with all its defects, reduncances and errors, is the collected reason of the ages. — *Burke*
- Of law there can be no less acknowledged than that her seat is the bosom of God, her voice the harmony of the world. — *Hooker*
- Ignorance of the law excuses no man. — *Seldon*

Above the Supreme Court entrance

- Justice is the great interest of man on earth. It is the ligament which holds civilized beings and civilized nations together. Wherever her temple stands and so long as it is duly honored there is a foundation for social security, general happiness, and the improvement and progress of our race. — *Webster*

- The best way to get a bad law repealed is to enforce it strictly. — *Lincoln*

- First make him obey the law, then remove the cause that incites him to lawbreaking. — *Wilson*

- Law is a science which employs in its theory the noblest faculties of the soul, and exerts in its practice the cardinal virtues of the heart. — *Blackstone*

- Justice is the constant desire and effort to render every man his due. — *Justinian*

- Impartiality is the life of justice, as justice is of all good government. — *Justinian*

- Reason is the life of law, nay the common law itself is nothing else but reason. — *Coke*

- The law is made to protect the innocent by punishing the guilty. — *Webster*

- To embarrass justice by a multiplicity of laws or to hazard it by confidence in judges, are the opposite rocks on which all civil institutions have been wrecked. — *Johnson*

- Empires place their reliance upon sword and cannon: Republics put their trust in the citizens' respect for law. If law be not sacred a free government will not endure. — *Ireland*

Minnesota Statesmen

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 Jimmy Carter respectively. It was Humphrey's advocacy for creation of a Peace Corps that led to its creation by President John F. Kennedy. Walter Mondale was appointed U.S. ambassador to Japan by President Clinton.

U.S. Supreme Court Justices Two Minnesota attorneys were appointed by President Richard Nixon to the U.S. Supreme Court: Warren E. Burger, served as Chief Justice of the U.S. Supreme Court, and Harry A. Blackmun, served as an Associate Justice. Franklin D. Roosevelt, in 1939, appointed Minnesotan William O. Douglas as an associate justice of the U.S. Supreme Court. Nixon also named William E. Colby CIA director. Frank B. Kellogg served as United States ambassador to Great Britain from 1925-1929 and was secretary of state under President Calvin Coolidge. Kellogg was awarded the Nobel Peace Prize for his role in the negotiation of the Kellogg-Briand Pact of 1928 that outlawed war.

Minnesotans in the federal service Other notable Minnesotans in federal service were: Alexander Ramsey, who served as secretary of war under President Rutherford Hayes; Pierce Butler, who was appointed to the U.S. Supreme Court by President Warren Harding; Harold E. Stassen, who served on the American delegation to help form the United Nations and was a signer of the U.N.'s original charter; Orville Freeman, who served as secretary of agriculture under President Kennedy; Walter W. Heller, who served as chairman of President Kennedy's Council of Economic Advisors; Robert Bergland, who served as secretary of agriculture under President Carter; and Hazel O'Leary, a former Northern States Power executive, is energy secretary in the Clinton administration.

Health

Available statistics show the average citizen in Minnesota appears to have always lived longer than the average citizen in the United States. Based on 1990 estimates, 78 percent of the state's population lives to the age of 65 and the average life expectancy of any baby born in Minnesota is 77.9 years (74.6 years for male and 81 years for females). This represents a gain in life expectancy of over 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.

Safe Water and Sanitary Conditions

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 that wanted their food, beverage, and lodging establishments inspected had to invite the inspector and pay his stagecoach and railway fares for the visit. Many local public health agencies have now assumed responsibility for inspecting food, beverage and lodging establishments. The state health department inspects these facilities in those areas that are not covered by local programs.

Sewage Treatment Plant

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. In 1977, Minnesota became one of the first states to assume responsibility at the state level for enforcing federal drinking water standards under the Safe Drinking Water Act. Minnesota's compliance rate under the Safe Drinking Water Act is among the highest in the nation. In 2000, the National Rural Water Association ranked Minnesota's drinking water program as number one among all states, based on the state's compliance rate for public water systems.

In 1986 a sewer separation project for Minneapolis, St. Paul and South St. Paul, mandated by federal and state requirements, was begun. The 10-year effort to stop pollution of the Mississippi River cost about \$400 million. It involved separating storm and sanitary sewers to prevent the overflow of untreated sewage during large rainstorms and snow melts. Separating the sewers has saved all three cities a combined average of \$1 million a year by reducing the amount of water requiring purification at the treatment plant by millions of gallons a year. One sign of the improved water quality are the bald eagles nesting within the cities along the Mississippi River.

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.

Immunizations

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. The last small pox case anywhere in the world was reported in 1977, and in 1987 the World Health Organization declared that the disease had been eradicated.

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. Only two cases have been reported in the state since 1971.

Tuberculosis, like a number of other infectious diseases, has begun to re-emerge as an important public health issue in Minnesota, following many years of dramatic progress in reducing TB rates. In 1887 there were 1,245 deaths in the state from TB. In 1954 anti-tuberculosis drugs became available and were distributed to TB patients free of charge by the health department. After declining for several decades, TB incidence in the state reached an all-time low of 91 cases in 1988, but rebounded to around 140 cases a year by 1993.

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 many common childhood diseases (polio, measles, rubella, mumps) have become possible in the last 30 years. For example, 99 percent of Minnesota's school children now have proof of immunization against measles. The major impact of this disease has now shifted to a more vulnerable population — unvaccinated preschoolers living primarily in our inner cities. Efforts to find and immunize these children are now under way.

Better Nutrition, Improved Care

Children in Minnesota are healthier today than at any previous point in history. In the early years of the state, almost 50 percent 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.

Despite our past achievements in controlling communicable diseases, many of the major infectious disease problems of the past are beginning to reappear — and a number of new or previously unrecognized infections have begun to emerge. Minnesota is already recognized as a leader in responding to "emerging" infectious disease problems like *Cryptosporidium*, drug resistant infections, invasive streptococcal infections and *Neisseria meningitis*. In 1995, Minnesota was selected as one of four sites nationwide that will help launch the public health response in this area.

Even as the health department renews its efforts to control infectious disease, it is also placing an increasing emphasis on preventing 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 Service 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.

A National Model

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 Hospitals. The University of Minnesota Medical School opened that same year. A few years later the Mayos began laying the foundations for modern America's first group medical practice — the Mayo Clinic. 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 hospital are: the first open heart surgery, the first successful bone marrow transplant, the first use of an artificial pancreas in a diabetic 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.

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.

Medical Alley

Today, over 7,620 manufacturers, wholesalers, retail trade, health care service providers, insurers and service establishments make up Minnesota's healthcare industry. Over 226,360 are employed in healthcare, over 80.8 percent of which are in healthcare services, and healthcare's share of the state's employment is seven percent higher than the national average. Overall, Minnesota has the seventh highest number of employees who produce surgical appliances and supplies in the nation. In fact, the concentration of employees for this sector is the fourth highest in the nation.

As of August 1994, there were 568 registered medical device establishments in Minnesota. More than 500 companies and institutions are located in a 350-mile corridor of the state, stretching from Duluth to Rochester, known as Medical Alley. Their activities include the development, manufacture and distribution of health care products, as well as research and the delivery of care.

As a percentage of our state's population, the number of people employed by Minnesota's medical device industry ranks second in the nation. Exports to other states and nations account for a large share of total revenue for the health care sector here in Minnesota — 50% larger than in other states, and accounts for nearly six percent of U.S. medical instruments and supply exports.

More than 260 health care organizations have banded together to form the Medical Alley Association, a non-profit group engaged in education, advocacy and promotional efforts on behalf of Minnesota's health care industry. Contact Medical Alley at (952) 542-3077.

Health Care Plan Innovations

While the debate on health care reform continues, the Minnesota Employees Insurance Program (MEIP) and the Public Employees Insurance Program (PEIP) remain innovative health insurance programs. They are working models of public-private partnerships that were created to improve the affordability, quality, and accessibility of health care in Minnesota.

PEIP was created in 1990 by the Minnesota Legislature to help public employers, including counties, cities, townships, and school districts, purchase affordable health care coverage for employees. MEIP was established on July, 1, 1993, for small businesses as part of the 1992 MinnesotaCare health care legislation.

The programs are designed after the highly successful State Employees Insurance Program's managed competition approach to health care purchasing. Under this approach employees have a choice of participating in multiple health plans and the employer contribution for coverage is based on the lowest-cost participating health plan. The plans with the best rates are rewarded with enrollment.

To date, there are over 11,000 members enrolled in the two health insurance purchasing pools, MEIP and PEIP. An early survey of MEIP employers indicated that 78 percent of the employers did not previously offer group insurance to their employees.

Although MEIP and PEIP are managed by the Employee Insurance Division of the state's Department of Employee Relations, they are not tax-subsidized programs. In each case, the legislature approved budgets for development and implementation of the programs, and schedules for repayment. PEIP repaid its startup loans within its first three years of operation.

Laborers and Workers

The "rights of labor" were addressed by Minnesota's Territorial Governor Alexander Ramsey in a speech to the state's legislators Sept. 3, 1849. In carving Minnesota out of the wilderness, contributions came from thousands of working men and women in every craft and trade. Immigrant laborers provided a mobile workforce for the back-breaking, sweat-heavy, grimy work.

The Grangers An early forerunner of labor unions was the National Grange, or Patrons of Husbandry, founded by Oliver H. Kelley in 1867. The "Grangers" formed to promote education in agriculture and cultural and social activities, and also sought fair railroad rates and railroad regulation through state law. Their efforts led to enactment of many "Granger acts" which eventually set the principle that railroads and other corporations "clothed with public interest" should be subject to public regulation.

The Panic of 1873 cut into the strength of the Grange, but their ideas and efforts were not forgotten. The Farmers Alliance, formed in Chicago in 1880, advanced their educational, social and economic interests.

Started as a secret society in Philadelphia in the 1870s, the Knights of Labor promoted unionism, cooperatives and recognition of labor by industry. A state Knights of Labor organization was formed in 1883 and on Sept 7, 1885 it held the first "Labor Day" in Minnesota. In 1886 the Minnesota Alliance held a joint meeting with the newly organized Knights of Labor and adopted a platform of demands by farmers and laborers.

State Board of Labor Statistics

Working together the groups' most important accomplishment may have been the creation of a State Board of Labor Statistics, authorized by the legislature in 1887. Seeing potential growth through organization and using the strike as a weapon, labor used strikes 383 times in Minnesota from 1881 to 1900, affecting about 70,000 workers in several hundreds of industries. In 1889 workmen on strike against the Twin Cities street railways over reduced wages assembled a crowd of nearly 10,000. They overturned streetcars and tore up track. In the end the company recognized trade unionism, but their wages were lowered.

An Eight Hour League was formed that same year which led to the formation of the Minnesota Federation of Labor in 1890. Minnesota's "apostle of labor" was LeGrand Powers, a clergy-man, who held the office of commissioner of the State Board of Labor Statistics from 1891 to 1899. He strengthened the board's powers, had it renamed the Bureau of Labor in 1893, and in 1895 pushed the adoption of a child labor law, urged improved conditions in factories, studied industrial accidents and deaths and recommended a plan of workmen insurance. Twenty years later, in 1913, Minnesota's first Workmen's Compensation Act was passed.

The state Federation of Labor grew rapidly and by the mid-1890s was the recognized labor leader in the state. In a half century Minnesota's population had grown to 1,750,000 and its laborers and workers organizations continued to gain momentum in the state so that by 1914 there were over 400 labor organizations in more than 50 cities. Through its own outspoken labor press, it advocated legislation for improved working conditions in factories, the eight-hour day, mini-

mum wage laws, postal savings banks, workmen's compensation and other reforms. State concern with labor increased as its goals were achieved. In 1921 the Industrial Commission of Minnesota replaced the board.

The "Great Depression" caused hardship and suffering among workers, laborers and farmers alike. The Farmer-Labor Association replaced the Farmer-Labor Federation in 1925 and later in 1930 backed Floyd B. Olson for governor. Governor Olson allied with Franklin D. Roosevelt and supported his "New Deal."

Minnesota had a rash of lengthy and violent strikes in the private sector throughout the 1930s. Best remembered were three conducted by the Teamsters Local 574 in 1934 against the Minneapolis trucking industry.

The strikes involved union recognition and developed into a battleground between unionists and the "Citizens Alliance," a group of the city's major employers who were steadfast opponents of unionism. The many deaths and injuries resulting from the clashes led Governor Floyd B. Olson to mobilize the national guard to restore civil order.

National Labor Relations Act

In 1935 the U.S. Congress passed, and President Franklin D. Roosevelt signed, the Wagner Act, the National Labor Relations Act, which permitted employees to unionize and bargain collectively. It is still the definitive law governing private sector labor-management relations.

As a result of the clashes in Minnesota, the Minnesota Labor Relations Act was passed by the 1939 Legislature and signed by Governor Harold Stassen. The act established a legal framework for peaceful resolution of labor-management disputes, but excluded from coverage were Minnesota public employees.

Employees in the private sector could work to resolve differences, but public sector employees, especially those in hospitals, ran into barriers. Gradually the legislature authorized collective bargaining by hospital employees with governmental employers through the Charitable Hospital Act of 1947.

Public Employee Bargaining Rights

Modern public employee bargaining rights and systems date from President John F. Kennedy's Executive Order 10988, issued in 1962. The order permitted federal employees to unionize and bargain collectively over working conditions. For the public sector, President Kennedy's executive order was like the passage of the federal Wagner Act in 1935.

Before 1962, public employment bargaining relationships existed among blue-collar workers at a number of shipyards and military installations, and in public transit where private predecessor organizations had left a legacy of bargaining and dispute resolution practices.

In 1959 there were 39 states who had no policy for public employees. By 1969, all but 14 states had addressed public employee unionization and collective bargaining in some manner. A small number even went so far as to establish mechanisms for dispute resolution.

But problems in the public sector persisted in Minnesota, especially among teachers due to a series of quasi-bargaining laws enacted by the Minnesota Legislature that governed the public sector. In 1969, Governor Harold LeVander appointed a 13-member Advisory Council on Public Employment Relations. Its purpose was to review public employee collective bargaining laws and make recommendations concerning legislative improvements. While conducting their review in 1970 there was a serious teachers strike in the Minneapolis schools which clearly revealed the frustration of organized public sector workers with its varied laws.

Public Employment Labor Relations Act

In 1971, the Minnesota State Legislature, consistent with the national trend, enacted procedures for the orderly conduct of business, work and employment within a unionized workplace in all units of government. This law is known as the Public Employment Labor Relations Act (PELRA), *Minnesota Statutes*, Chapter 179A.

With passage of the PELRA law, unions and associations began their efforts to organize and recruit new members within this growing, and now available pool of employees. While union membership in the private sector decreased in the period from 1956 to 1976, public sector membership began to soar and experienced a stunning increase — more than two million new union members.

From 1956-1976, private sector manufacturing unions lost more than 350,000 members. Membership decreased from 51.3 percent to 44.6 percent of manufacturing sector employees. Non-manufacturing unionized membership decreased from 29.9 percent to 20.9 percent.

In contrast, public sector membership increased from 12.6 percent to 20 percent. When employees who were members of the public sector "bargaining associations" (i.e., National Education Association) were added to members of the public sector "unions," the total was 39.2 percent of the public workforce. As the years passed, state employees alone were represented by more than 100 unions or employee associations. In 1980, specific bargaining units were created by the legislature, consolidating about 120 state bargaining units into 16.

Labor organizations in Minnesota, although claiming fewer members in the private sector, remain a strong advocate for workers and workers rights.

Transportation

Minnesota's lakes and rivers provided the first means of transportation for settlers and for trading goods. French fur traders who followed the routes used by American Indians and who ventured across the Great Lakes in birch bark canoes opened Minnesota's land area by 1650 to the western world. The French voyageurs Marquette and Joliet explored the Mississippi River from its headwaters at Lake Itasca to its confluence with the Arkansas River.

In the middle of the 18th century, Dakota Indians brought the first horses to the upper plains for use as beasts 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 trails leading west and north. The journey to Pembina took nearly a month, and the trail carried 500-600 carts a year during the 1850s. (The trail can still be seen today at the wayside park north of Anoka near TH 10.) The earliest road probably was a trail used before 1816 by British soldiers between Grand Portage and Fort Charlotte on the Pigeon River.

The First Steamboat to Fort Snelling

The arrival in 1823 of the *Virginia*--the first steamboat to visit Fort Snelling--proved the upper Mississippi River could be navigated. It took 20 days, however, to travel from St. Louis due to channel conditions. Cargoes carried by the early steamboats consisted almost entirely of furs and military supplies.

When population centers along the rivers--such as St. Paul and Minneapolis--began to grow in the mid-1800s, cargoes expanded to include a wide variety of commodities as well as passengers. Individual entrepreneurs who were in strong competition with one another operated the steamboats. Their operations, however, were generally unorganized and lacked scheduled arrival or departure times.

That changed in 1847 when the Minnesota Packet Company was created to help organize the industry by assigning steamboats to scheduled stops and time tables, especially on the passenger runs. Having

begun regular service in March 1849, the steamboats for that first season brought news from Washington, D.C., of the creation of the Minnesota Territory.

The Mail-Stage Line

The first regular mail-stage line in Minnesota started on a tri-weekly basis in May 1849 between Stillwater and St. Paul. Responding to requests from early Minnesota leaders, Congress appropriated \$40,000 in 1850 for a military road system. In 1851, the Minnesota Territorial Legislature required all healthy men from 21 to 50 years of age to work three days a year building roads.

Also 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 River. This study provided the basis for the 1878 Rivers and Harbors Act that authorized construction of a 4.5-foot deep channel for navigation from St. Louis to St. Paul. The project included the construction of dams to provide a more stable level of water in the channel in order to facilitate steamboat movement.

First Bridge Across the Mississippi

The first bridge over the Mississippi River opened at St. Anthony Falls in 1855. Minnesota railroad history, on the other hand, began when the Territorial Legislature chartered four land-grant railroad companies. By 1857, 27 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 Sept. 9, 1861. Five years later, the state was linked by rail to Chicago, Ill. On Feb. 15, 1870, the Northern Pacific Railway broke ground at Thomson's Junction, west of Duluth. Fourteen years later the Northern Pacific route was completed from St. Paul to Portland, Ore., and to Tacoma, Wash. 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 to Seattle, Wash., with 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 staple commodity, but there was also important tonnage in lumber and ore. Over the years, manufacturing also increased its contribution of goods to state commerce.

Minnesota Railroads

The Minnesota rail network began as 10 miles in 1862 and reached 5,409.11 miles in 1890. By 1929, the number of miles of track had peaked at 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 railroad companies.

Automobiles were already in Minnesota by 1900, but had less than 75 miles of paved roads to use. 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 to build 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 the introduction of taxation of motor vehicles for trunk highway purposes. By 1925, more than 500,000 vehicles were registered in Minnesota, more than 15 million passengers traveled its roads by bus, and comfortable, fast trains traversed the state.

Minnesota's Transportation Network

Air

Aviation plays an active role in Minnesota's transportation system. The state is home to three airlines: Northwest Airlines, Mesaba Aviation, and Sun Country Airlines. It is also home to Cirrus Aircraft Design, an aircraft manufacturer that is developing new aircraft using state of the art technology in Duluth. Minnesota also has many companies producing products and services that directly support the aviation industry.

Minnesota's airport system consists of 138 publicly owned airports that accommodate the 16,000 licensed pilots and the 7,900 active general aviation aircraft registered in the state. Eleven of these airports have scheduled passenger service by regional or major air carriers.

The Minneapolis-St. Paul International Airport, the hub for the Upper Midwest, is a designated international gateway for nonstop service to several foreign destinations. It is served by 13 major U.S. passenger airlines, three international carriers, three regional commuter airlines and seven charter airlines that enplane more than 15 million passengers, as well as 19 cargo airlines.

The total economic impact of aviation in Minnesota is estimated at more than 128,000 jobs and \$6.2 billion in income annually. Twenty-four airports have measurable air cargo capacity, handling about 450,000 tons of cargo a year. Mn/DOT's Office of Aeronautics provides both financial and technical assistance to publicly owned airports to ensure that the state transportation system remains safe, efficient and responsive to the aviation needs of Minnesota.

Aviation boasts several Minnesota pioneers. The most famous are Charles A. Lindbergh who flew solo, nonstop from New York to Paris in May 1927, and Dr. Jeannette R. Piccard, the first woman in space who rode a high altitude helium-filled balloon into the stratosphere in 1936 (she took off from the campus of the University of Minnesota). In June 1931, Minnesota pilot Florence Klingensmith flew 1,078 consecutive loops to set an aviation record. Another notable Minnesota aviator is test pilot Tony Levier, from Duluth, Minnesota, who was best known for flying F-80, F-90 and F-94 jets.

Roads

A major component of the transportation infrastructure is the state's roadway system. Minnesota has about 131,000 miles of roads and streets, of which 11,900 miles are trunk highways under Mn/DOT's jurisdiction. Users travel about 50.7 billion miles on Minnesota's streets and highways each year. These users included 3.5 million licensed drivers operating 3.9 million registered vehicles. The roads they traveled include more than 19,000 bridges around the state, with many bridges crossing Minnesota's extensive river system.

The state's agriculture, retail and wholesale trades, as well as the processing, manufacturing and service industries, rely on Minnesota's road systems to move raw materials and finished products. Human services industries, including health care, education, and recreational activities, also rely on highway access. About 66 percent of all Minnesotans are bicyclists, and 54 percent of all bicycle trips made within Minnesota are for recreational purposes.

The greatest challenges facing Minnesota's road systems include providing congestion relief in large urban areas, improving rural accessibility to move people and goods, increasing highway safety further, and advancing and preserving the state's roadway network to meet growing travel demands and future access needs.

In addition to these issues, today's "just in time" lifestyles have moved transportation information onto the public's priority list. Commuters and travelers increasingly want traveler information services (print, radio and television media, plus Web-based and phone-based information systems) to help them commute and get around in a timely fashion. The shipping and manufacturing industries look for similar information to help them deliver more goods and services on time, thus reducing profit loss and commodities waste from late deliveries.

Trucks

In Minnesota, 4,700 intrastate and 29,900 interstate carriers and many private fleets provide truck transportation services. Excluding pick-ups and passenger vans, 165,500 trucks are registered in Minnesota.

Trucking is the dominant mode of transportation for moving about half of all Minnesota freight tonnage and for carrying about 84 percent of the commodities items flowing into and out of the state. (By tonnage, trucks haul 32 percent.) The majority of Minnesota businesses report trucking as their primary mode of transportation for carrying goods and services.

Rail

Minnesota's rail system consists of four major carriers that own 2,896 miles of rail line and 20 smaller carriers who own 1,705 miles of line. As of April 2001, the state had a total of 4,601 miles of commercial freight rail line. Twenty-seven railroads operate within Minnesota, including three private companies that do not provide commercial freight services. Amtrak provides rail passenger services to St. Paul/Minneapolis, Winona, Red Wing, St. Cloud, Staples and Detroit Lakes.

Forty-five rail/waterway intermodal facilities serviced the transfer of freight from railroads to barges and vice versa. Railroads operating in Minnesota hauled 159 million tons of freight (terminating and receiving) in 1997, or about 47 percent of all tonnage hauled within the state.

Water

Minnesota's four Great Lakes ports-Duluth-Superior, Two Harbors, Silver Bay and Taconite Harbor generate annual combined totals of as much as 68 million tons of freight. Major items shipped from these ports to other U.S. and international ports include cargoes of iron ore taconite, grain, coal, limestone, liquids and a variety of manufactured goods.

The port of Duluth-Superior, the world's largest deep-draft fresh-water port in terms of tonnage, has moved as much as 42 million tons of cargo through its 32 terminals in a single season. Duluth-Superior ranks sixteenth nationally in tons shipped and received.

Minnesota's 48 active river terminals serve its 231-mile navigable river system that includes portions of the Mississippi, Minnesota and St. Croix rivers. Terminals located in the St. Paul-Minneapolis Metropolitan Area, Red Wing and Winona handle 15-20 million tons of freight a year.

The barge and towing industry carried 21 percent of freight tonnage on Minnesota's waterways in 1997. This includes commodities such as grain, cement, salt, coal, aggregate, fertilizer, petroleum, petroleum products and other general cargo that moves into, out of and around the state. Barges carry more than 60 percent of the grain raised for export in the state and 50 percent of the fertilizer used statewide.

Minnesota's 12 river grain terminals annually supply about 12 percent of the grain shipped from the Gulf Coast. That accounts for 7 percent of the total U.S. exports of grain, regardless of area of production or mode of transportation to the export terminal. The four electrical generating plants located on Minnesota's navigable waterway now take western coal delivered by train but still maintain their river terminal docks and still depend on river water to cool their generators.

Transit

A wide range of public transit services are available today. The St. Paul-Minneapolis Metropolitan Area has regular route bus service, taxi service, special service for people with disabilities, and car and van pool programs.

Transit services are also available in many of Greater Minnesota's urban and rural areas. These systems include the same types of services available in St. Paul-Minneapolis but are 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 1999, Minnesota's 99 public transit systems served 80 million passengers. Most of these were within the urban areas. For example, in 1998, Metro Transit provided 66 million rides within the St. Paul-Minneapolis area. The Duluth Transit Authority provided 3 million rides; the Rochester Easy Rider provided 932,000 and the St. Cloud Metrobus provided 1.6 million rides.

Private carriers provide limited bus service for traveling longer distances. Ninety percent of all Minnesotans live within 20 miles of an intercity bus stop. Unlike the public transit services described above, many intercity bus companies do not receive funding from the government.

Light Rail Transit, Commuter Rail and High-Speed Rail Services

Light Rail Transit (LRT) will become a reality in Minneapolis in 2004 with an 11.4-mile line linking downtown with the airport and the Mall of America.

Another mass-transit initiative proposal, the Northstar Commuter Rail Line (which uses existing freight rail track to move commuters) would run from St. Cloud through Elk River and Coon Rapids to Minneapolis with a link to LRT. This initiative went to the 2001 legislature for funding, with a proposed operational date of fall 2003.

In addition, a high-speed rail initiative that would use existing and newly developed rail lines in combination with fast trains would connect St. Paul, Hastings, Red Wing and La Crescent with other cities in the Midwest. Minnesota, Wisconsin, Iowa, Illinois, Indiana, Michigan, Missouri, Ohio and Nebraska expect to participate in this initiative.

The state's transportation network brings food to our tables, goods to our stores, and helps us get to work safely. Minnesota's transportation network is Minnesota's lifeline.

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.

Literature

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 Rolvaag. Carol Ryrie 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, Thomas McGrath, 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 Flandrau, Dr. Charles Eastman, Ignatius Donnelly, Thorstein Veblen, Arthur Upson, Martha Ostenso, Margaret Cushman Banning, Mabel Seeley, Ruth Sawtell Wallis and Garrison Keillor, as well as journalists Eric Sevareid and Harry Reasoner. African American St. Paul native Gordon Parks is a distinguished author, artist, film maker, photographer and composer.

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, Joseph Maiolo, James Moore, Paul Gruchow, Patricia Hampl, Will Weaver, Tim O'Brien, John Caddy, Lee Blessing, Mary T. LaChapelle, David A. Mura, Sheila M. O'Connor, John Camp, Kate Green, and Bill Holm to name only a few, are part of an increasingly recognized group who create a special vision of Minnesota for all to share.

Music

"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 Dvorak 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 music directors including Eugene Ormandy, Dimitri Mitropoulos, Antal Dorati, Stanislaw Skrowaczewski, Sir Neville Marriner, and Edo de Waart. Today's Minnesota Orchestra is prominent among the nation's orchestras, under music director Eiji Oue with assistance from Viennese Sommerfest artistic director David Zinman, principal pops conductor Doc Severinson, associate conductor William Eddins, and assistant conductor David Wiley.

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. The Twin Cities is home to the largest youth symphony program in the world. About 1,000 students participate in the seven area orchestras each school year, and three every summer, in the Greater Twin Cities Youth Symphony, started in 1972.

Notable contributions to Minnesota's musical heritage have come from Gary A. and Robert Andresen - traditional Scandinavian musicians featured on guitar at the Smithsonian Festival of American Folklife; Maury Bernstein - musician and musicologist; Bob Dylan - rock musician; Christy Hengel - concertina maker and manufacturer of the Hengel Concertina and a National Heritage Fellowship Award winner; Ann Heymann - Irish traditional harp music and authority on wire-strung harp technique, winner of several international competitions; Eleanor Hovda - composer and Bush Fellowship recipient; Jimmy Jam and Terry Lewis - rock producers; Libby Larsen - composer whose works have been commissioned by many national symphony orchestras; Paddy O'Brien - Irish traditional button accordion player, recording artist, and winner of several international awards, including the 1975 All-Ireland Senior Accordion; Prince - rock musician; Jonny Lang - R & B musician; Vern Sutton - tenor and musicologist; William Sherburne - Scandinavian fiddler, featured at the

Smithsonian Festival of American Folklife; and Dale Warland - director of the Dale Warland Singers, one of the few professional choral groups in the nation, featured on numerous recordings.

Theater

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 1963 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 Theatre Company, Theatre de la Jeune Lune, Chanhassen Dinner Theatres, the Jungle Theater, Penumbra Theatre Company, the Great American History Theatre, Illusion Theater, Mixed Blood Theatre, and prominent community theaters such as Theatre in the Round, Park Square Theatre, the Fargo-Moorhead Community Theatre, and Rochester Civic Theatre among many others. Outside of New York City, the Twin Cities has the highest per capita rate of theater attendance in the U.S. (.82 tickets sold per capita) For the year 2000, 2.3 million theatre tickets were sold, in a metro area with a population of 2.8 million.

Opera and Dance

Minnesota is home to several opera companies, including the Minnesota Opera, which has presented more world and American pre-mieres than any other opera company in the U.S. since its founding in 1963. 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.

Contributions in dance have come from Colleen M. Callahan, Disney's Dance Teacher of the Year, 1991; Nancy Hauser, choreographer; and Loyce Houlton, former artistic director of the Minnesota Dance Theatre and master choreographer whose commissioned works were performed by many national companies. The annual production of the Nutcracker Fantasy is a popular cultural attraction.

Arts Organizations

The 1970s marked the development of several organizations in the state which promote the work of independent artists. The Minnesota Composers Forum, The Loft, the Minnesota Center for the Book, the Minnesota Dance Alliance, and Intermedia Arts Minnesota all offer unparalleled opportunities for individual artists to create and perform their works. The Playwrights Center has nurtured the careers of hundreds of emerging and established playwrights, including two-time Pulitzer Prize winner August Wilson.

The Minnesota Film Board promotes Minnesota as a production site for film and video. Over the past ten years, Minnesota has grown to be the fourth largest film/video production market in the U.S. Thirty-one feature films were shot in Minnesota from 1990-94. The Film Board publishes the Minnesota Production Guide a listing of local film and video freelancers in all related fields; 940 full-time film/video production jobs were created in Minnesota from 1983-88. In 1995, the Film Board, IFP/North, and Blockbuster Video of Minnesota announced the institution of the Minnesota Blockbuster Fund, a \$250,000 program offering start-up loans to Minnesota filmmakers.

In January 1883 the Minneapolis Society of Fine Arts was formed and in November of that year its first successful exhibition was held. That group evolved into today's Minneapolis Institute of Arts, which is now one of the nation's top ten museums, and the only encyclopedic museum of art in the five-state Upper Midwest. The Institute has over 80,000 works of art in its collection; its Chinese imperial silk and jade collections are among the best in the world.

Art Museums

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 **Walker Art Center**. The Walker Art Center has become internationally acclaimed for its major exhibitions of 20th century art, for its presentation of vanguard music, dance, theater, and film, and for its innovative education programs. Many of the Walker's exhibitions travel to major museums, and artists and performers are frequently commissioned to create new works for premiere in Minneapolis. The center is housed in an award-winning building designed by Edward Larrabee Barnes.

Adjacent to the Walker is the **Minneapolis Sculpture Garden**, a nationally renowned outdoor sculpture garden, and the only one of its kind in the Upper Midwest. The garden was a collaborative project between Walker Art Center and the Minneapolis Park and Recreation Board, and opened in September 1988. Also designed by Edward Larrabee Barnes, the Minneapolis Sculpture Garden is home to over 35 sculptures by master artists such as Henry Moore and Isamu Noguchi.

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.

Founded in 1934 as the University Gallery, the **Frederick R. Weisman Art Museum** at the University of Minnesota provides an interdisciplinary approach to the arts and humanities with a program of exhibitions, lectures, and special events. The brushed stainless steel and brick building, acclaimed internationally as an architectural landmark, was designed by American architect Frank O. Gehry and is named after its major benefactor, the late Minneapolis native and California entrepreneur and philanthropist Frederick R. Weisman. The museum's collection features American art from the first half of the twentieth century and the largest collection anywhere of works by Marsden Hartley and Alfred Maurer, as well as important pieces by their contemporaries Milton Avery, Lyonel Feininger, and Georgia O'Keeffe. The museum also houses a significant collection of ceramics, as well as a collection of modern art bequeathed by Frederick R. Weisman.

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. 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 federal courthouse and post office in St. Paul is now **The Landmark Center** and home to many arts groups.

Important museums serving the Upper Midwest and located in the Twin Cities are the Bell Museum of Natural History, the new Minnesota History Center, the Minnesota Museum of American Art, the American Swedish Institute, the Planetarium of the Minneapolis Public Library, the Childrens Museum, the Science Museum of Minnesota, the University of Minnesota Landscape Arboretum and the Como Zoo and Conservatory.

Artists

Among the well known people in the history of Minnesota **visual arts** 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, George Morrison, Warren Mackenzie, Adolf Arthur Dehn and Jerry Ott.

Noted **photographers** are Bruce Charlesworth, Dorit A. Cypic; Les Blacklock, Craig Blacklock and Nadine Blacklock; and Lynn B. Geesaman.

Sculptors include Peter Winnen, Jakob H.F. Fjelde, Daniel Chester French, Paul Manship, John B. Flannagan, Paul Granlund, Duane Hanson, Andrew J. Leicester, and Viet H. Ngo.

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, Frank Gehry, and Phillip Johnson.

Other **artists** of note are Mel V. Aaserude - woodcarver; Helen DeMichiel -videographer; Judy Garland - actress, singer; Tim S. Harding - fiber artist; Karen E. Jenson - nationally-known rosemaker; Frances Keahna - traditional Ojibwa black ash basketmaker; Maude Kegg - traditional Ojibwa beadworker and storyteller; Gail Kendall ceramic artist; Kevin Kling - actor, playwright, director, storyteller; Suzanne Lacy - performance artist; Cork Marcheschi - neon artist; Leif Melgaard -traditional Norwegian woodcarver; and Charles Schultz - creator of the Peanuts cartoon strip.

Holding a central position in celebrating the arts and humanities, and standing out as the country's leading public radio network in **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," "Sound Money," and "Saint Paul Sunday Morning." Also strong in its impact, and valued for its contribution to community discussion, education, information and entertainment, is Twin Cities Public Television, parent company of KTCA and KTCI. Publicly supported, it produces "Newton's Apple" and "Alive TV" for national distribution, and "Almanac" and "NewsNight Minnesota" seen statewide.

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, eleven 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. Government support for the arts in Minnesota is supplemented by substantial funding from the state's private sector corporations and foundations. Minnesota has gained a reputation for some of the most aggressive public/private partnership programs in the nation, which have yielded more than \$7.7 million in private funding for the arts since 1980.

Arts information is available from the Minnesota State Arts Board at (651) 215-1600 or (800) 8MN- ARTS; and from the Metropolitan Regional Arts Council at (651) 645-0402.

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 16 million travelers spent \$3.3 billion in direct expenditures in Minnesota in 1994. The domestic tourist-travel industry generated an estimated \$320 million in state tax receipts in 1994. Approximately 40 percent 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. Water skiing was invented by Minnesota's Ralph Samuelson in 1922 on Lake Pepin, and in-line skates were invented in 1980 by 20-year-old Scott Olson from the Twin Cities suburb, St. Louis Park.

In the fall, hunters take out 300,000 deer licenses annually, besides licenses for other game, including duck, pheasant, moose and bear.

Marathons: Two of the most beautiful marathons are run in Minnesota. In June, Grandma's Marathon is run along the North Shore of Lake Superior from Two Harbors to Duluth. In early October, the Twin Cities Marathon starts in Minneapolis and ends at the State Capitol in St. Paul.

Skiing, snowmobiling From late November through early March there is downhill and cross-country skiing in more than 30 ski areas, and snowmobiling on 13,325 miles of marked and groomed trails. Minnesota's Roseau-based Polaris Industries began manufacturing snowmobiles on demand in the 1950s. Today, over 235,000 snowmobiles are registered in Minnesota, the most of any state, with a special tax paying for trail development, and snowmobiling is almost a \$1 billion industry.

Winter sports: Minnesotans further embellish their winter with skating, tobogganing, ice boating, ice hockey, snowshoeing, and dog sled racing, including the January running of the John Bear Grease Race along the North Shore of Lake Superior. There are plenty of cross country skiing trails and races including the "Lumberjack Jaunt in Brainerd" and the "Vasaloppet" in Mora. Winters also bring out over 250,000 ice fishermen and thousands of ice houses that dot frozen lakes with hundreds of seasonal "boom towns," humorously portrayed in two films shot in Minnesota, *Grumpy Old Men* and *Grumpier Old Men*.

"Land of Ten Thousand Lakes" is an understatement for Minnesota. There are over 15,000 lakes of 10 acres or more, covering fully 5 percent 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.

Parks and Trails: There are 65 state parks, and three recreational areas that could be considered parks: Cuyuna, Minnesota Valley and St. Croix Islands. Taken together, the federal and state parks offer over four million acres of parks in over 70 locations, with over 18,000 miles of recreational trails, and display in awesome grandeur some of the state's abundant natural wonders. 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 be seen.

Arrowhead and Wilderness canoing: 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.

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. Six of the best known are the Festival of Nations in St. Paul the first week-end of May, Grand Old Days on St. Paul's Grand Avenue - the largest street fair in the upper Midwest, the Minneapolis Aquatennial in July, the Saint Paul Winter Carnival in late January, the Renaissance Festival in Shakopee in late summer and fall, and the Minnesota State Fair

in St. Paul during the twelve days prior to Labor Day, one of the country's largest state fairs drawing over a million and a half people each year.

Major League Sports: Minnesota is home to four major league teams: in baseball (the Twins), football (the Vikings), and , basketball (the Timberwolves), and in hockey (the Wild). In addition, the state supports a variety of teams fielded by the University of Minnesota, state universities and colleges, and private schools. State high school championship playoffs for boys and girls hockey and basketball attract large groups each year. As of 1995, more than 20 percent of Minnesotans play golf, the second highest percentage in the nation. Only 10 states have more golf courses than the 431 in Minnesota.

The Minnesota Zoological Garden is a 500-acre environmental, conservation, research and education center of national scope. The \$30 million complex is four zoos in one, featuring a "Northern Trek" with elevated monorail; the "Tropics Trail" of 1½ acres of jungle plants, waterfalls, streams and ravines under one free-standing roof for year round visiting; an "Ocean Trail" featuring bottlenose dolphins; and a "Minnesota Trail" featuring indigenous Minnesota species. There are simulated animal habitats for 53 types of birds, 26 types of reptiles, 175 types of fish and 49 types of assorted amphibians and invertebrates. Special emphasis is given to preserving and breeding endangered species.

The Science Museum of Minnesota in St. Paul is Minnesota's most popular museum now in its brand new home on the Mississippi River. Founded in 1907, it focuses on natural history, cultural anthropology, and physical sciences and technology. The museum's "William L. McKnight-3M Omnitheater" features larger-than-life science adventure films on a new 90-foot dome screen, bringing viewers to the ring of a volcano, the inside of a flower petal, and the edge of the universe. Museum exhibits offer the same immediacy.

In "Paleontology Hall," a two-story Diplodocus and the largest Camptosaurus in the world are two of several major dinosaurs on display, including one of the three fully articulated Triceratops in the United States.

In "Our Minnesota," visitors can rev up incandescent lamps and cool florescent bulbs, and engage in other interactive components about energy use and conservation. Visitors to "Anthropology Hall" pound corn, card wool, or enter a Hmong home in an exploration of the world's cultures. The museum is involved with the local Hmong community in creating audio archives of elders recollections of ancient traditions in Laos. In the "Experiment Gallery," children and adults make lots of waves—on a wave machine or in many other ways: by creating vibrations, putting their hands through a simulated tornado, or measuring sound and light waves. It is the most popular exhibit in the museum.

The museum also exports its skills and products: The Science Museum is the leading producer of Omnitheater films among museums. Over 40 million viewers worldwide have seen museum-produced Omnitheater films since 1978. In the late 1990s, the museum will release its ninth film, *The Greatest Places*. More than 10 million-plus viewers nationwide have seen Science Museum-produced traveling exhibits since 1983; look for its newest, *Building Buildings*, in the late 1990s.

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 individual entries in this guidebook and the entry for the Office of Tourism with the Department of Trade and Economic Development, located at:

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