

Minnesota Guidebook to State Agency Services

1977

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Office of the State Register

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Governor
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Commissioner of Administration

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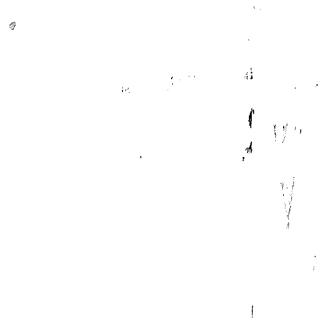
PREFACE

Publication of the State Register's *Guidebook to State Agency Services* was a risky undertaking. It was an economic risk because the expenses of publication had to be defrayed entirely out of the proceeds of sale. It was a political risk because it forced state agencies to go on the record as to what they actually did for the public they are dedicated to serving, what forms are needed to obtain their services, the time required to obtain services, who to see, how agencies are organized, etc. In point of fact, the *Guidebook* provides the public with a great deal of information which has never before been available and which the public needs to commence its own investigation of the efficiency and economy of state government. It is, finally, a reference work, by government and concerning government, which must pay for itself notwithstanding the fact that it has little to commend it but its integrity.

That it has integrity will, I hope, be immediately obvious. Particular pains were taken to ensure that no agency used this work merely to curry favor with the public or constituency. Bureaucratic jargon, which has often confused or prevented the public from arriving at hard judgments about government, has, whenever possible, been replaced with simple, concise English. Agency representatives (who, incidentally, really did work long hours to prepare the manuscript for publication) were chosen for their understanding of and experience with agency services. The format of the publication — that is the arrangement of sections and subsections — was contrived with a view to highlighting "information" and downplaying mere narrative. Special finding aids, a subject matter index, a table of contents, a predictable, repetitive order for the arrangement of information, were devised to assure ease and convenience of use. The *Guidebook* was, first and last, to be a guidebook; it was to be useful.

Prefaces such as these usually conclude with some reference to those "without whose tireless, etc. . . ". Those who receive honorable mention are often those who have suffered most at the author's hands while the book was in the making: children, librarians, typists, etc. Hardly ever does the author disclaim the rights and privileges of authorship, particularly the notoriety associated with a success. The publisher — not only the writer of this preface but the State itself — must, in this case, however, disclaim responsibility not only for the finished product, but the very idea itself. Special recognition must be given to Susan Erickson, *Guidebook* Editor, and Russell Rhode, *Guidebook* Intern, who not only compiled and edited this publication, as the frontispiece properly acknowledges, but were also exclusively responsible for its conception and its production. To say that the *Guidebook* could not have been completed without their assistance is to speak the language of paradox: quite simply, the *Guidebook* would never have existed but for their enthusiasm and creativity. It is a pleasure to be able to make such dedication and intelligence known; it is, in fact, the vitality and enthusiasm of such people which is the real guarantee behind the integrity and usefulness of this book.

George T. Morrow, II



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A FEW NOTES ON THE USE OF THIS BOOK

The *Guidebook to State Agency Services* was conceived for the purpose of informing the public of the vast number of services available from state government, which are frequently unknown and unused except by a small minority of those in the know. While the format is intended to be easily understandable, a few guidelines and explanations may dispel any confusion that could arise.

Agencies are arranged in an alphabetical order, however, common variations of their names are also listed with a reference to the appropriate page. We obviously could not hope to include every permutation of every agency name, but we hope we have included the likely ones.

The structure of each entry itself follows a standard pattern. The first paragraph explains the basic function of the agency or subdivision thereof. In cases of an agency that provides no services directly to the public, this is the only information given. If services are provided, however, the following outline is used:

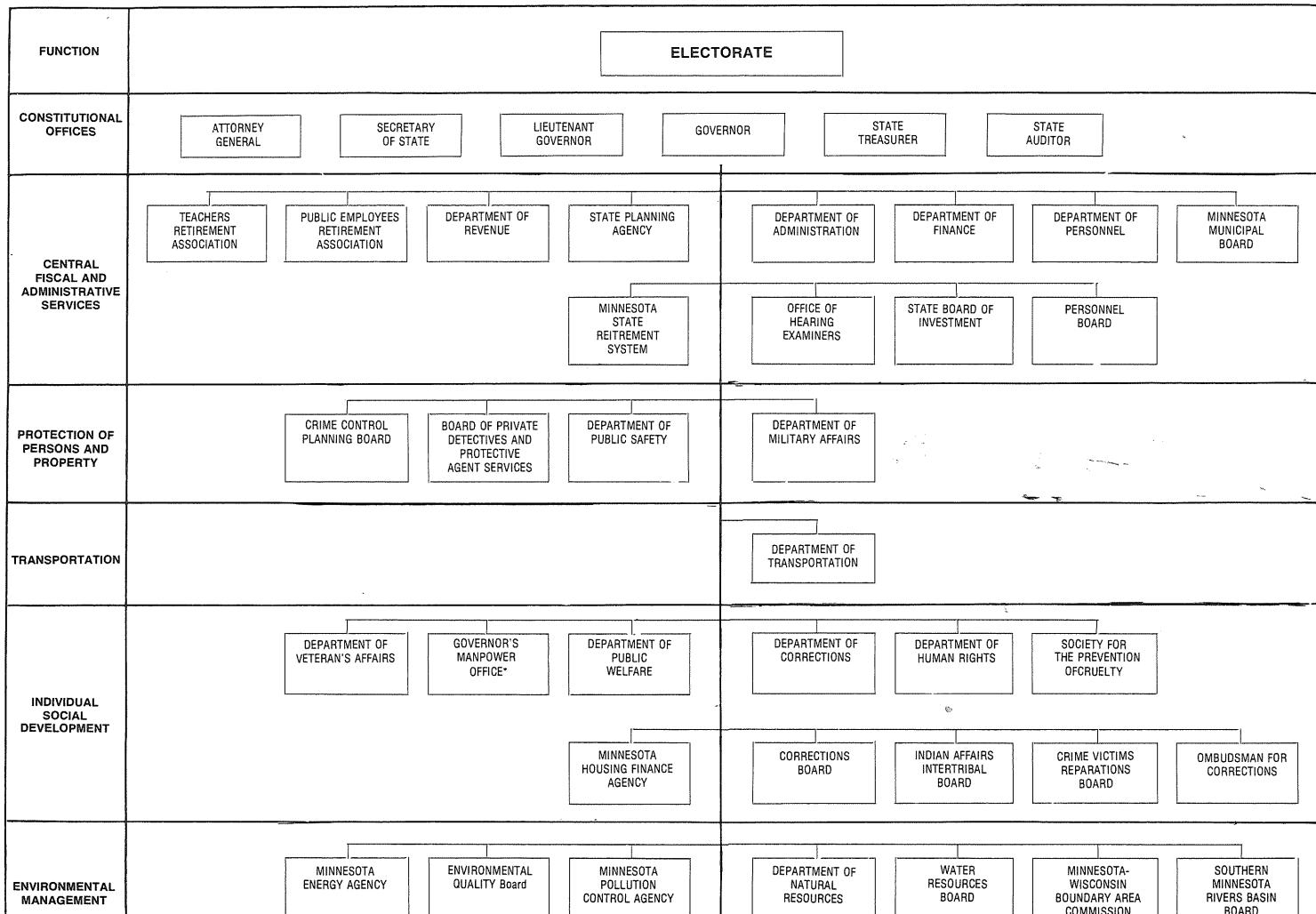
- A. The exact nature of the service, as well as any qualifications or restrictions for those that request it;
- B. The address and telephone number which is specifically used to obtain the service;
- C. Forms that are required for obtaining the service;
- D. Fees or charges made for the service; and
- E. The approximate amount of time it will take to receive the service.

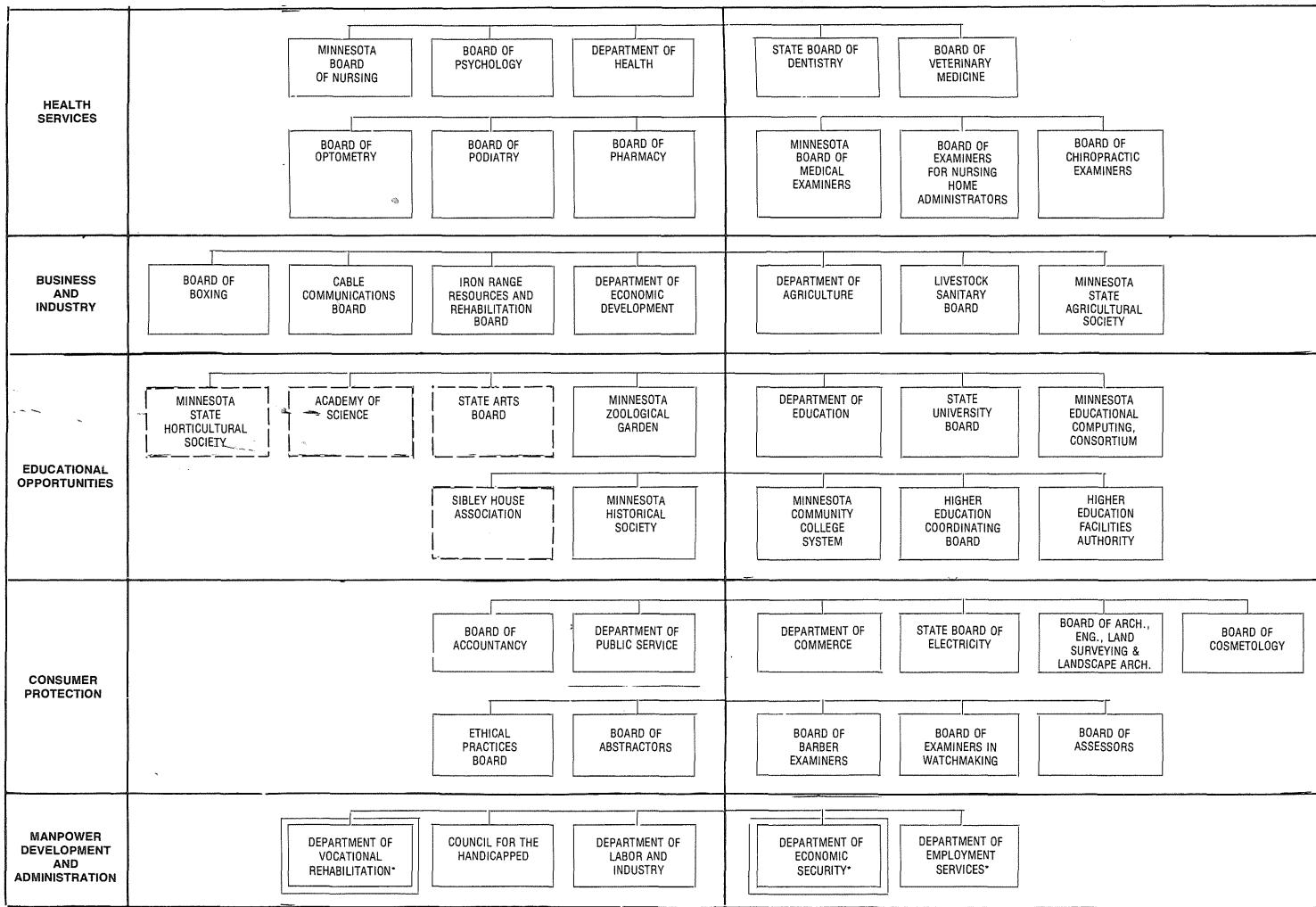
Every service included in the *Guidebook* does not break down neatly into these categories, as might be expected, so the outline will vary accordingly. For example, if no fee is required for a particular service, the letter D. will be used to locate the time needed to receive the service.

The subject matter index lists information both by agency title and by subject. The table of contents follows the order of the actual appearance of agencies and their subdivisions.

In compiling so massive a reference work for the first time, there is always a wide field for improvements and corrections. We hope the *Guidebook* will be as useful to the public as it is intended to be, and in the interest of making future issues more useful we welcome comments and suggestions from the public. We hope the public will share the excitement we feel at publishing the *Guidebook*, which is the first of its kind to be published by any state government.

STATE OF MINNESOTA





*WILL BECOME PART OF DEPARTMENT OF ECONOMIC SECURITY
BY 12/30/77.

SEMI-STATE AGENCIES

NEW AGENCY
NOT INCLUDED
IN 1977 GUIDEBOOK.

THESE AGENCIES, BOARDS, AND COMMISSIONS ARE SHOWN IN THE FUNCTIONS IN WHICH THE GREATEST NUMBER OF THEIR ACTIVITIES ARE LOCATED, HOWEVER, NEARLY ALL DEPARTMENTS HAVE ACTIVITIES IN MORE THAN ONE FUNCTION.

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**ADVISORY COMMITTEE ON FIRE SERVICE EDUCATION
3300 University Avenue S.E.
Minneapolis, Minnesota 55414**

**Lavern Freeh, Chairman
(612) 376-3535**

EXECUTIVE ORDER #126, dated May 6, 1976

1. The Advisory Committee on Fire Service Education provides professional advice to the Commissioner of Public Safety and other interested public and private agencies on issues and problems in the field of fire prevention and control. This information is available to interested public and private groups.

2.A. For information, contact:

Advisory Committee on Fire Service Education
3300 University Avenue S.E.
Minneapolis, Minnesota 55414
(612) 376-3535

B. Telephone inquiries are answered immediately, while matters requiring research may take several weeks.

**BOARD OF ASSESSORS
CENTENNIAL OFFICE BUILDING
638 Cedar Street
St. Paul, Minnesota 55155**

**William E. Slavin, CAE, Secretary-Treasurer
(612) 296-5040**

1. The Board of Assessors licenses assessors in Minnesota and develops courses and tests to provide training and standards for these licenses. The Board is adopting a code of ethics for assessors this year, and handles any complaints from the public about assessors.

2.A. (1) Complaints regarding an assessor may be filed by writing or calling the Board.

(2) To file a complaint, or for information, contact:
Board of Assessors
Centennial Office Building
638 Cedar Street
St. Paul, Minnesota 55155
(612) 296-5040

B. (1) All assessors within the state must be either a Licensed Certified Assessor or a Licensed Accredited Assessor. All deputies, appraisers, or other persons engaged in valuing or classifying property must be licensed by June 1, 1978, or within three years of employment in the assessor's office, whichever is later. Note: all county assessors must be licensed as Accredited Assessors by January 1, 1981.

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a. The Certified Assessor License requires one year of experience working in an assessor's office and three week-long assessor courses. It recommended that those applying for this license do so before or at the same time as taking the courses. When they complete the third and final course for certification, those persons' names will be automatically brought to the next Board meeting for approval. This license must be renewed annually each January 1.

b. The Accredited Assessor License requires three years of experience as an assessor and three week-long courses in addition to those taken for the Certified Assessor License. It also requires a narrative appraisal, which demonstrates the applicant's assessing work, that meets the approval of the Board of Assessors. This license must be renewed annually each January 1. To maintain an Accredited Assessor License, an assessor must receive three C.E.U.s (Continuing Education Units) — which are generally equivalent to three hours of course work during each three year period.

(2) To apply for a license, or for information, contact:

Board of Assessors
Centennial Office Building
638 Cedar Street
St. Paul, Minnesota 55155
(612) 296-5040

(3) Certified Licenses cost \$3.00 per year; Accredited Licenses cost \$5.00 per year.

(4) Applications for licenses are processed within one to six weeks.

C. (1) Approved Assessor Courses for Continuing Education Units area available. Most are given through the University of Minnesota's Department of Conferences and Institutes and are held in Arden Hills during August and September. Persons who are interested can obtain a booklet describing the courses and can be placed on a mailing list to receive notices about the courses.

(2) To be placed on the mailing list, to receive a course booklet, to apply for a course, or to receive further information contact:

Gordon Amundson, Program Director
Department of Institutes and Conferences
Nolte Center, University of Minnesota
Minneapolis, Minnesota 55455

(3) There is no charge for being placed on the mailing list or receiving a course booklet. Tuition for assessors and deputy assessors is paid for by the state out of a \$60,000 annual tuition fund. Other persons must pay for the courses.

(4) Requests for course booklets are processed within one week. Notification indicating whether a person has been accepted for a course will be sent within about two weeks.

BOARD OF CHIROPRACTIC EXAMINERS
717 Delaware Street SE, Room 336
Minneapolis, Minnesota 55414
(612) 296-5430

E. I. Puckropp, D.C.
Executive Secretary
Chief Administrative Officer

MINN. STAT. 148.01-148.10.

1. The Board of Chiropractic Examiners develops licensing standards, conducts license examinations, issues and revokes licenses, investigates complaints filed with the Board, and approves continuing education and seminars for license renewal.

2.A. (1) Complaints regarding a chiropractor may be filed by writing or calling the Board. The Board has the authority to revoke or suspend licenses as a result of investigations following a complaint. To register a complaint contact:

Board of Chiropractic Examiners
717 Delaware Street SE, Room 336
Minneapolis, Minnesota 55414
(612) 296-5430

(2) A chiropractor must have a minimum of Board required clinical workshops, seminars, etc., annually for license renewal.

(3) For information regarding continuing education, contact:

Board of Chiropractic Examiners
717 Delaware Street SE., Room 336
Minneapolis, Minnesota 55414

(4) Fees for workshops and seminars depends on the length of the course and the institution offering the course.

B. (1) The Board issues new licenses and renewals, and an applicant must have certain requirements before receiving an application for an examination.

(a) The examinee must have two years of pre-professional college toward a B.A. degree (60 credit hours) preferably in the sciences and other subjects the Board may require.

(b) The examinee must pass the National Board of Chiropractic Examination (which consists of basic science and chiropractic subjects).

(c) The applicant must possess at least two letters of character references.

(d) The applicant must satisfactorily complete four years of study in an accredited or status accredited chiropractic college.

(e) The applicant must pass the practical examination which includes subjects on dietetics, case management, X-ray, and chiropractic treatment procedures.

(2) To receive the application for, or specific information on licensing, contact:

Board of Chiropractic Examiners
717 Delaware Street SE., Room 336
Minneapolis, Minnesota 55414
(612) 296-5430

(3) There are several fees:

- a. \$50.00 examination fee;
- b. \$50.00 renewal fee;
- c. \$100.00 professional corporation fee; and
- d. \$25.00 professional corporation renewal fee.

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(4) Examinations are scheduled in January and June. Applications are mailed any time but must be in the Board office at least 15 days before an examination date.

BOARD OF EXAMINERS FOR NURSING HOME ADMINISTRATORS
717 Delaware Street SE
Minneapolis, Minnesota 55414
(612) 296-5406

Phillip C. Newberg, Executive Director
(612) 296-5406

MINN. STAT. § 144.965

1. The Board of Examiners for Nursing Home Administrators develops licensing standards, conducts license examinations, issues and revokes licenses, investigates complaints filed with the Board, conducts a continuing study of nursing homes and administrators, and authorizes and conducts instruction for license applicants and the continuing education of licensed administrators.

2.A. 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. Contact:

Board of Examiners for Nursing Home Administrators
717 Delaware Street SE
Minneapolis, Minnesota 55414
(612) 296-5406

B. (1) A licensed administrator must have 20 clock hours of non-academic education (workshops, seminars, etc.) annually. Every three years, the administrator must take academic instruction in health related subjects totaling six quarter credits or four semester hours.

(2) For information regarding continuing education, contact:
Board of Examiners for Nursing Home Administrators
717 Delaware Street
Minneapolis, Minnesota 55414
(612) 296-5406

(3) Fees and application forms depend on the course and the institution offering the course.

C. (1) The Board issues new licenses and renewals. A new applicant must fulfill the following five requirements before receiving a license:

a. pass the Professional Examination Service test (PES) for Nursing Home Administrators (a multiple choice test of 150 questions covering administration, patient care and service, and organization of health services);

b. pass the State Rules test (testing knowledge of the rules of the State Board of Health and the State Fire Marshall as they pertain to nursing homes and boarding care homes);

c. satisfactorily complete one college level course (six quarter credits or four semester hours) in long term health care or hold a Baccalaureate or Master's degree in Health Care Administration;

d. satisfactorily complete a Board approved practicum course (internship) in long term health care administration of at least 300 clock hours or have one year of

experience as an assistant administrator in a health care facility or hold a Baccalaureate or Master's degree in Health Care Administration; and

e. have at least two years of college or an Associate of Arts degree.

(2) To receive the application form or specific information on licensing, contact:

Board of Examiners for Nursing Home Administrators
717 Delaware Street SE
Minneapolis, Minnesota 55414
(612) 296-5406

(3) There are several fees:

- a. \$30.00 application fee;
- b. \$30 PES examination fee;
- c. \$20 State Rules examination fee; and
- d. \$75 annual license fee, renewable each July 1.

(4) Examinations are scheduled approximately every 90 days. Applications are accepted any time.

BOARD OF OPTOMETRY
717 Delaware Street SE
Minneapolis, Minnesota 55414
(612) 296-5544

Leo A. Meyer, O.D., Executive Secretary
(612) 296-5544

MINN. STAT. § 148.52

1. The Board of Optometry develops licensing standards for optometrists and conducts the license examinations, after which successful applicants are issued licenses. They authorize continuing education courses and programs for optometrists, and investigate complaints from the public.

2.A. (1) Complaints regarding possible violations of the optometry statute may be filed by writing to the Board. The Board has the authority to revoke or suspend licenses as a result of investigations instigated by a complaint.

(2) To file a complaint, contact:

Board of Optometry
717 Delaware Street SE
Minneapolis, Minnesota 55414

B. (1) A licensed optometrist must have 12 clock hours of academic or non-academic (workshops, seminars, etc.) education annually.

(2) For information regarding allowable continuing education, contact:

Board of Optometry
717 Delaware Street SE
Minneapolis, Minnesota 55414

C. (1) The Board issues new licenses and renewals. A new applicant must fulfill the following requirements:

- a. shall prove that he/she is of good moral character;
- b. shall prove that he/she is a graduate of an approved school of optometry requiring at least two academic years of preprofessional training for admittance, or that he/she is currently enrolled in the final year of study at such a school; and

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c. an examination including both a written test and a practical demonstration to thoroughly test the candidate.

d. In addition, any person who holds a certificate of registration or license from another state, and who has practiced not less than three years in that state, may apply for licensing in Minnesota by reciprocity.

(2) To receive application forms or specific information on licensing, contact:

Board of Optometry
717 Delaware Street SE
Minneapolis, Minnesota 55414

(3) There are several fees:

- a. \$50 examination fee;
- b. \$100 reciprocity fee;
- c. \$12 license issuance fee;
- d. \$50 annual license fee, renewable before April 1; and
- e. \$26 late penalty fee.

(4) Examinations are scheduled annually.

BOARD OF PODIATRY
717 Delaware Street SE
Minneapolis, Minnesota 55414
(612) 296-5513

Delano J. A. Dunn, D.P.M., Executive Secretary
(612) 296-5513

MINN. STAT. § 152.12 & 153.01-153.13

1. The Board of Podiatry establishes and enforces rules for the practice of podiatry (treatment of the foot). The Board annually examines candidates for licensure, renews licenses and investigates complaints.

2.A. (1) The Board investigates all complaints received. The Board has the power to revoke or suspend licenses.

(2) To register a complaint, contact by mail:

Board of Podiatry
717 Delaware Street SE
Minneapolis, Minnesota 55414

(3) There are no forms or fees.

(4) The Board resolves all complaints as they are received.

B. (1) The Board gives licensing examinations to approximately five applicants each year. An applicant must be over 18 years old, have the educational equivalent of four years of high school and one year in a liberal arts college, and a diploma or certificate from a recognized school of podiatry. Tests are given at the Board office, and licenses are issued to each applicant that passes.

(2) To receive information about examinations, application forms or to return completed applications, contact:

Board of Podiatry
717 Delaware Street SE
Minneapolis, Minnesota 55414
(612) 296-5513

(3) The examination fee is \$50, which includes the license fee for the first

year. If the applicant fails the examination, he may retake the examination twice within one year. There is a \$20 retake fee for each retake.

(4) The examination is given once a year and is scheduled to coincide with the graduation dates of schools of podiatry across the country. Applications for the test are accepted any time.

C. (1) The Board renews all licenses of registered podiatrists.

(2) For license renewal information or to pay the renewal fee, contact:

Board of Podiatry

717 Delaware Street SE

Minneapolis, Minnesota 55414

(612) 296-5513

(3) There are no forms required.

(4) The current renewal fee is \$50. All fees are subject to change by ruling of the Board.

(5) All renewal fees are due on July 1 of each year. Late renewals are penalized at the discretion of the Board.

BOARD OF VETERINARY MEDICINE
717 Delaware Street SE, Room 337
Minneapolis, Minnesota 55414
(612) 296-5388

Glen Nelson, DVM, Executive Secretary
(612) 296-5388

1. The Board of Veterinary Medicine licenses veterinarians. The Board examines candidates for licensure, renews licenses, records and annually renews professional corporations, establishes continuing education requirements and investigates consumer complaints.

2.A. The Board licenses veterinarians by examination. Examinations are given every six months; presently in May and December. A veterinarian who is licensed by another state and has practiced for five years may waive the written examination and receive an oral examination from the Board. The Board establishes continuing education requirements for license renewal. The Board informs drug regulating agencies, upon request, and the Livestock Sanitary Board of the location and status of licensees. The Board with the Assistant Attorney General assigned to the Board investigates all complaints. They may suspend or revoke a license.

B. Complaints are preferred in writing. To file a complaint, receive an application for license or renew a license or corporation, contact:

Board of Veterinary Medicine

717 Delaware Street SE, Room 337

Minneapolis, Minnesota 55414

(612) 296-5388

C. There is an application form available from the Board. An applicant must be at least 18 years old, of good moral character, and have a Doctor of Veterinary Medicine degree from an approved school.

D. Fees may be set annually by the Board. Presently, fees are:

Examination and first license fee	— \$ 50.00
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Renewal fee	— \$ 5.00
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Waiver of examination and license fee	— \$100.00
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Professional corporation fee	— \$100.00
Corporation renewal fee	— \$ 25.00
Late license fee	— \$ 10.00

E: Renewal fees must be received by March 1, or there is a ten dollar late fee. If the renewal fee is not received by May 1, then the Board suspends the license. Complaints are handled as they are received. The time to resolve a complaint varies with the complexity of the complaint.

BOARD OF PHARMACY
Room 351, 717 Delaware Street SE
Minneapolis, Minnesota 55414
(612) 296-5411

David E. Holmstrom, Executive Secretary
(612) 296-5411

MINN. STAT. CH. 151 and 152

1. The Board of Pharmacy enforces rules dealing with adulterated, misbranded and illicit drugs; provides information about drugs to other health professionals, and develops rules governing drug storage, distribution and recordkeeping for individuals, institutions and facilities. The Board tests and licenses all pharmacists, and inspects and licenses all pharmacies, drug wholesalers and manufacturers. They determine the continuing pharmacy education requirements for all pharmacists and approve C.E. Programs.

2.A. (1) The Board issues all licenses dealing with pharmacy. Applicants for a pharmacist's license must be graduates of an accredited college of pharmacy and have at least 1500 hours of internship experience.

(2) For application forms and information regarding licensing requirements, contact:

Board of Pharmacy
Room 351, 717 Delaware Street SE
Minneapolis, Minnesota 55414
(612) 296-5411

(3) License and examination fees are:

Type of License	Initial and Renewal Fee	Examination Fee
Pharmacist	\$25	\$50
Pharmacy	\$40	
Drug Wholesaler and Manufacturer	\$50	
Reciprocity examinations		are conducted at a cost to the applicant of \$100.

(4) Licenses must be renewed annually. Pharmacist licenses must be renewed by March 4 of each year. Pharmacy licenses must be renewed by June 30 of each year. Drug wholesaler and manufacturer licenses must be renewed by June 13 of each year. Pharmacist examinations are given each fall and spring, and reciprocity examinations are given in the summer and winter. The dates of examinations vary from year to year.

B. (1) The Board investigates all complaints against all licensed pharmacists and pharmacist-interns. The Board has the power to suspend or revoke licenses.

(2) All complaints should be made in writing to:

Board of Pharmacy
Room 351, 717 Delaware Street SE
Minneapolis, Minnesota 55414

CRIME CONTROL PLANNING BOARD

6th Floor — Space Center
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-3133

Jacqueline O'Donoghue, Executive Director
(612) 296-3052

MINN. STAT. CH. 260

1. The Crime Control Planning Board is a statewide criminal justice planning and research agency, with a membership of elected officials, citizens, courts, and corrections and law enforcement officials. The Commission has eight regional and two local advisory councils. The regional planning units aid local elected officials and criminal justice officials in identifying local criminal justice problems and writing grant applications designed to solve those problems. The Commission provides technical assistance and awards federal criminal justice improvement funds from the Law Enforcement Assistance Administration to local governments and state criminal justice agencies.

2.A. While most services are provided directly to local governments and criminal justice officials, the Commission will answer requests for information on criminal justice programs, crime in Minnesota, the operation of Minnesota criminal justice agencies and the Federal Law Enforcement Assistance Administration program.

B. To obtain this information contact:

Crime Control Planning Board 6th Floor — Space Center 444 Lafayette Road St. Paul, Minnesota 55101 (612) 296-3133	Region C Governor's Crime Commission 115 Third Avenue West Alexandria, Minnesota 56308 (612) 763-6487
Arrowhead Regional Development Commission 200 Arrowhead Place Duluth, Minnesota 55802 (218) 722-5545	Region D Governor's Commission on Crime Prevention and Control Center for Study of Local Government St. John's Mall Center 22 Fifth Avenue South St. Cloud, Minnesota 56301 (612) 253-7110
Region E Advisory Council P.O. Box 217 Marshall, Minnesota 56258 (507) 537-7352	Region 10 Criminal Justice Advisory Council 301 Marquette Bank Building Rochester, Minnesota 55901 (507) 285-2587
Region 9 Criminal Justice Advisory Council 709 North Front Mankato, Minnesota 56001 (507) 387-5643	Hennepin County Criminal Justice Coordinating Council 312 Fourth Avenue South Minneapolis, Minnesota 55415 (612) 348-6497
Metropolitan Criminal Justice Advisory Council Third Floor, Metro Square Building St. Paul, Minnesota 55101 (612) 291-6359	St. Paul-Ramsey County Criminal Justice Coordinating Council 830 Minnesota Building St. Paul, Minnesota 55101 (612) 298-5652
Region A Crime Commission Bemidji State College Bemidji, Minnesota 56601 (218) 755-2593	

PLANNING AND PROGRAM DEVELOPMENT UNIT

Director

1. The Planning and Program Development Unit assists the Commission in developing the Comprehensive State Plan and grant applications, and by monitoring grants. The Comprehensive State Plan, written annually, suggests programs to solve criminal justice problems. They provide no services directly to the public.

FISCAL UNIT

Stanley Lebsack, Finance Officer

1. The Fiscal Unit records past and current fiscal data concerning grants received by the Commission, grants awarded and the general operation of the Commission. They provide no services directly to the public.

GRANTS ADMINISTRATION UNIT

Bill Lucas, Grants Administrator

1. The Grants Administration Unit provides technical assistance to applicants and staff during the development of projects and applications. The Unit writes contracts, obtains signatures, distributes and amends contracts. They provide no services directly to the public..

OPERATIONS MANAGEMENT AND RESEARCH UNIT

Cindy Turnure, Director

1. The Operations Management and Research Unit provides information on Minnesota's criminal justice system to Crime Commission members, Commission planners and other agencies. The Research Unit analyzes criminal justice data. The Unit designs research projects when data is not available or is inadequate. They provide no services directly to the public.

EVALUATION UNIT

Michael McMahon, Acting Director

1. The Evaluation Unit tests methods for evaluating projects funded by the Governor's Crime Commission. The Unit assesses the overall impact of Law Enforcement Assistance Administration in Minnesota and assists potential grantees, in developing methods to evaluate their projects. They provide no services directly to the public.

AUDIT UNIT

Tom Gast, Chief Auditor

1. The Audit Unit makes final and interim audits of the Commission's grants. The Unit audits all grantee compliance with state and federal guidelines, evaluates the grantee use of federal and state funds, and reviews the subgrantee accounting systems. The Unit reports its findings to the grantee, to LEAA and to the Commission's Executive Director. They provide no services directly to the public.

DEPARTMENT OF ADMINISTRATION
Office of the Commissioner
208 Administration Building
St. Paul, Minnesota 55155
(612) 296-3862

Richard L. Brubacher, Commissioner
(612) 296-3891

MINN. STAT. CH. 16

1. The Department of Administration is the central management agency of the state. The Department manages state government and provides administrative services to state departments and agencies. The Office of the Commissioner provides administrative direction and supervision for the department.

In addition to his duties as head of the Department of Administration, the Commissioner serves as Secretary of the executive Council, Secretary of the Minnesota Commission of Interstate Cooperation, Chairman of the School Loan Committee, and administrator for the Juvenile and Criminal Defense Grants Program.

2.A. The Commissioner of Administration, in consultation with the Attorney General, is responsible for the administration of Juvenile and Criminal Defense Grants Program. These grants are available to non-profit juvenile/criminal defense corporations in five communities: Duluth, St. Paul, Minneapolis, and the reservations of Leech Lake and White Earth. Only one grant is awarded in each area per year, with the money disbursed by the Commissioner by July 1.

B. All applications should be sent to:
Office of the Commissioner
Department of Administration
208 State Administration Building
St. Paul, Minnesota 55155
(612) 296-3862

C. No forms are needed to apply for grants. However each application should include a copy of the by-laws of the corporation and proof of tax exempt status from the United States Internal Revenue Service.

D. There are no application fees.
E. Grants are awarded within two to three weeks.

OFFICE OF THE ATTORNEY GENERAL
Administrative Agencies Division
J. Michael Miles, Director

1. The Administrative Agencies Division is a division of the Attorney General's Office. The Division handles all legal services for their client agencies: the Departments of Administration, Finance, Personnel, and Military Affairs, the Personnel Board, the County Attorney's Council, the Executive Council, the Minnesota Educational Computing Consortium, the Designer Selection Board and the Publications Review Board. The Division approves rules from all state administrative agencies as to form and legality for the Office of the Attorney General. This is one of the first steps in the rule-making process, followed only by the filing of the rules in the Office of the Secretary of State and publication in the *State Register*. The Division determines whether the rules are consistent with the constitution and laws of the state of Minnesota. The Division provides information to the public regarding the legal powers and activities of the client agencies.

OFFICE OF GENERAL SERVICES*

William Strusinski, *Deputy Commissioner*

BUREAU OF CENTRAL SERVICES AND PERSONAL PROPERTY MANAGEMENT*

Norman R. Osterby, *Assistant Commissioner*

BUILDING CODE DIVISION

408 Metro Square Building

7th and Robert Streets

St. Paul, Minnesota 55101

Donald Pates, *Director*

1. The Building Code Division promulgates and administers the state building code to provide uniform performance standards for the construction of all buildings so as to assure the health, safety, comfort and security of building occupants. The Building Code Division provides the following services directly to the public:

- A. Assistance in applying and interpreting the state building code;
- B. Assistance and information regarding building materials, as in the case where a building official requires information on a substitute material;
- C. Consultations with architects and engineers;
- D. Review and evaluation of building construction documents and plans for structures for which municipalities request review, public schools, manufactured buildings such as mobile homes and hospitals, all state-owned buildings, all buildings financed in whole or part by the state;
- E. Assistance in meeting energy conservation standards for new buildings;
- F. Monitoring and licensing mobile home installers and mobile home manufacturers;
- G. Answers to consumer inquiries regarding mobile homes;
- H. Registration of mobile home installers.

CODE CONSULTATION SECTION

Section Chief

1. The Code Consultation Section provides assistance to the public in interpreting and applying the State Building Code. The Section also recommends approved materials for construction and determines whether substitute materials meet state requirements.

2. For assistance and information contact the Division at:
(612) 296-4639

PLAN REVIEW SECTION

Wayne Stevens, *Section Chief*

1. The Plan Review Section reviews and evaluates building construction documents for:

- A. Structures for which municipalities request review;
- B. Manufactured buildings such as mobile homes;
- C. Public Schools;

Bureaus and Offices marked with an asterisk () are administrative in function. They are responsible for the over-all management of the divisions under their jurisdiction. They provide no services directly to the public.

- D. State-licensed buildings such as hospitals and nursing homes;
- E. State-owned buildings;
- F. All buildings financed in whole or part by the state.

Design professionals such as architects and engineers are available for consultations through this section.

- 2. For information and assistance contact the Division at:
(612) 296-4639

ENERGY CONSERVATION SECTION
Section Chief

1. The Energy Conservation Section provides information to the public on energy standards required by the State Building Code for all new buildings and suggestions on how to meet them.

- 2. For information and assistance contact the Division at:
(612) 296-4639

MOBILE HOME/MANUFACTURED BUILDING SECTION

Richard Hauck, Section Chief

1. The Mobile Home/Manufactured Building Section provides the following services directly to the public:

A. Monitoring and licensing mobile home sales lots and mobile home manufacturers;

B. Registration of mobile home installers;

C. Answering consumer concerns and inquiries regarding mobile homes. The Section also monitors mobile home installation standards and manufactured building plants.

2. A (1) Licenses for mobile home sales lots and licenses to manufacture buildings are available from the Section. The Section also keeps records of all bonded sales lots and manufacturers as this is a prerequisite for licensing.

(2) Licenses are available at the Section office:

Mobile Home/Manufactured Building Section
408 Metro Square Building
7th and Robert Streets
St. Paul, Minnesota 55101
(612) 296-4639

(3) The form needed is the Dealer/Manufacturer Form. This form may be obtained by mail or phone from this section at no charge.

(4) The yearly licensing fee is \$44.

(5) Licenses are processed as soon as the application is received. Processing usually takes one to two weeks.

B. (1) The Mobile Home/Manufactured Building Section registers mobile home installers. Registration can be accomplished by mail or in person.

(2) This service is available at the Section office:

Mobile Home/Manufactured Building Section
408 Metro Square Building
7th and Robert Streets
St. Paul, Minnesota 55101
(612) 296-4639

(3) No forms are necessary for registration.

(4) There is a yearly registration fee of \$10. In addition, a seal must be purchased and attached to each new installation. Seals are available from the office at \$3 each.

(5) Registration handled through the mail will be completed within one to two weeks. Registration handled in person will be completed immediately.

CABLE COMMUNICATIONS DIVISION

Robert McDonald, Director

1. The Cable Communications Division provides staff services to the Minnesota Cable Communications Board (MCCB), a seven-member, governor appointed group. The Cable Communications Division and MCCB work together to provide information, advice and assistance to municipal officials, cable operators, organizations and individuals involved in developing and using cable communications throughout Minnesota. Services are provided by the Board (see page 225).

MATERIALS MANAGEMENT DIVISION

Larry L. Volmer, Director

1. The Materials Management Division designs, develops and maintains statewide inventory management programs for all types of personal property inventory. The Division also maintains the state's Federal surplus and central stores distribution centers.

DISTRIBUTION CENTER ACTIVITIES

Eugene A. Wrobel, Assistant Director

1. The Distribution Center Activities provide distribution center support services to state agencies and public health institutions. They provide no services directly to the public.

FEDERAL SURPLUS PROPERTY SECTION

James Johnson, Supervisor

1. The Federal Surplus Property Section maintains a distribution center for federal surplus property; such as maintenance, repair and operating equipment for state educational, civil defense, and public health institutions. The General Services Administration identifies surplus federal property and notifies the Section when this property is available to the state. The Federal Surplus Section then selects the items needed by the state, acquiring the property at no cost other than transportation expense. The Section has established statewide obsolete and surplus liability and utilization procedures for Federal surplus property. They provide no services directly to the public.

CENTRAL STORES SECTION

Walter Sepolski, Supervisor

1. The Central Stores Section maintains a distribution center for office supplies, standard forms and other commonly used items for all state agencies. The Section acquires, warehouses and distributes these items, and determines the prices to be charged to agencies for the supplies. They provide no services directly to the public.

INVENTORY MANAGEMENT ACTIVITY

Ray Walimaa, Assistant Director

1. The Inventory Management Activity develops and maintains state wide inventory management programs which include formal inventory systems ensuring the effective management of all state-owned personal property.

FIXED ASSET INVENTORY SECTION

Keith Hovland, Supervisor

1. The Fixed Asset Inventory Section establishes and maintains an ongoing computerized system for all state-owned fixed asset personal property, such as motorized equipment, furniture and business machines. The system includes policies and procedures for an accurate and timely accounting of the state's fixed asset inventory and provides security and utilization guidelines. They provide no services directly to the public.

CONSUMABLE INVENTORY SECTION

John Tuset, Supervisor

1. The Consumable Inventory Section develops and maintains an inventory management system for all state-owned consumable personal property, such as fuel, food, maintenance parts and office supplies. This Section evaluates existing inventory conditions, conducts studies, and develops systems for all agencies to include inventory planning capabilities, perpetual inventory records, stock controls, reporting procedures and warehousing techniques. They provide no services directly to the public.

STATE SURPLUS PROPERTY SECTION

Warren Woods, Supervisor

1. The State Surplus Property Section develops and maintains policies and procedures designed to best use all state-owned personal property. The Section organizes the transfer of surplus personal property between state agencies preventing the purchase of new property of a similar nature. When personal property is unusable to the state, it is sold to the state's subdivisions or the general public.

2.A. (1) Surplus Personal Property Sales to the state's subdivisions and general public are normally accomplished by auction or sealed bid process. However, sales may be negotiated when it is advantageous to the state.

(2) Persons interested in purchasing surplus state personal property or auctioneering should call or write to:

State Surplus Property Section
Materials Management Division
671 North Robert Street
St. Paul, Minnesota 55101
(612) 296-6132

(3)a. For sealed bid and negotiated sales, the Section will provide all interested persons with an application form which must be completed and returned. This form indicates the type(s) of property the applicant is interested in purchasing. Applicants will be placed on mailing lists (by zone) and advised by sealed bid, invitation or letter of all personal property sales in their zone. Personal property sales are awarded to the highest qualified bidder.

b. Persons interested in being notified of all state public auction sales should contact the Section and give their name and complete address. All interested persons are placed on a general mailing list and receive bulletins of all public auctions held by the state. State auctions are also advertised by news-media at least seven days prior to the sale. News media used are the Minneapolis and St. Paul papers and local papers in the immediate vicinity. Public service announcement releases are also sent to radio and television stations throughout the state.

c. All state public auctions are conducted by qualified licensed auctioneers. All auctioneers interested in providing their services to the state should submit their complete name and address to the State Surplus Property Section. Sealed-bid

invitations for auctioneering services will be mailed to all interested persons for each scheduled auction.

AUDIT SECTION

1. The Audit Section conducts inventory management-related field audits at all state agencies. The audits ensure system accuracy, accountability, procedural compliance and maximum utilization of all state personal property. This Section also provides training and assistance to state agencies in all areas of the inventory management activity. They provide no services directly to the public.

PROCUREMENT DIVISION

Vern S. Bruce, *Director*

1. The Procurement Division purchases all supplies and equipment for state agencies. Purchase requisitions from state agencies are filled by competitive bids. The Division sends out invitations for bids to members of the public on their mailing lists.

2.A. The sending of bid invitations to the public is a general function of the Procurement Division and does not fall under any specific section. The Director of Procurement maintains a list of bidders to whom he regularly sends invitations to bid in various service and material classes; such as furniture, printing or construction. Unless specified, telegraphic or alternate bids (bids for a product or service of lesser quality) will not be considered.

B. Persons wishing to participate in the bid procedure should write to:

The Director of Procurement
Room 112, State Administration Building
St. Paul, Minnesota 55155

Written requests to be placed on file must include the prospective bidder's address, business and list of materials, products or services dealt in regularly. The firm name will be placed on the permanent bid list in each appropriate class. Failure to reply in any way to three consecutive bid invitations will result in removal from the list. A firm may be reinstated on the list by sending in another written request for inclusion.

C. Bid forms to be used in the solicitation of bids are prepared by the Division in consultation with the agency requesting the service or material. These forms must be used by the bidder. They will be mailed automatically to everyone on the appropriate mailing list.

The following information will be provided to prospective bidders by the state on the bid form:

1. Department, division and requisition number;
2. Name and address;
3. Date of bid issuance;
4. Date, hour and place of opening bids;
5. Bond or certified check requirements, if any;
6. Quantity of supplies or services to be furnished under each item;
7. Any provision for quantity variation;
8. Description of supplies and services to be furnished under each item;
9. Place, method and condition of inspection or testing, if required;
10. Any special provisions and general conditions.

Bid security will be requested in many cases. A certified check or bid bond, made payable to the "State of Minnesota" will be required to enter into a contract with the state and deliver the merchandise or service in accordance with his bid proposal. Checks or bonds will constitute liquidated damages in the event of the failure of the bidder to perform the contract in accordance with his proposal, and will also be held as

security for delivery and acceptance of merchandise or services. The checks of unsuccessful bidders will be returned as soon as delivery is made and accepted by the agency.

Bidders must supply the following information:

1. All bids must be typewritten or written in ink, and include the signature of an authorized person;
2. Merchandise must be identified by brand names, trademarks, model numbers or other applicable information such as catalogue numbers;
3. All bids must be on the latest model, crop, or manufacture unless otherwise specified by the state;
4. Unit and total prices;
5. The call for bids will specify whether or not bids will be on the basis of "all or none." The bidder may not specify otherwise;
6. Any cash discounts applicable to the state;
7. Unless specifically provided for in the call to bid, a bid containing an "escalator clause" providing for an increase in price will not be considered;
8. The earliest date by which delivery can be made.

Bids must be sealed and submitted to the Division by mail or messenger prior to the time set for the opening of bids. Bids received after this time will be returned unopened.

Bids are opened publicly and read aloud. Interested persons are invited to attend bid openings. Bids are retained permanently and are available for public inspection. In addition, the names of bidders, prices quoted, and other pertinent data are entered together for comparison and this information is also available to the public.

D. Awards of contracts will be made with reasonable promptness (usually ten days to three weeks) by written notice to the bidder whose bid is lowest; price, performance and other factors considered. Unsuccessful bidders will be notified at the same time.

BUYING SECTION

James J. Corrigan, Assistant Director

1. The Buying Section groups together merchandise requests from state agencies to save money by buying in quantity and in a more organized manner. The Section combines quantities of given types (for example, office equipment) to be placed on bid with the same delivery date. (See page 16 for bid procedures.)

STANDARDS AND ENGINEERING SECTION

Donald T. Hackman, Assistant Director

1. The Standards and Engineering Section standardizes materials and services for general use by state agencies to eliminate the purchase of wide varieties of the same material or service. The Section insures that vendors furnish the precise merchandise or service ordered and that agencies do not receive merchandise or service of an unacceptable quality. The Section also manages purchases made under open-ended contracts (contracts made for an indefinite quantity of a given line of products for a one to two year period at a set price), and the cooperative purchasing program with other Minnesota governmental agencies. (See page 16 for bidding procedures.)

CONSTRUCTION CONTRACTS SECTION

Betty Jane Frank

1. The Construction Contracts Section is responsible for the bid procedures on

all construction project contracts over \$5000. Contracts are reviewed in cooperation with the Architectural and Engineering Division of the Department of Administration. (See page 16 for bid procedures.)

PUBLICATIONS AND GENERAL SERVICES DIVISION

Hyman H. Cohen, *Director*

1. The Publication and General Services Division provides printing, duplicating, and mail handling services; together with repair and rental of office equipment to all state agencies in the Twin Cities metropolitan area. They also sell state documents to the public through the Documents Section. (See Documents Section for detailed information.)

CENTRAL MAILING SECTION

Michael Perry, *Section Chief*

1. The Central Mailing Section provides mailing, addressing and inserting services to all state agencies in the Twin Cities metropolitan area. They provide no services directly to the public.

PRINTING AND DUPLICATING SECTION

Donald N. Johnson, *State Printer*

1. The Printing and Duplicating Section processes all printing and duplicating requests from state agencies. The State Printer determines which printing requests can be handled by the state and which should be bid out to commercial printers through the Division of Procurement. The State Printer is responsible for the smooth operation of Central Duplicating which handles all internal printing and duplicating jobs. The State Printer also reviews charges by local newspapers for legal notices. This Section provides no services directly to the public.

OFFICE EQUIPMENT REPAIR, RENTAL AND SALES SECTION

Eugene D. Kilmer, *Section Chief*

1. The Office Equipment Repair, Rental and Sales Section repairs all types of manual and electric typewriters and adding machines for state agencies in the St. Paul area. Other state agencies may use this service by dropping the equipment off and picking it up when ready. The Section has loaner machines for agencies having repairs made, as well as reconditioned machines that are available for sale or rental to state agencies. They provide no services directly to the public.

DOCUMENTS SECTION

Eda Staudenmaier, *Chief*

1. The Documents Section sells and distributes state publications, both to state agencies and to the general public. Over 500 publications are offered for sale to the public, as well as state flags, decals, and directories. Documents supplies state libraries with agency publications. They also administer the "Slip-Service" law by providing photo-copies of legislative acts as soon as they become available.

2.A. Publications available to the public fall into the following categories:

(1) Catalogues of available materials. There are three of these: the catalogue of *Minnesota State Publications*, which lists over 500 books and pamphlets of general interest; the *Index of Minnesota Lake Maps*, which lists contour maps available of 3000 lakes; and the *Index of Fire Plan Maps*, which lists maps used for hunting or hiking.

(2) Directories listing manufacturers, schools, airports, hospitals, and various other state facilities.

(3) Laws — Statutes, Session Laws and some reprints of laws relating to individual agencies. Photo-copies of laws as they are enacted by the legislature are sold on a "per page" basis (they should be ordered by chapter number).

(4) Rules of state agencies sold individually.

(5) Teaching guides from the Department of Education, study manuals for insurance and real estate salespersons, boating guides and field studies from the Department of Natural Resources, special reports, workbooks and manuals from various state agencies.

(6) *Tax Court Decisions, Worker's Compensation Decisions, Minnesota Reports, State Register, and Legislative Maps.*

(7) State flags and decals.

(8) 3500 contour lake maps (sounding maps), sold individually.

(9) Architectural and survey tracings. These are working prints or tracings for state-owned buildings which are printed and available.

B. These items are available at:

Documents Section
140 Centennial Building
658 Cedar Street
St. Paul, Minnesota 55155
(612) 296-2874

C. There are no forms necessary for the public to obtain materials from the Documents Section. Orders can be made by letter or in person at the address above. All orders must be accompanied by a check.

D. The cost of items available varies according to the cost of printing, postage, and handling.

(1) There is no charge for any of the three catalogs available from Documents Section.

(2) Costs for directories are determined by cost to Documents.

(3) Costs for laws are determined by cost to Documents. The cost for photo-copies of legislation is 25¢ for the first two pages, and 15¢ for each additional page, plus 4% sales tax.

(4) Individual rates are priced by cost to Documents.

(5) Costs for individual rules are determined by the cost to Documents.

(6) Costs on all other items are determined by the cost of production to Documents. In ordering items from Documents by mail, prepayment is required. You should enclose a money-order made payable to Documents Section for the amount of purchase plus 4% sales tax on the total price. List the publication's exact title and enclose your name, address and zip code. It is advisable to order the appropriate catalogue before ordering the document(s) so that the prepayment is exact and there is no delay in shipment.

E. Orders by letter take two or three weeks for delivery. Orders made in person are filled immediately.

OFFICE OF THE STATE REGISTER

1. The Office of the State Register publishes all agency rules and executive orders for the State of Minnesota. Adopted rules and executive orders must be published to have legal effect. The Office also publishes notices of public hearings, the texts of all proposed rules and any notices state agencies wish to publish. All of these documents are incorporated in a weekly magazine called the *State Register*. The *State Register* is available from the office or the Documents Section (see page 18).

The Office also publishes the *State Register Guidebook to State Agency Services*, which contains all the information needed to obtain services provided by state agencies to the public, and the *Minnesota Code of Agency Rules (MCAR)* which contains the adopted rules of all state agencies.

2.A. (1) The Office sells and distributes the *State Register* to the public, either as annual subscriptions or in single copies. The *State Register* is mailed to subscribers by the Office of the State Register.

(2) For single copies of the *State Register* or to order subscriptions, contact:
Office of the State Register
State Capitol Credit Union Bldg.
Suite 203, 95 Sherburne Ave.,
St. Paul, Minnesota 55103

(3) Orders for annual subscriptions should be accompanied by the order form found on the back pages of each issue of the *State Register*, an order card available from this office, or a letter of request. Single issues may be ordered by letter specifying issue number and date. On some occasions, single issues of special interest may be advertised in the *State Register*. Order forms will be found in those issues.

(4) Costs for an annual subscription to the *State Register*, which includes 52 weekly issues and one copy of the *Guidebook to State Agency Services*, are \$110 for the first subscription and \$85 for each additional subscription. Checks made payable to the Minnesota State Treasurer should accompany all subscription orders. The Office of the State Register cannot extend credit on purchasing orders or invoices.

For single issues the cost is \$2.25 per copy. Single issue orders should also include a check with the order to avoid delays in delivery. Checks should be made payable to the "Minnesota State Treasurer". Single copy orders from the Documents Section should include a check payable to the "Documents Section".

Fees for single issues and yearly subscriptions may be paid at the Office of the State Register.

(5) Subscription orders will be placed on our mailing lists within one week of receipt. The first copy of the *State Register* will be sent within two weeks of the date of receipt. Single issue requests are handled within two days of receipt of the request.

B. (1) The Office sells and distributes the *State Register Guidebook to State Agency Services* to the public either as part of the annual subscription or in response to requests from non-subscribers. The *Guidebook* is available at retail bookstores throughout the State.

(2) To request a copy of the *Guidebook to State Agency Services*, contact:
Office of the State Register
95 Sherburne Avenue, Suite 203
St. Paul, Minnesota 55103
(612) 296-8239

(3) Orders for the *Guidebook* should be accompanied by the order form found in the back pages of each issue of the *State Register*. The order form is also available by phone or written request from the Office of the State Register.

(4) The price of the *Guidebook* is \$5.95. Subscribers to the *State Register* receive a *Guidebook* without additional charge. Orders for the *Guidebook* should be accompanied by a check made payable to the Minnesota State Treasurer.

C. (1) The Office publishes the *Minnesota Code of Agency Rules (MCAR)*, a 15-volume set of permanent rules of State agencies. A quarterly update service is also available.

(2) To order the MCAR or to subscribe to the update service, contact:
Office of the State Register
95 Sherburne Ave., Suite 203

St. Paul, Minnesota 55103
(612) 296-8239

(3) The price of the 15-volume MCAR is \$325.00. A yearly subscription to the update service is \$110.00.

BUREAU OF REAL PROPERTY AND TRANSPORTATION MANAGEMENT*
John C. Moen, Assistant Commissioner

DIVISION OF ARCHITECTURE AND ENGINEERING

1. The Division of Architecture and Engineering carries out the Commissioner of Administration's responsibility to remodel, rehabilitate, and construct all state-owned buildings. The Division designs minor building projects and acts as the owner's agent on major projects. For construction projects of \$250,000 or more or planning projects of \$20,000 or more, a consultant must be selected by the Designer Selection Board.

2.A. To obtain information concerning the Board, the project under review, and the methods of selection, call (612) 296-4656.

B. (1) After the selection of a consultant has been made by the Designer Selection Board or the Commissioner of Administration, the Division of Architecture and Engineering reviews the agency's building requirements with the project consultant. The consultant provides a written outline of the entire project. The Division reviews the construction documents before bidding. After the legislature has approved the plans, the Division or the consultant prepares plans and bidding specifications and publishes them. These advertisements for bids contain information about the nature and extent of the project, information about the bids themselves, and the locations where necessary forms may be obtained. All bids are then handled by the Department of Procurement (see page 16).

(2) On major projects, ten to eighteen months are required from the initial conference with the project consultant to the time that bids for construction are received.

PLANT MANAGEMENT DIVISION

Axel Peterson, Director

1. The Plant Management Division maintains all state buildings in the Capitol Complex, the Health Building, the twin city metropolitan area Community Colleges, the Employment Services Building in Minneapolis and St. Paul, and the State Ceremonial Building (Governor's Mansion). The Division maintains the grounds and parking facilities of these buildings and disposes of lost and abandoned property left in state buildings. It assists state agencies in complying with the 1975 Minnesota Clean Indoor Air Act (which requires designation of smoking areas in all public buildings) by providing and installing no-smoking signs. It supervises cafeterias in state buildings and provides flag protocol information over the phone to the public. It also provides permits for special public uses of state buildings (for example, if a group wishes to stage a rally on the Capitol steps, they must contact the Division). These services are provided by the Special Services Section (see page 22).

BUILDING AND GROUNDS SECTION

Clarence H. Ernst, Assistant Director

1. The Building and Grounds Section provides routine grounds maintenance and daily janitorial care of state buildings in the twin cities metropolitan area. The Section maintains the lawns and parking lots year-round. During the winter snow is removed

from sidewalks and parking lots. The Section also moves furniture and office equipment for state agencies upon request. It provides no services directly to the public.

PLANT OPERATIONS AND MAINTENANCE SECTION

1. The Plant Operations and Maintenance Section operates, maintains, and repairs environmental systems (such as heating and cooling) for all state-owned buildings under their jurisdiction. The Section makes all general repairs, inspects the buildings regularly and repairs furniture. It provides no services directly to the public.

SPECIAL SERVICES SECTION

Elmer L. Erkkila, Assistant Director

1. The Special Services Section administers parking in the Capitol Complex, and is responsible for food service management in the Capitol Complex. The cafeterias are operated by private contractor and the lunch counters are run by the Services for the Blind. The Section provides information about flag protocol and maintains a lost and found department.

2.A. There are four cafeterias at the Capitol Complex which the public may use. Prices are generally moderate.

Centennial Building	Capitol Square Building
Ground Floor	Lower Level
658 Cedar Street	550 Cedar Street
State Capitol	Highway Building
Basement	Ground Floor
Aurora Avenue	John Ireland Blvd.

There are also two lunch counters operated by the services for the Blind; Department of Public Welfare, and one in the State Office Building run by private contractor.

Veterans Service Building	State Office Building
5th Floor	Basement
20 West 12th Street and	Wabasha Street
Columbus Avenue	

State Administration Building
1st Floor
50 Sherburne Avenue

- B. For permits to use state buildings for public group activities contact:
 - Room G-9, State Administration Building
 - St. Paul, Minnesota 55155
 - (612) 296-6401
- C. For reporting or trying to find lost items contact:
 - Room G-9, State Administration Building
 - St. Paul, Minnesota 55155
 - (612) 296-6401
- D. For information regarding flag protocol contact:
 - Room G-9, State Administration Building
 - St. Paul, Minnesota 55155
 - (612) 296-6401

REAL ESTATE MANAGEMENT DIVISION

Marlo W. Hanson, Director

1. The Real Estate Management Division manages all land and office space under the jurisdiction of the Department of Administration. It allocates all office and work space in the state and privately-owned buildings rented by the state, maintains an inventory of all space owned or leased, and leases all space for state agencies. The Division also acquires and disposes of real estate. Property is acquired by direct purchase, condemnation or gift. The Division obtains appraisals on property to insure the proper purchase price. Real estate is disposed of by transferring it to another agency, selling it to another governmental body or selling the property by bid to the general public.

2. Information regarding lease and sale activities is available from the Division office:

Real Estate Management Division
Room G-19D, State Administration Building
St. Paul, Minnesota 55155
(612) 296-6674

CENTRAL MOTOR POOL

Glenn Johnston, Director

1. The Central Motor Pool Division supplies motor vehicles to state agencies for state business. The Division controls, regulates, acquires, operates, maintains, repairs, and disposes of all vehicles owned by the Division. The services provided by the Central Motor Pool Division to the public are the sale of used vehicles by auction and handling of complaints by the public of possible misuse of state vehicles.

CENTRAL MOTOR POOL OFFICE

1. The Central Motor Pool Office handles the administrative responsibilities of the Division. It rents vehicles to state agencies on a monthly basis. It also acquires new vehicles and disposes of used vehicles.

2. The Central Motor Pool Office provides used vehicles for sale at public auctions. These auctions are held under the authority of the Materials Management Division of the Department of Administration (see page 14).

TRAVEL COORDINATION CENTER

Jerry Brunnette, Travel Coordinator

1. The Travel Coordination Center coordinates all official travel for state employees, and reserves vehicles for trips. The Center provides information about commercial transportation in the event that state-owned vehicles cannot be used.

2. (1) The Travel Coordination Center receives all complaints from the public about state-owned vehicles. They take all the pertinent information, contact the head of the department to which the vehicle has been assigned to make sure that the investigation has been completed.

(2) Complaints should be filed at:

Travel Coordination Center
610 North Robert Street
St. Paul, Minnesota 55101
(612) 296-5658

(3) No forms or fees are needed.

(4) To receive notification of the investigation, the person should write a

letter or give their name and address over the phone. Further checks can also be made to discover the results of the investigation.

B. (1) The Travel Coordination Center also manages the State Employee Commuter Van Pool Program. The vans serve areas not having adequate public transportation.

(2) For further information contact:

Travel Coordination Center
610 North Robert Street
St. Paul, Minnesota 55101
(612) 296-5658

(3) There are no forms.

(4) Passengers are charged a fee.

CENTRAL DELIVERY SERVICE

1. The Central Delivery Service picks up and delivers inter-office and federal mail from all state offices within the Capitol Complex daily. It provides no services directly to the public.

ENERGY CONSERVATION PROGRAM

Donald T. Johnson, *Coordinator*

1. The Energy Conservation Program studies all state-owned buildings which are heated by oil, coal, gas or electricity and determines the most effective way insulation, climate control and lighting changes can be used to conserve energy. They provide no services directly to the public.

MANAGEMENT SERVICES DIVISION

John Walley, *Director*

1. The Management Services Division provides management services to all state agencies, the Legislature, and the Governor's Office to improve the management and reduce the cost of state government. The Division also provides information to the public as to the nature and location of data kept on them by the state. This service is provided by the Data Privacy Sub-Activity of Records Management (see page 25).

RECORDS MANAGEMENT

Gloria Gold, *Assistant Director*

FORMS AND RECORDS CONTROL SUB-ACTIVITY

Richard Hullsiek, *Forms Manager*

Beverly Swanson, *Records Manager*

1. The Forms and Records Control Sub-Activity identifies, inventories and disposes of all official state documents, forms, reports and records. It provides no services directly to the public.

RECORDS CENTER

John Schwan, *Manager*

1. The Records Center stores permanent and semi-permanently maintained official records which are used infrequently. The Center also retrieves these records should they be needed. They provide no services directly to the public.

MICROGRAPHICS SUB-ACTIVITY

Arthur Stiff, Manager

1. The Micrographics Sub-Activity sets up micrographic data storage systems for state agencies to cut back the amount of storage needed for records and make it easier to find needed information. They provide no services directly to the public.

DATA PRIVACY SUB-ACTIVITY

Donald A. Gemberling, Manager

1. The Data Privacy Sub-Activity assists state agencies and the public in interpreting the laws pertaining to data privacy, as well as drafting rules under the Data Privacy Act. They provide information to the public regarding what data government agencies have collected on individuals, why it is collected, and what use will be made of it. Upon request, the Sub-Activity will inform individuals as to which agencies have data on them and where the individual can go to find out the specific nature of the information.

- 2.A. All requests for aid in finding data kept by government agencies on individuals should be directed to:

Data Privacy Sub-Activity
114 State Administration Building
St. Paul, Minnesota 55155
(612) 296-6733

- B. There are no fees for this service.
- C. All requests are handled as soon as they come in. Requests may be made by phone, letter, or in person.

OPERATIONS MANAGEMENT

Lois M. Anderson, Assistant Director

COST IMPROVEMENT SUB-ACTIVITY

Martha Van Roekel, Manager

1. The Cost Improvement Sub-Activity assists in securing greater economy in state government operations by developing and expanding cost improvement in state agencies.

ORGANIZATION ANALYSIS SUB-ACTIVITY

John Ryan, Manager

1. The Organization Analysis Sub-Activity supports the Commissioner of Administration in exercising his authority of approving departments' proposals for reorganization and recommending organization structure improvements by performing appropriate analyses and making recommendations.

MANAGEMENT IMPROVEMENT SUB-ACTIVITY

Suzanne Zuidema, Manager

1. The Management Improvement Sub-Activity assists the Commissioner of Administration in his responsibility for improving the management of state government by developing with the Commissioner, the areas and priorities for management analyses, by conducting the analyses and preparing recommendations for enhancing the achievement of agencies' program objectives, and by assisting, as appropriate, in the implementation of the recommendations.

ADMINISTRATIVE MANAGEMENT

Stephen A. Ordahl, *Acting Assistant Director*

EXECUTIVE PROJECTS SUB-ACTIVITY

Richard Manthey, *Manager*

1. The Executive Projects Sub-Activity assists the Commissioner of Administration as required; for example, in projects assigned by the Governor, by providing information for executive decision making and administering programs.

LEGISLATION REVIEW SUB-ACTIVITY

Timothy Leahy, *Manager*

1. The Legislation Review Sub-Activity assists the Governor in his review of legislation proposed by executive agencies by providing a clearinghouse for all executive agency legislation, by reviewing and analyzing all such legislation and making recommendations to the Governor on its disposition. They provide no services directly to the public.

CONTRACT MANAGEMENT SUB-ACTIVITY

William H. Siemers, *Manager*

1. The Contract Management Sub-Activity reviews all contracts between state agencies and outside contractors for all non-biddable services, such as court reporting or environmental consultation services which are exempted from normal bid procedure. The Sub-Activity checks with various suppliers to insure the best contract for the state, and determines which services are available through other state agencies. They provide no services directly to the public.

CETA ADMINISTRATION SUB-ACTIVITY

Charles Ball, *CETA Administrator*

1. The CETA Administration Sub-Activity acts under the Federal Comprehensive Employment and Training Act to provide job training and employment opportunities for economically disadvantaged, unemployed or underemployed persons and to assure that training and other services lead to maximum employment opportunities in Minnesota state government. Contracts between CETA Prime Sponsors and the State of Minnesota are processed and monitored by the CETA Administrator.

ADMINISTRATIVE SUPPORT SUB-ACTIVITY

Stephen A. Ordahl, *Manager*

1. The Administrative Support Sub-Activity serves to improve the internal operations of the Division by implementing an Affirmative Action Program and by ensuring appropriate development of staff through a Division employee training program; and to support the activities and analyses of the Division by establishing and maintaining internal communication and management information systems.

OFFICE FOR SPANISH-SPEAKING PEOPLE

José H. Trejo, *Director*

1. The Office for Spanish-Speaking People is a new Division in the Office of Management, Department of Administration. The office is staffed by one "Liaison-Director" for Spanish-Speaking people and one clerical person. The office works with many Spanish-speaking groups; state agencies — including the Department of Per-

sonnel, Education, Employment Services, Health, Public Welfare, Labor and Industry, the Governor's Manpower office, and the State Planning Agency; and the 49,000 permanent and 15,000 transitory Spanish-speaking people who live in Minnesota.

2.A. The Office assists Spanish-speaking people to become more fairly represented and active in state government by recommending to the Governor qualified individuals for appointment to boards and commissions, by referring names to the Department of Equal Opportunity for their resume files, and by ensuring the Spanish-speaking people are notified of state employment opportunities regularly. The Liaison-Director maintains close ties with all Spanish-speaking organizations, explains to the public the range of services available with those organizations, and reports to other state agencies those specific problems encountered by the Spanish-speaking. The Office will propose new state programs or changes in existing ones to the Department of Administration and the Governor's Office and monitor legislative proposals that would affect Spanish-speaking people.

B. For information, contact:

Office for Spanish-Speaking People
504 Rice Street
St. Paul, Minnesota 55103
(612) 296-9587

José H. Trejo, Director
(612) 296-9587

OFFICE OF MANAGEMENT*
Charles Coskran, *Acting Deputy Commissioner*

BUREAU OF INFORMATION SERVICES*
Daniel B. Magraw, *Assistant Commissioner*

INFORMATION SYSTEMS DIVISION
Daniel B. Magraw, *Director*

1. The Director of the Information Systems Division is responsible for operating the state's computers and coordinating the computer systems used in the state government, with the goal of improving those systems. By monitoring the use of computer systems and analyzing the Division's expense and income, the Director manages the data processing resources of the state. He is also responsible for maintaining the solvency of the state's Computer Revolving Fund. The Division provides no services directly to the public.

OFFICE MANAGEMENT SECTION
Colleen T. Kisch, *Manager*

1. The Office Management Section coordinates activities involving good working conditions within the Division; assures that proper equipment, space, facilities, and supplies are available; directs fixed assets inventory; and manages the secretarial and clerical personnel and all payroll and personnel transactions. The Section provides no services directly to the public.

SYSTEMS AND PROGRAMING SECTION
John Schwartz, *Assistant Director*

1. The Systems and Programing Section designs computer programs and puts into

use computer systems for state agencies. The Section provides no services directly to the public.

RESOURCE UTILIZATION SECTION

Robert V. Atkinson

1. The Resource Utilization Section deals with systems regulating the financial operation of state agencies and charges agencies for computer use. The Section provides security both for the computers themselves and the data from damage or destruction. The Section also organizes computer time to take care of both scheduled and unscheduled agency computer projects. This Section provides no services directly to the public.

OPERATIONS SECTION

Norbert Bohn, Assistant Director

1. The Operations Section enters data for agency programs, such as driver licensing information. They use various methods of entry such as keypunch and OCR, (a special kind of data entry system used by the Department of Public Safety for driver licenses). The Section also operates the computers. The Section provides no services directly to the public.

TECHNICAL SUPPORT SECTION

Richard Kelly, Assistant Director

1. The Technical Support Section handles the computer hardware (actual computer machinery) and software (programs and other materials needed for processing) to accomplish the present and future workloads of the state. The Section also trains other Information Systems Division personnel in the efficient use of computer services. This Section provides no services directly to the public.

DATA ADMINISTRATION SECTION

Robert Ryan, System Specialist

1. The Data Administration Section maintains information on the computerized data used by the state and standardizes methods for the recording and storing of this data. This Section provides no services directly to the public.

TELECOMMUNICATIONS DIVISION

Clinton H. Lomis, Director

1. The Telecommunications Division designs telecommunication systems for state agencies. The Division plans these systems to handle both present and future needs of state agencies. The Division provides the following services to the public:

- A. Receives and refers information calls from the public in the Twin Cities metropolitan area, Duluth, St. Cloud, Rochester and Mankato;
- B. Receives TWX/TELEX messages from the public;
- C. Receives facsimile messages from the public;
- D. Receives typewritten messages from the deaf;
- E. Compiles the telephone directory for state offices.

2.A. (1) The Telecommunications Division receives and refers calls from the public to the appropriate agency.

(2) For Minnesota State Offices call:

Twin Cities

(612) 296-6013

Duluth

(218) 723-4613

St. Cloud	(612) 253-8978
Rochester	(507) 285-7000
Mankato	(507) 625-3552

- (3) There is no charge for this service.
- (4) Calls are immediately referred.

B. (1) The Division has a teletypewriter terminal that is connected to the Western Union TWX/TELEX network. Messages may be exchanged with all national and international subscribers to TWX/TELEX service.

(2) To send information to a state agency use the state TWX/TELEX number; (910) 563-3592

- (3) There is no charge for this service.

(4) When information is received, the Division will contact the addressee and mail the transmission or arrange to have it picked up.

C. (1) The Division has a facsimile machine capable of sending and receiving copies of pictures, letters, graphs, signatures, and other printed material.

- (2) To send facsimile transmissions to a state agency use:

(612) 296-7654

To send facsimile material contact the Capitol Chief Operator at:

(612) 296-2300

- (3) There is no charge for this service.

(4) When facsimilies arrive, the Division will contact the addressee and arrange to mail the transmission or have it picked up.

D. (1) The Telecommunications Division has a teletypewriter for the deaf. A deaf person must, however, have a comparable machine to communicate with the system.

- (2) To send messages to a state agency use:

(612) 296-7654

- (3) There is no charge for this service.

(4) When messages are received the Division will contact the addressee and arrange to mail the message or have it picked up. When information is requested the Telecommunications Division will ask the proper state agency and send the answered request via teletype.

E. (1) The Division compiles a telephone directory of all state offices.

- (2) The directory is available at:

Documents Section

140 Centennial Building

658 Cedar Street

St. Paul, Minnesota 55155

- (3) The Directory costs \$3.50

BUREAU OF SUPPORT SERVICES*

Thomas E. Lavelle, *Assistant Commissioner*

FISCAL SERVICES DIVISION

Lawrence R. Dowdle, *Director*

1. The Fiscal Services Division does the accounting for the Department of Administration, the Office of the Governor, the Office of the Lieutenant Governor, the Office of the Hearing Examiner, the Capitol Area Architectural and Planning Commission, and the Minnesota American Revolution Bicentennial Commission. They provide no services directly to the public.

GENERAL ACCOUNTING SECTION

Karl Wallin, *Section Chief*

1. The General Accounting Section handles the accounts for the Department of Administration, with the exception of the Information Systems Division. The Section prepares and reviews budgets, checks all expenditures, and helps resolve any accounting problems. They provide no services directly to the public.

SPECIAL PROJECTS SECTION

Warren Madigan, *Section Chief*

1. The Special Projects Section provides accounting services for the Office of the Lieutenant Governor and CETA (Comprehensive Employment and Training Act of 1973, Titles II and VI). The Section also handles a variety of short-term projects, such as performance of internal audits, evaluation of existing accounting functions, and assistance to other Division activities. They provide no services directly to the public.

TRANSACTIONS SECTION

1. The Transactions Section makes the payments for materials and services used by the Department of Administration with the exception of the Information Systems Division. They provide no services directly to the public.

GOVERNOR'S OFFICE SUPPORT SECTION

John Pemble, *Section Chief*
(612) 296-6285

1. The Governor's Office Support Section does the accounting for the Office of the Governor and the Minnesota American Revolution Bicentennial Commission. The Section prepares and reviews budgets, reviews all expenditures, and prepares all requests for services of materials. They provide no services directly to the public.

INFORMATION SYSTEM ACCOUNTING SECTION

James Joiner, *Section Chief*

1. The Information Systems Accounting Section does the accounting for the Information Systems Division. The Section also handles all accounting and transactions involving the state's Computer Revolving Fund. They provide no services directly to the public.

DIVISION OF PERSONNEL SERVICES

William Massie, *Acting Director*

1. The Division of Personnel Services handles all personnel services for the Department of Administration. The Division maintains personnel records and assists Division managers in Affirmative Action, labor relations, and employee training, recruiting and placement. The Division represents the Department of Administration in personnel matters before the Personnel Board, organized employee groups, and on rare occasions before outside organizations and groups, such as the United States Civil Service, or students at a school career day. The Division also writes "ADMININFO", the Department of Administration newsletter. They provide no services directly to the public.

EMPLOYEES SUGGESTION SYSTEMS

Roberta Schneider, Director

1. Suggestion Systems operates for approximately 30,000 state employees. The 7-member State Employees Suggestion Board (all state employees, appointed by the Governor and serving without additional compensation) has general administrative powers. They formulate policy, and promulgate and adopt rules and regulations governing all phases of the suggestion program. They provide no services directly to the public.

DEPARTMENT OF AGRICULTURE

**420 State Office Building
St. Paul, Minnesota 55155
(612) 296-2856**

**William Walker, Commissioner
(612) 296-2856**

Minn. Stat. Ch. 17-34

1. The Minnesota Department of Agriculture enforces laws designed to protect the public health and promulgates rules to prevent fraud and deception in the manufacture and distribution of foods, animal feeds, fertilizers, pesticides and seeds. The Department is the promotional agency for agriculture and the family farm in the state. They encourage the development of agricultural industries through market development and regulation of food products.

2.A. (1) The Department registers all corporations involved in farming, owning and leasing agricultural land. Corporations meeting certain legal requirements may register as an authorized farm corporation to farm, own or lease farmland. The Department sends an annual report form^{to} to all registered corporations.

(2) For information or to file the annual report form, contact:

Department of Agriculture
420 State Office Building
St. Paul, Minnesota 55155
(612) 296-2856

(3) Corporation filings and annual reports must be made on Department forms.

(4) There is no fee for this certification.

(5) The Department certifies corporations as the applications are received. They send the annual report form in January. The report must be filed with the Department by April 15.

B. (1) The Department provides accreditation for associations wanting to bargain with the handlers of their agricultural produce. Associations must meet the requirements of the Agricultural Marketing and Bargaining Act.

(2) For information or to gain accreditation, contact:

Department of Agriculture
420 State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-2856

(3) The Department provides a form for accreditation.

(4) There is a \$100 fee for requesting accreditation.

(5) The Department will grant or deny accreditation within 60 days of the request.

AGRONOMY SERVICES DIVISION

John S. Halvorson, Director

1. The Agronomy Services Division registers persons selling antifreeze and issues permits for growing hemp for commercial purposes. The Division regulates the sale and use of pesticides and the manufacture and sale of fertilizer. They inspect livestock feed and field, tree, shrub and lawn seed.

2.A. The Division registers antifreeze for all persons who offer it for sale. The Division also issues permits to people growing hemp for commercial purposes. Anyone who suspects that an antifreeze product is not registered or does not conform to its label may contact the Division for verification or possible testing. The Division may seize any antifreeze that is in violation of the law.

B. For information or application forms, contact:

Department of Agriculture
Agronomy Services Division
State Office Building
St. Paul, Minnesota 55155
(612) 296-6121

C. The Application form for antifreeze is "Registration of Antifreeze No. AF-69." The form must be completed in duplicate. There is no form for the Hemp Growers Permit.

D. There is a \$30 antifreeze registration fee. There is no fee for the Hemp Growers Permit.

E. Antifreeze registration must be made annually prior to July 1. The Division sends renewal applications 30 to 60 days before renewal. The Department issues permits and registrations upon the completion of the application.

PESTICIDE CONTROL SECTION

Leo M. Lehn, Supervisor

1. The Pesticide Control Section regulates the sale and use of pesticides in the state. All licenses require an examination on the pesticides and their proper use.

2.A. (1) The Section issues licenses and certifications upon successful completion of the appropriate examination. Information and study aids are available from all County Agricultural Extension Agents. Licenses must be obtained by:

a. Restricted Use Pesticides Dealers — any person offering for sale or having in his possession with the intent to distribute to the ultimate user a restricted use pesticide, or any private applicator purchasing from an unlicensed source for his own use any restricted use pesticide;

b. Commercial Pesticide Applicator — all persons who use or supervise the use of any pesticide in addition, all persons applying a pesticide containing TCDD aerially must also secure a permit for each application.

(2) For information or application forms, contact:

Department of Agriculture
Pesticide Control Section
State Office Building
St. Paul, Minnesota 55155
(612) 296-8379

(3) Forms used are:

a. Application for License to Sell Restricted Use Pesticides — No. 938 (rev. 12/76);

b. Application for a Commercial Pesticide Applicator License/Certification — No. 702B. (2/76);

c. Application for a Noncommercial Pesticide Applicator License/Certification — No. 702B (2/76);

and, d. Application for Pest Control Applicators License — No. 801 (1/75);

e. Application for permit to apply a Pesticide which contains . . . (TCDD) — No. 101 (8/76).

(4) Fees are:

a. Sell Restricted Use Pesticides	\$35.00
b. Commercial Pesticide Applicator Firm and first operator	17.50
Each additional operator	7.50
Renewal application late fee	5.00
c. Noncommercial Pesticide Applicator Firm and first operator	17.50
Each additional operator	7.50
Renewal application late fee	5.00
d. Pest Control Operator	10.00
License renewals	6.00
Company licensed by state	75.00
Company licenses by county or municipality	15.00

(5) One or more examinations are required for any of these licenses/Certificates. The Section will contact the applicant to arrange a time and place for taking the required examination(s).

(6) All licenses must be renewed by January 1. The Division will send out renewal applications 30 to 60 days before the renewal date. The Commercial and Noncommercial Pesticide Applicator Licenses must be renewed before March 1 or a late fee will be charged.

(7) The Section licenses commercial applicators of pesticides containing TCDD. The applicant must first be authorized by the Department of Natural Resources as well as the Department. There are no fees.

B. (1) All pesticide and fertilizers (including anhydrous ammonia) emergencies, such as accidents, spills, fires, floods, poisonings, or leaking containers exposures should be reported immediately to the Emergency Response Team. The location and type of emergency, chemicals involved, circumstances surrounding the emergency, and other information should be phoned to:

Howard Deer

Pesticide Specialist

(612) 296-8379 (office)

or (612) 377-7839 (home)

Instructions will be given to the caller regarding the proper procedures to take to best minimize damages to health and the environment.

C. (1) Any person believed to have a damage claim from the application of a pesticide may file a written statement alleging the damages. The section will investigate the claim, take samples of the damaged crops, and make a report to the claimant or applicator, if requested.

(2) The complaint should be filed no later than 30 days after the pesticide was applied or the damage occurred, or, if the alleged damage is to agricultural crops, prior to the time that 25 percent of the damaged crops have been harvested, whichever is the latest.

(3) For information or to obtain a Claim Inspector Request Form, #716, Rev 5/77, contact:

Department of Agriculture

Agronomist Services Division

State Office Building

St. Paul, Minnesota 55155
(612) 296-8379

FERTILIZER CONTROL SECTION
Leo M. Lehn, Supervisor

1. The Fertilizer Control Section licenses people who manufacture, blend, mix or otherwise manipulate commercial fertilizers. All fixed locations, mobile mechanical units and locations of a firm in the state as well as all locations outside the state and ship into the state for sales must be licensed. The Section also registers fertilizer brands and grades sold in packages of 25 pounds or less and fertilizers labelled as specialty fertilizers and soil conditioners with recommendations for commercial agricultural use.

2.A. (1) For information or application forms, contact:

Department of Agriculture
Fertilizer Control Section
State Office Building
St. Paul, Minnesota 55155
(612) 296-8379

(2) The form used is the "Application for Fertilizer License — No. 304 (1/72)." This form must be completed in duplicate.

(3) Fees are \$50 for each fixed location within the state, \$50 for the first mobile unit, \$25 for each additional mobile unit and \$50 for all out-of-state locations of one firm.

(4) Licenses must be renewed annually before January 1. The Section sends renewal applications 30 to 60 days before the renewal date. Licenses are issued upon return of the application and the license fee.

B. (1) The form used for registering small packages and specialty fertilizers is the "Application for Registration of Small Package and Specialty Fertilizers, etc. — No. 306 (rev. 7/76)." This form must be completed in duplicate.

(2) There is a \$50 fee for each product registered.

(3) Registrations must be renewed annually before January 1. The Section sends renewal applications 30 to 60 days before the renewal date. The Section issues licenses upon completion of the application and the payment of the license fee.

SEED LABORATORY SECTION
Clifford Christenson, Supervisor

1. The Seed Laboratory issues a variety of permits to grain buyers. They also register and test seeds.

2.A. (1) The Section issues permits to buyers of weed infested grain. No grain intended for livestock feeding may be sold if it contains weed seeds in excess of legal limits. When a seller is not equipped to devitalize or remove the weed seeds through screening, the seller may sell to a consumer having the necessary facilities for devitalization. Small buyers must obtain a permit.

(2) For information or application forms, contact:

Department of Agriculture
Seed Laboratory
State Office Building
St. Paul, Minnesota 55155
(612) 296-2310

(3) There is no fee for this permit.

(4) The permit must be renewed annually before December 31. The Section will send renewal application 30 to 60 days prior to the renewal date.

B. (1) The Seed Laboratory registers all hybrid seed corn varieties sold in Minnesota. The registration insures quality products and correct labeling on seed corn packages.

(2) For information or application forms, contact:

Department of Agriculture
Seed Laboratory
State Office Building
St. Paul, Minnesota 55155
(612) 296-2310

(3) The form used is the "Originator's and Owner's Registration of Hybrid Seed Corn Variety — No. 501 (rev. 10/72)." The form must be completed in duplicate.

(4) There is a \$15.00 fee for each variety registered.

(5) All varieties must be registered by February 1 of each year.

C. (1) The Seed Laboratory performs tests for purity, germination and identification of seeds and plants. Every resident of the state is entitled to six free tests and/or identifications each year.

(2) For information or to request a test, contact:

Department of Agriculture
Seed Laboratory
State Office Building
St. Paul, Minnesota 55155
(612) 296-2310

(3) There are no forms or fees for the first 6 tests, but additional tests are charged a varying fee depending on the type of test requested.

(4) No free tests or identifications can be given between March 15 and June 30. The length of time required for this service depends on the kind of seed and number of tests requested.

D. (1) The laboratory inspects and tests all field, tree, shrub and lawn seeds for purity, conformity to labeling and adherence to Department standards. All seeds sold at retail must have a state tab or stamp displayed on the original container. However, the Section may issue a permit to a seed seller in lieu of the use of tags or stamps.

(2) For information, schedule of fees, and application for Seed Tax Permit, contact:

Department of Agriculture
Seed Laboratory
State Office Building
St. Paul, Minnesota 55155
(612) 296-2310

The permit is issued on a permanent basis. It requires quarterly payment and reporting of seed tax paid by the seller on each container of seed sold.

FEED CONTROL SECTION

Thomas McConnell, *Supervisor*

1. The Feed Control Section registers all commercial animal feeds distributed in the state. No grain containing toxic chemicals in sufficient quantities to be harmful to humans, animals or poultry may be sold in the state. Anyone suspecting the sale of such grain should contact the Section.

2.A. The Section registers all commercial animal feeds with the exception of a customer formula feed. In order to receive registration, the feed must conform to Department standards and the labels statements. Customer formula feed, which is a

specially mixed feed requested by an individual customer, does not have to be registered.

B. For information, the proper application form or to make a complaint, contact:

- Department of Agriculture
- Feed Control Section
- State Office Building
- St. Paul, Minnesota 55155
- (612) 296-6124

C. The application form for feeds distributed in packages of 10 pounds or less is "Application for Registration of Commercial Feeds — No. 203 (rev. 3/74)." The form for feeds distributed in packages over 10 pounds is "Application for Registration of Commercial Feeds — No. 201 (rev. 7/69)." No form is necessary to register a complaint.

D. The fee for registration of feed distributed in packages of 10 pounds or less is \$50. There is no fee for registering feed sold in packages larger than 10 pounds.

E. For feeds distributed in packages of 10 pounds or less, registration must be renewed annually on the date of the original registration. The Section will send renewal application forms 30 to 60 days before the renewal date. The registration for distributing feed in packages over 10 pounds is permanent. Complaints are handled as they are received.

GRAIN INSPECTION DIVISION

Edward G. Moline, Director

1. The Grain Inspection Division provides grain sampling, grading, weighing and protein analysis on request to producers, shippers, grain firms, elevators and processors. State inspection personnel are licensed by the USDA, Federal Grain Inspection Service. Official grain weighing is performed at five metropolitan elevators on a full-time basis.

2.A. The Division inspects and grades grain according to official US Standard grade certification and standards established by the Minnesota Board of Grain Standards. The Division obtains official samples for the inspections. An official sample represents the entire lot from which it was taken. The sample may represent cargo, barge, hopper car, box car, truck lots or bins. The Division weighs grain at five metropolitan elevators under a Class I status meaning all incoming and outgoing grain is weighed. The Division will weigh a specified lot when a condition report is required with the Official Weight Certificate. The Division performs official protein analysis, sedimentation tests and oven dried moisture analysis. Analyses are performed under supervision of qualified Cereal Chemists.

B. For information, location of Class I weighing stations or to request an inspection or test, contact:

Department of Agriculture
Grain Inspection
316 Grain Exchange
Minneapolis, Minnesota 55415
(612) 339-0371

Inspection, sampling and weighing: (612) 336-9522
Protein analysis: (612) 336-2068

C. The Division supplies the necessary forms. The Division issues certificates for protein analysis, grain weighing and grading.

D. Fees are charged to the person or firm requesting the services according to the division's fee schedule available upon request.

E. The Division will usually provide same day service if the call is received in the morning. The weighing offices operate between the hours of 7:00 a.m. and 4:00 p.m.

LIVESTOCK LICENSING AND WEIGHING

A. C. (Al) Schloesser, Director

1. The Livestock Licensing and Weighing Division issues licenses to livestock marketing agencies and dealers. The Division weighs livestock at public stockyards and packing companies. The official certified weights are issued on state tested scales by State Weighers.

2.A. (1) The Division provides state weighing services at public stockyards and packing companies receiving an average of 500 head per day. Facilities averaging less than 500 head per day may request the weighing service. The Division provides Official Certificates of State Weight to farmers, producers and buyers of livestock.

(2) For information, application and agreement forms or specific fees, contact:

Department of Agriculture
Livestock Licensing and Weighing
Livestock Exchange Building
South Saint Paul, Minnesota 55075
(612) 296-2292

(3) Forms are available from the Division.

(4) Weighing fees are established for various types of livestock weighed. The Division bills the commission firms or packing companies semi-monthly for the fees which they deduct from the sellers' receipts.

B. (1) Firms or individuals engaging in business as a livestock market agency or dealer must show proof of financial responsibility and conduct fair trade practices. Proof of financial responsibility is shown by filing a financial statement and a bond in amount related to the volume of business. All market agencies, packing companies and dealers, when dealing in inter-state commerce, are required to register with the Packers and Stockyards Administration, USDA, to file a bond. Minnesota accepts such bonds instead of a state bond when the Department is named trustee.

(2) For information, application forms, bond forms, financial statements and annual report forms, contact:

Department of Agriculture
Livestock Licensing and Weighing
422 Exchange Building
South St. Paul, Minnesota 55075
(612) 296-2292

For information and forms concerning Federal bonding requirements, contact:

U.S. Department of Agriculture
Packers and Stockyards Administration
208 Post Office Bldg.
South St. Paul, Minnesota 55075
(612) 451-6897

(3) Fees are:

(a) Livestock Market Agency	\$ 100
(b) Livestock Dealer	35
(c) Packing Company	35
(d) Livestock Dealers	20

License fees are not pro-rated and are not transferrable.

(4) Livestock market agency licenses are granted for one calendar year. All

other licenses expire on June 30 of each year. Processing time for bonds and the issuance of licenses is normally one week.

PLANT INDUSTRY DIVISION

Rovert Flaskerd, Director

1. The Plant Industry Division certifies grain shipments to foreign countries and other states as being pest free. The Division certifies seed potatoes and inspects and certifies nurseries and honey bee colonies. They approve municipal mosquito control programs and other pest control activities. They provide no services directly to the public.

SHADE TREE DISEASE CONTROL PROGRAM

Peter Gills, Administrator

1. The Shade Tree Disease Control Program administers the state's Dutch elm and oak wilt disease control program. Although the actual administration of the programs is performed by the local units of government, this section can provide information on these diseases.

2.A. For information, contact:

Department of Agriculture
Shade Tree Disease Control Program
600 Bremer Arcade Building
St. Paul, Minnesota
(612) 296-8580

B. For laboratory tests of tree samples, contact:

Department of Agriculture
Plant Industry Division — Technical Services
670 State Office Building
St. Paul, Minnesota 55155
(612) 296-3347

CROP PEST CONTROL SECTION

Hilbert Hoger, Supervisor

1. The Crop Pest Control Section certifies agricultural commodities for foreign shipment, corn shipments to West Coast states and western Canada and grain shipped to Arizona or California. The Section issues permits to people importing soil or live plant pests into the state. The Section annually finds and destroys all rust producing barberry and Mahonia bushes.

2.A. (1) The Section certifies foreign shipments according to the particular country's plant health department regulations. The Section inspects corn shipments for European Corn Borers and grain shipments for cereal leaf beetles. Upon completion of an application for foreign shipping certification, the Section, the USDA or the Department's Grain Inspection Division will inspect the shipment and issue a phytosanitary certificate. A phytosanitary certificate states that the shipment is healthy and pest free. Before certification of a corn shipment, the Section requires a signed compliance agreement from the shipper.

(2) For information or to request an inspection and certification, contact:

Department of Agriculture
Crop Pest Control Section
670 State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-3347

(3) Forms are required for each certification except the certification of grain for absence of cereal leaf beetles. The Section issues certificates in pads of 25, because each shipment must have a certificate accompanying it.

(4) Fees are \$3 per pad of certificates and \$10 for the inspection and certification of corn shipments. The corn shipment fee is paid annually. There is no charge for the certification of foreign shipments.

(5) Depending on location and time of year, most inspections and certifications take two to five days.

B. (1) The Section issues permits to anyone bringing soil or live plant pests into the state. This permit is issued in conjunction with the USDA.

(2) For information or to request a permit, contact:

Department of Agriculture

Crop Pest Control Section

670 State Office Bldg.

St. Paul, Minnesota 55155

(612) 296-3347

(3) Forms for this permit are available from the Section or the USDA.

(4) There is no fee for this permit.

(5) The Section approves after review of the returned application.

C. (1) The Section annually surveys for and destroys all rust producing barberry and Mahonia bushes that are found in grain producing areas.

(2) For information or to request a survey, contact:

Department of Agriculture

Crop Pest Control Section

670 State Office Bldg.

St. Paul, Minnesota 55155

(612) 296-3347

(3) There are no forms or fees.

(4) The Section conducts these surveys annually. To find out when the Section will be surveying your area, contact the Section.

SEED POTATO CERTIFICATION

Jerome Jevning, Supervisor

1. The Seed Potato Certification Section certifies seed potatoes as meeting prescribed standards relating to disease and variety characteristics.

2.A. Applicants must enter their entire potato acreage planted into the program most solely seed potato. It is advisable to contact this office prior to planting if the applicant is unfamiliar with the program requirements. The certification program is voluntary.

B. For information or assistance in joining the program, contact:

Department of Agriculture

Seed Potato Certification

670 State Office Bldg.

St. Paul, Minnesota 55155

(612) 296-8557

C. The Section will provide the necessary application forms.

D. There is an inspection and certification fee of \$6.50 per acre and a fee for required seed tags ranging from 1 to 2 cents per hundred weight.

E. The Section must receive all applications by June 15.

FRUIT AND VEGETABLE INSPECTION

William Bulger, *Supervisor*

1. The Fruit and Vegetable Inspection Section provides voluntary shipping point and terminal inspection and grading in established inspection areas. For example, shipping point inspections of potatoes are conducted primarily in the Red River Valley. The Section will conduct inspections for anyone in the state as time and manpower allow.

2.B. For information or to request an inspection, contact:

Department of Agriculture
Fruit and Vegetable Inspection
670 State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-3347

C. There are no forms.

D. Inspection fees are 4½¢ per hundredweight with a minimum of \$10 per inspection. The Section charges an additional \$1 for every different type of inspection necessary in any one shipment. The Section charges \$13 per hour for inspector by hourly contract. If any inspection is requested for anytime other than regular office hours (Monday-Friday, 8:00 a.m. to 5:00 p.m.), there is an additional overtime fee of \$6 per hour.

E. The Section will answer a request within 24 hours.

NURSERY INSPECTION

John Berends

1. The Nursery Inspection Section inspects and certifies all nurseries, wholesalers and retailers of nursery stock, plants and plant pests shipped to foreign countries and greenhouses not handling nursery stock for proper care and freedom from disease or insect pests. The Section governs the destruction of protected wild flowers.

2.A. (1) The Section inspects all nursery stock grown for sale and distribution; registers and certifies anyone who buys, sells or distributes nursery stock; and inspects and certifies all plants and plant pests destined for foreign countries. Green houses not handling nursery stock may voluntarily request inspection for freedom from injurious plant pests and be certified. Nurseries and buyers must have certification to do business. Inspections for plants going to foreign countries are done according to rules of the importing country. Both commercial and privately owned plants need certification. The Section offers assistance and advice on the proper care of nursery stock.

(2) For information or to request an inspection, contact:

Department of Agriculture
Nursery Inspection
670 State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-3347

(3) Applications are available from the Section. The inspection for plants going to foreign countries does not require an application form.

(4) The fee for certificate of nursery ranges from \$15 for ½ acre or less to \$300 for over 50 acres of growing stock. The fee for license as plant buyer or seller ranges from \$25 to \$200 per location, depending on the volume of business handled. The voluntary greenhouse fee is \$25. The fee for inspection of plants or plant pests going to foreign countries is \$10 plus expenses unless the plant shipment is brought to the Nursery Inspection Section; then there is no charge. A phytosanitary certificate must accompany all foreign and some interstate plant shipments.

(5) Inspection requests are handled within two weeks. Nurseries are inspected twice a year in the summer and the winter. Plant shipments for foreign countries usually are inspected within two days to two weeks.

B. (1) The Section issues permits for the harvesting, collecting, selling or distributing of the state flower or any lady slipper species, gentian, arbutus or any lily species.

(2) For information or to request a permit, contact:

Department of Agriculture
Nursery Inspection
670 State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-3347

(3) There are no forms or fees to request this permit. However, there is a nursery or dealer license fee.

(4) Permission is issued after review of the request.

APIARY INSPECTION SECTION

Richard A. Hyser, *Supervisor*

1. The Apiary Inspection Section registers and inspects all honey bee colonies to prevent serious losses due to bee diseases. The Section inspects honeyhouses for sanitary conditions.

2.A. The Section will provide technical assistance to beekeepers when they request such information.

B. For information or to register a bee colony, contact:

Department of Agriculture
Apiary Inspection Section
670 State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-3347

C. Application forms are available from the Section.

D. Fees are \$5.00 plus an additional 15¢ for each colony for persons operating 11 or more colonies. Certification and inspection is provided to those moving bees and equipment intra and interstate for a fee of 25¢ per colony.

E. Registration takes 30 days.

MINNESOTA CROP AND LIVESTOCK REPORTING SERVICE

David N. Taylor, *Agricultural Statistician in Charge*

1. The Minnesota Crop and Livestock Reporting Service provides statistical information to the public concerning current and future supplies of Minnesota agricultural products, prices paid and received by farmers, farm labor, state estimates of fertilizer and pesticide usage and stocks of grain on hand.

2.A. The Service has a checklist available for requesting any of the 250 reports issued by the Service.

B. For information or to request the checklist, contact:

Department of Agriculture
Minnesota Crop and Livestock Reporting Service
270 Metro Square Bldg.
Seventh and Robert Streets
St. Paul, Minnesota 55101
(612) 296-2230

C. There are no fees or forms, excepting the checklist.

D. After the checklist has been completed and returned, the desired releases will begin being sent the following month.

MARKETING SERVICES DIVISION

M. C. Combs, *Director*

1. The Marketing Services Division promotes Minnesota produced and processed food products in domestic and international markets.

2.A. The Division promotes in Minnesota, Iowa, Wisconsin, North Dakota and South Dakota by participating in trade shows, State Fairs, agricultural exhibits and shopping center exhibits. The Division appears on local radio and television programs and advertisements. The Division sponsors five Minnesota Food Expo Shows held annually throughout the nation. The Expos are scheduled one year in advance at different times and locations. Assistance is provided to Minnesota firms to encourage participation in foreign trade shows. The Division also provides information and assistance on shipping, financing, duties and tariffs to Minnesota firms.

B. For information, contact:

Department of Agriculture
Marketing Services Division
540 State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-2847

C. Participants must pay a booth rental, furnish their products and pay shipping costs to participate in Food Expos and foreign trade shows. The company provides their product for dinner and hors d'oeuvres for the Food Expo shows.

D. The Division schedules Food Expos one year in advance and will take reservations up to two months prior to the show. Because of space limitations, participation in foreign trade shows is on a first come basis.

MARKETING INFORMATION SECTION

Robert L. Swanson, *Marketing Information Specialist*

1. The Division provides the public with general agricultural information. If the Section cannot answer the question, they will refer the questioner to the proper federal or state agency or department.

2.A. For information, contact:

Department of Agriculture
Marketing Information
430 State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-2856

B. There are no forms or fees.

C. Requests are handled as they are received. Generally, information can be given over the phone immediately.

AGRICULTURAL PROMOTIONAL ORDERS PROGRAM

Carl W. Aldean, *Administrator*

1. The Agricultural Promotional Orders Program services existing promotional orders and advises agricultural commodity groups on how to establish new orders. It supervises elections of councils, operates the system for making refunds to producers not wanting to participate in the order and oversees the operation of the councils. An order is a group of producers of a commodity organized for the promotion and research

of the commodity. Presently there are seven orders established and operating: beef producers, dairy producers, potato, soybean and turkey growers, egg producers and paddy wild rice growers.

2. For information on these orders, establishing new orders and forms for refunds or fees paid, contact:

Department of Agriculture
Agricultural Promotional Orders Program
557 State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-6883

FAMILY FARM SECURITY PROGRAM

D. Daniel Garry, Administrator

1. The Family Farm Security Program aids qualified farmers in obtaining credit to acquire real estate through loan guarantees and interest payment adjustments on approved farm security loans. The appointed advisory board reviews and makes recommendations on all applications.

2.A. (1) An applicant must be credit worthy, demonstrate a need, actually farm the land, agree to participate in an approved continuing education program, and have a current net worth of less than \$50,000.

(2) For further instructions, requirements, and procedures, interested parties should contact:

Department of Agriculture
Family Farm Security Program
510B State Office Building
St. Paul, Minnesota 55155
(612) 296-8435

(3) Prospective applicants should contact a lending institution for forms or information.

(4) There are no fees.

(5) The interest payment adjustments must be repaid without interest at the term of the loan.

DAIRY INDUSTRIES DIVISION

Orlowe M. Osten, Director

1. The Dairy Industries Division licenses all individuals who sample, test and grade milk and cream for determining payment to be made to the producer. It also licenses all milk-receiving stations, creameries, cheese factories, condenseries, milk plants, transfer stations, cream stations, and marketing organizations not operating dairy plants and frozen dairy food plants. The Division inspects Grade "A" milk plants, dairy farms, bulk milk haulers and the milk house facilities for housing farm bulk tanks for milk for manufacturing purposes. The Division participates in the National Interstate Milk Shippers Certification Program. This program certifies all milk producers, processors or manufacturers who ship their dairy products interstate and companies who make single service milk containers used in interstate shipment. The Division enforces manufacturing, composition and labeling standards established for milk, cheese, butter and other dairy products. The Division will investigate complaints concerning discrimination in the price paid for milk purchased from producers.

2.A. (1) The Division licenses individuals who grade and inspect milk and cream to determine the amount of payment to be made to the producer.

(2) For information or application forms, contact:

Department of Agriculture
Dairy Industries Division
530 State Office Bldg.
St. Paul, Minnesota 55155

(612) 296-3647

(3) Fees are: \$15.00 for initial license; and \$6.00 for renewal.

(4) Renewal applications are automatically mailed to the licensee about six weeks prior to renewal.

B. (1) All milk-receiving stations, creameries, cheese factories, condensers, milk plants, transfer stations, cream stations, marketing organizations not operating dairy plants, and frozen dairy food plants must be licensed. Such establishments should require the Food Manufacturer/Processor license application.

(2) Fees are:

a. Food Manufacturers/Processor	\$100
b. Renewal fee	\$100

(3) The Division mails renewal applications to the license holders approximately 6 weeks before the renewal date.

C. (1) The Division inspects all Grade "A" milk plants, dairy farms and bulk milk haulers. The Division also analyzes raw and finished milk products for composition, bacterial content, adulterants and labeling.

(2) For information or to request an inspection, contact:

Department of Agriculture
Dairy Industries Division
530 State Office Bldg.
St. Paul, Minnesota 55155

(612) 296-3647

(3) Fees are:

a. Grade "A" Inspection Service per plant per year	\$300
per Grade "A" dairy farm per year	30

(4) The Division sends billing forms for the annual inspection to Grade "A" processors prior to the renewal date.

D. (1) The Division inspects the milk house facilities for farm bulk milk tanks for milk for manufacturing purposes. All such tanks must be located in approved milk houses.

(2) All dairy farms having bulk milk tanks should either notify their dairy plant or notify this Division on CD-9, "Farm Bulk Tank Installation Inspection Report." There is no fee for this inspection.

E. (1) The Division participates in the National Interstate Milk Shippers Certification program. Under this agreement, all milk producers, processors or manufacturers who ship their products interstate may have them certified as meeting Federal Grade "A" Milk Standards. Without this certification, additional inspections may be required by the state receiving the products or the products may be prohibited from sale. All certified shippers must obtain single service milk containers for shipment by fabricators which are certified by this Division as meeting FDA standards.

(2) For information or application for certification, contact:

Department of Agriculture
Dairy Industries Division
530 State Office Bldg.
St. Paul, Minnesota 55155

(612) 296-3647

(3) There are no fees.

(4) The Division will issue certification as soon as the application is completed and approved.

F. (1) The Division enforces manufacturing, composition and labeling standards established for milk, cheese, butter and other dairy products. Also anyone who has knowledge of discrimination in the price paid for dairy products for manufacture or sale between areas of the state or between persons should notify this Division. The Division has 21 District Field Inspectors.

(2) For information or the local field inspector, contact:

Department of Agriculture
Dairy Industries Division
530 State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-3647

(3) There are no forms or fees necessary to make a complaint.

(4) The time needed to answer a complaint varies. The Division will respond to the complainant within 24 hours.

DAIRY PRACTICES DIVISION

Robert F. Thimmesh, Director

1. The Dairy Practices Division enforces the Dairy Industry Unfair Trade Practices Act. This includes work to prevent below cost sales, unlawful price discounts, check discriminatory pricing policies, eliminate kickbacks, rebates or other hidden favors to retailers. The Division is supported by fees from dairy processors. The fees are paid monthly to the Department's Accounting Division and are based on the volume of milk, ice cream, ice milk and cottage cheese processed and sold by the manufacturer.

2.A. Retailers, wholesalers or consumers may file complaints of unfair practices by one or more dealers with the Division. The Division has the power to fine firms found to be in violation of the Unfair Trade Practices Act.

(2) For information, contact
Department of Agriculture
Dairy Practices Division
560 State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-2841

Carl Anderson
509 North Elm
Fairmont, Minnesota 56031
(507) 238-2586

Garland Birch
814 West Lincoln
Fergus Falls, Minnesota 56537
(218) 739-9388 (Winter)
(218) 864-8190 (Summer)

(3) Complaints should be filed with the St. Paul Office.

a. There are no forms or fees necessary to register a complaint.
b. The Division will begin to investigate a complaint as soon as it is received.

FIELD ACCOUNTING AND STATISTICS DIVISION

Fred A. Spannaus, Director

1. The Field Accounting and Statistics Division has two separate functions: licensing all wholesale dealers who purchase produce for resale or use in a processing plant, and the random auditing of dairy plant records for discriminatory pricing practices and excessive milk fat gains.

2.A. (1) The Division licenses wholesale dealers and may require auxiliary licenses. After the complete license application form has been reviewed by the Division and a proper bond amount is set, a bond form is sent to the applicant. The applicant must provide a properly executed bond or an acceptable bank letter of guarantee.

(2) Produce growers may contact the Division regarding possible recourse in the event of the financial failure of a wholesale produce dealer.

(3) For information, aid in filing an application or application or bond forms, contact:

Department of Agriculture
Field Accounting and Statistics Division
557 State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-6996

(4) The original license fee ranges from \$25 to \$100 depending on the volume of business done. The amount of the bond is determined by the Division.

(5) The Division mails renewal applications approximately 6 weeks before the July 1 renewal date.

B. (1) Dairy plants may not discriminate in the prices paid to producers for dairy products. Dairy plants must submit monthly and annual Dairy Plant Reports to the Division. The Division conducts random audits and special audits requested by producers and dairy plants.

(2) For information or to request a special audit, contact:

Department of Agriculture
Dairy Plant Records Audit
557 State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-6996

(3) There are no forms or fees to request an audit.

(4) Audits require varying amounts of time depending on the size of the audit.

FOOD, MEAT AND POULTRY INSPECTION DIVISION

Bernard J. Steffen, *Director*

1. The Food, Meat and Poultry Division licenses and inspects wholesale and retail food handlers, food processors, vending machines, food vehicles and food storage warehouses in the state. The Division also inspects poultry products and eggs being marketed and sold in the state.

2.A. (1) Food handlers may obtain license application forms from this office, a field inspector or the Department's license section. Each establishment must be inspected prior to the issuance of the license. Unannounced inspections are made periodically after licensure. The Division inspects: facilities and equipment used in the establishment; wholesomeness of food, meat and poultry; and conformity of products to their labels and freshness of products requiring "open dating."

(2) For information or to request an application form, contact:

Department of Agriculture
Food, Meat and Poultry Inspection Division
530 State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-2627

(3) License fees are:

a. Retail food handlers less than \$250,000	\$ 15
between \$250,000 — \$1,000,000	30
over \$1,000,000 volume	50

b. Wholesale food handler	30
c. Wholesale food broker	15
d. Wholesale food processor or manufacturer	100
e. Wholesale food processor under USDA meat or poultry inspection program	50
f. Canners per case produced	½¢
g. Out-of-state beverage registration per company	100

(4) The Division mails renewal applications approximately one month prior to the renewal date. The renewal date for wholesalers and retailers is July 1 and the renewal date for manufacturers/processors and food brokers is January 1.

B. (1) The Division inspects poultry products and eggs being marketed and sold in the state for quality, condition and labeling. The inspections are held in processing plants and wholesale and retail markets. The Division also inspects poultry supply flocks for hatcheries participating in the National Poultry Improvement Plan.

(2) For information, contact:

Department of Agriculture
Food, Meat and Poultry Inspection Division
530 State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-2627

C. (1) The Division answers all complaints or questions regarding food, meat or poultry. Complaints will be investigated by the local field inspector and, if necessary, corrective action will be taken.

(2) For information or to register a complaint, contact:

Department of Agriculture
Food, Meat and Poultry Inspection Division
530 State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-2627

(3) There are no forms or fees.

(4) Complaints require varying amounts of time to resolve. The Division will respond to the complainant without delay.

MEAT ADVISORY BOARD

Bernard J. Steffen, *Department Liaison*

1. The Meat Advisory Board advises the Commissioner of Agriculture and the Director of Food, Meat and Poultry Inspection on the development of the meat industry in the state. Any person with suggestions, complaints or questions regarding Department policies may request a Board member to relay the message to the Commissioner.

2. For information or to make a suggestion, contact:

Meat Advisory Board
530 State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-7587

LABORATORY SERVICES DIVISION

David B. Maclean, Ph.D., *Director*

1. In addition to laboratory analysis done on inspection samples, the Division certifies all laboratories which analyze dairy products for Grade "A" labeling. The Division will test pressure cooker gauges for the public.

2.A. (1) Any laboratory which makes analyses of dairy products for Grade "A"

labeling must meet Department requirements and conform to procedures established in Standard Methods in the *Examination of Dairy Products*, 13th edition. In the Spring and Fall of each year every certified laboratory is required to analyze a split sample of milk sent by the Division to confirm the certified laboratory's procedures.

(2) For information or to request certification, contact:

Department of Agriculture
Laboratory Services Division
510 State Office Division
St. Paul, Minnesota 55155
(612) 296-3273

(3) Fees are:

(a) Initial certification	\$200
(b) Split sample — per set	45

(4) The Division certifies a laboratory after certification is requested and Department standards are met.

B. (1) The Division tests the accuracy of home pressure cooker gauges. The Division will make any necessary adjustments. The gauge should be brought to this office if possible.

(2) For information or to request an appointment, contact:

Department of Agriculture
Laboratory Services Division
510 State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-3273

(3) There is no charge for the test. If the gauge is mailed to the Division, there is a charge of \$1.25 for postage, handling and insurance.

(4) The test normally takes two hours. For faster service call for an appointment. Allow two weeks if by mail.

BUDGETING, ACCOUNTING AND LICENSING DIVISION

Warren Erickson, *Director*

1. The Budgeting, Accounting and Licensing Division provides the accounting and license renewal services for the Department. The Accounting Section provides no services directly to the public.

LICENSING SECTION

Robert Nixon, *Supervisor*

1. The Licensing Section processes licenses and maintains files for food handlers; livestock dealers, agents and packers; apiary; nursery growers and dealers; fur farms; and Grade "A" milk laboratory certification permits. The Section also audits and processes the canners and freezers assessment.

2.A. The initial license is issued after being approved by inspection and by receipt of renewal applications and payment of license fees. The canners and freezers assessment is based on the volume processed for the past year. The Section will answer all questions concerning licenses, fees and renewals.

B. For information or to request an application form, contact:

Department of Agriculture
Licensing Section
430 State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-6187

C. The Division has forms for each license. The Report of Foods Packed BF-1 (10/76) is sent to all licensed canners and freezers in December.

D. The rate for the canners and freezers assessment is $\frac{1}{2}\text{¢}$ per case of 303 \times 406 cans. For fees of other licenses, see the appropriate Division.

E. The Section sends renewal applications to all license holders 30 days before the renewal date.

PLANNING DIVISION

Jack Ditmore, Director

1. The Planning Division aids other divisions within the Department on long-range planning, developing programs, any legislation that may effect the division, and writing division rules. The Division is the liaison with other state and federal agencies for the Department. They provide no service directly to the public.

PERSONNEL AND OFFICE MANAGEMENT DIVISION

Harold Frank, Director

The Personnel and Office Management Division provides supportive personnel services for the Department which includes the preparation of forms and reports necessary to recruit, test, hire, promote, and terminate employees. It also informs employees of various changes in policy and law which may affect them individually and provides assistance to employees on problems or questions pertaining to the State's "fringe benefit package".

Office Management works very closely with all division coordinators in helping to resolve clerical and/or office management problems. It provides services in the area of clerical overload, space allocation and utilization, inventory control, and O.S.H.A. reporting.

2. For information, contact:

Department of Agriculture
Personnel and Office Management Division
502 State Office Building
St. Paul, Minnesota 55155
(612) 296-2323

DEPARTMENT OF COMMERCE

Fifth Floor, Metro Square Bldg.
7th & Robert Street
St. Paul, Minnesota 55101
(612) 296-4026

Rosemary Prosen, Executive Secretary
(612) 296-2283

Minn. Stat. Ch. 45-83

1. The Department of Commerce is supervised by a Commission composed of three Commissioners (Banking, Insurance and Securities) and an Executive Secretary. The Commission members are appointed for a 6 year term by the Governor with the approval of the Senate. The Department also provides housing and administrative services for eight non-health boards.

CENTRAL LICENSING UNIT

Maureen Mahoney, Supervisor

1. The Central Licensing Unit examines and licenses real estate salespersons, brokers and insurance agents and subdivided lands. The Unit also licenses securities agents and notary publics.

2.A. The Unit receives and processes all applications for real estate, insurance, securities and notary publics' licenses; administers examinations for insurance, real estate and securities out-of-state examinations; annually renews all licenses except notary public licenses, which are renewed every 7 years; and issues licenses to all qualified applicants.

B. Information on license forms or fees is listed in the description of each Division, or contact:

Department of Commerce
Central Licensing Unit
5th Floor, Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-6205

C. The Notary Public requires a license application and a bond form.

D. The Notary license and renewal is \$10.

E. The Unit requires two weeks for processing license applications.

BANKING DIVISION

Robert A. Mampel, Commissioner of Banks

1. The Banking Division investigates and considers applications of financial institutions, lenders and credit services for charters, authorizations and licenses. The Division conducts ongoing examinations and supervises these financial institutions for compliance with law, adherence to sound operating principles and fair business conduct.

2.A. (1) The Banking Division receives and investigates complaints made by the public concerning violations of banking law. The Banking Division has the power to revoke charters and insurance and cancel licenses of those institutions found in violation. All complaints are referred to the proper Section.

(2) For information or to register a complaint, contact:

Department of Commerce
Banking Division
5th Floor, Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-2135

(3) There are no forms or fees. However, copies of materials or records cost 50¢ per page for an uncertified copy. Certified true copies cost \$1.00 per page.

(4) Complaints are handled as soon as possible.

B. (1) The Division charters, authorizes or licenses financial institutions, lenders and credit unions.

(2) For applications and information, contact:

Department of Commerce
Banking Division
5th Floor, Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-2135

(3) The forms and fees vary with the license.

STATE BANKS SECTION
Norman J. Rice, *Supervisor*

1. The State Banks Section organizes and examines all state-chartered banks.

FINANCIAL, TRUST AND SYSTEMS ANALYST SECTION
John P. Gillen, *Supervisor*

1. The Financial, Trust and Systems Analyst Section is responsible for legal investments for all state chartered financial institutions and organizes and examines trust companies, savings banks, face amount certificate investment companies and clerical service corporations.

CREDIT UNIONS AND SAVINGS ASSOCIATIONS SECTION
Eugene S. Bloomquist, *Supervisor*

1. The Credit Unions and Savings Associations Section organizes and examines state-chartered credit unions and savings associations.

CONSUMER CREDIT SECTION
James G. Miller, *Supervisor*

1. The Consumer Credit Section organizes and examines state authorized and licensed industrial loan and thrift companies, safe deposit companies, small loan companies, insurance premium finance companies, motor vehicles sales finance companies and debt prorate companies.

MINNESOTA OFFICE OF CONSUMER SERVICES
Sherry Chenoweth, *Director*

1. The Office of Consumer Services receives and investigates complaints of consumer fraud, enforces the Consumer Fraud statute and licenses and regulates collection agencies. The Office may resolve a complaint by communicating or negotiating with the consumer and the business. If the Office investigation indicates a pattern of consumer fraud, a civil suit may be initiated through the Attorney General's Office.

2.A. (1) To register a complaint, send a letter stating the complaint along with copies of all relevant materials (receipts, warranties, etc.) or call to request that complaint forms be mailed to you.

(2) For information or to register a complaint, contact:

Department of Commerce	Department of Commerce
Office of Consumer Services	Consumer Services Section
500 Metro Square Bldg.	Providence Bldg.
St. Paul, Minnesota 55101	332 West Superior Street
(612) 296-2331	Duluth, Minnesota 55802
	(218) 732-4891

(3) There is no charge.

(4) Most complaints are resolved within 10 to 30 days.

B. (1) The Office licenses and regulates collection agencies in the state.
(2) Applications for licenses may be obtained by contacting by mail, phone or in person:

Department of Commerce	Department of Commerce
Office of Consumer Services	Consumer Services Section
500 Metro Square Bldg.	Providence Bldg.
St. Paul, Minnesota 55101	332 West Superior Street
(612) 296-2331	Duluth, Minnesota 55802
	(218) 732-4891

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(3) There are no fees for applications. However, the fee for a license is \$200. The annual renewal fee is \$100.

(4) The applicant can expect to wait a maximum of 45 days to receive notification of license approval.

C. (1) The Office receives and investigates complaints from the public concerning possible illegal practices by collection agencies. The Office has the power to suspend and revoke collection agency licenses.

(2) To register a complaint, contact:

Department of Commerce
Office of Consumer Services
500 Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-2331

Department of Commerce
Consumer Services Section
Providence Bldg.
332 West Superior Street
Duluth, Minnesota 55802
(218) 732-4891

(3) There are no fees for this service.

(4) The consumer can expect to wait 7 to 10 days to receive notification of the action taken on the complaint.

INSURANCE DIVISION

Berton W. Heaton, *Commissioner*

1. The Insurance Division enforces all state laws relating to insurance including the licensing and regulation of insurance companies and agents. The Division assists policyholders with claims, complaints or misrepresentation; investigates discrimination; grants rebates and takes remedial action. The Division audits insurance companies and approves their policy forms and rates. They investigate unlicensed companies and agents doing business within the state, investigates receiverships, file corporate documents, and approve mergers, consolidations, reinsurance and dissolution of companies.

INVESTIGATION SECTION

W. J. Elliott, *Supervisor*

1. The Investigation Section receives, investigates and acts upon complaints against insurance companies or agents; disputed claims; misrepresentation; discrimination; disputed rates; and violations of law or contract.

2.A. The Section provides traveling investigators to assist out-state residents. The investigators are scheduled monthly at the State Employment Services Offices. The insurance receptionist will direct calls to proper source.

B. For information or to register a complaint, contact:

Department of Commerce
Insurance Division
500 Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-2488

C. There are no forms or fees.

D. Complaints are handled as soon as possible.

LICENSING UNIT

Maureen Mahoney, Supervisor

1. The Licensing Unit licenses insurance agents, files applications, receives fees and schedules examinations.

2. A. For information or application forms, contact:

Department of Commerce
Insurance Division
500 Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-6205

B. Insurance license fees are based on the permanent residence of the company. In most cases, the resident fee is \$3 and the non-resident fee is \$10.

ANALYST SECTION

Donald W. Peterson, Supervisor

1. The Analyst Section reviews and approves policy forms, underwriting manuals and rates of companies writing casualty insurance; including fire, homeowners, automobile, public liability and workmen's compensation.

2. For information and assistance, contact:

Department of Commerce
Analyst Section
500 Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-2488

ANALYST SECTION: LIFE, HEALTH, ACCIDENT

John T. Ingrassia, Supervisor

1. The Life, Health and Accident Analyst Section reviews and approves the policy forms, underwriting manuals, application forms and premium rates for companies writing life, health and accident insurance. The Section administers the Minnesota Comprehensive Health Insurance Act of 1976 which creates a Minnesota Comprehensive Health Association to provide health insurance for persons rejected by two or more companies for health history reasons.

2. For information on the Comprehensive Health Association, contact:

Department of Commerce
Insurance Division
500 Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-2202

AUDIT SECTION

Leo Flaten, Audit Director

1. The Audit Section conducts periodic examinations of the financial status of insurance companies to verify their solvency and compliance with Minnesota insurance laws. They provide no services directly to the public.

STATISTICAL-AUDIT SECTION

Emil F. Anderson, Supervisor

1. The Statistical-Audit Section administers the collection of insurance premium taxes; regulates township mutual insurance companies; appropriates state aid to fire

and police services; regulates volunteer firefighters relief associations; regulates the placement of insurance with surplus lines or unauthorized insurance companies; and gathers data for the public on insurance premiums, losses, insurance company activity and taxes.

2. For information, assistance or proper forms, contact:

Department of Commerce
Insurance Division
500 Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-2325

SECURITIES DIVISION

John R. Larson, Commissioner of Securities

1. The Securities Division enforces laws dealing with the sale of securities, franchises and sub-divided lands; the licensing of real estate brokers and securities broker-dealers, agents and investment advisors; and the regulation of charitable organizations and corporate takeovers.

REAL ESTATE SECTION

Harlee Goldsteen, Real Estate Director

1. The Real Estate Section licenses real estate brokers and salespersons, regulates the sales practice of those licensees and approves a statewide real estate education program. The Section handles complaints concerning real estate licenses.

2.A. The Section will answer general real estate inquiries concerning sales practices. However, the Section cannot give legal advice concerning real estate matters or give advice on the reputability of specific real estate companies. The Section has a manual, *Real Estate Manual*, which is available from Documents Section (see page 18). In order to receive a license, a person must take 90 hours of Section approved education. The license applicant has three years to fulfill this requirement. If the education requirement is not met, the Section will cancel the license.

B. For information on licensing, approved education programs or to register a complaint, contact:

Department of Commerce
Real Estate Section
500 Metro Square Bldg.
St. Paul, Minnesota 55101
Licensing: (612) 296-9458
Education: (612) 373-3938
Complaints: (612) 296-4521

C. Application forms are provided by the Section.

D. License fees are \$45 for a salesperson, \$50 for a broker previously licensed as a salesperson, \$75 for a broker never licensed. The renewal fee is \$10 for a salesperson and \$25 for a broker. The *Real Estate Manual* costs \$3.64 and a copy of the real estate rules costs \$2.60.

E. All licenses expire on June 30. The Section only issues renewals in June, but licenses are available any other time. If a person is over a year late in renewing a license, a new license must be obtained.

SECURITIES SECTION

*Donald T. Lynch, Deputy Commissioner – Registration
Charles M. Balck, Deputy Commissioner – Enforcement*

1. The Securities Section reviews applications for registration of securities offerings

(such as stocks and bonds), investigates possible violations of the law, and licenses securities agents, broker-dealers and investment advisers.

2.A. A person must pass an examination administered by the National Association of Securities Dealers (NASD) and, if the applicant has never been licensed in Minnesota, the Minnesota Securities examination. Copies of the securities law and rules are available from Documents Section (see page 18).

B. For information on licensing or to notify the Section of a complaint, contact:
Department of Commerce
Securities Division
500 Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-2594

C. The application form is Form U-4 and is available from the National Association of Securities Dealers.

D. The license fee is \$50 for a new agent, \$20 transfer fee for an agent changing firms, and a \$50 renewal fee.

E. A license expires September 30. If a holder does not renew his license within a year, then the holder must apply for a new license.

FRANCHISE SECTION

Robert R. Raines, Jr., Sr. Securities Examiner

1. The Franchise Section reviews applications for registration of franchising (granting the right to engage in the business of distributing goods or services while using the franchisor's tradename). The Section does not provide the names of franchisors or make recommendations regarding investments.

2.A. The Section has copies of the law and rules relating to franchising available from Documents Section (see page 18). The rules, Minnesota Department of Commerce, Securities Division 1701-1723, contain everything necessary for registration.

B. For information on franchise registration, contact:
Department of Commerce
Franchise Section
500 Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-5689

C. Any necessary forms are included with the rules.

D. The rules cost \$3.64. The franchise application costs \$25, an amendment to the registration costs \$50, and the annual report filed with the Division costs \$100. An interpretative opinion concerning a registration which is written by the Commissioner of Securities costs \$25.

E. The time necessary to process a registration varies with the application.

SUBDIVIDED LAND SECTION

Mary McKenna, Sr. Real Estate Examiner
Lorraine Rowe, Sr. Real Estate Examiner

1. The Subdivided Land Section reviews applications for exemption and registration of subdivided land sales. The Section will issue a broker or sales agent license. The Section will investigate complaints or violations.

2.A. The real estate agent or broker license requires an examination. The Section has copies of the law and rules available from Documents Section (see page 18). The rules explain all items necessary for registration.

B. For information on registration or to make a complaint, contact:

Department of Commerce
Subdivided Land Section
500 Metro Square Bldg.
St. Paul, Minnesota 55101
Registration: (612) 296-4523 or 296-2990
Complaints: (612) 296-6324
Licensing: (612) 296-9458

C. Forms are available from the Section.

D. Fees are:

Registration	
51 lots or more for sale	\$ 250
plus per lot charge	1
Maximum fee	2500
Exemption	
Under 51 lots	10
Annual Report (for each registration)	100
Legal opinion concerning registration	20
Consolidation (addition to existing registration)	50
Broker or Sales Agent license	10

E. Broker or Sales Agent license examinations are generally given every Saturday. If all applications are in order, a registration will require 30 to 60 days and an Exemption will require 20 days.

CHARITIES SECTION

Brenda Norwood, *Sr. Charities Examiner*

1. The Charities Section registers and regulates non-profit organizations soliciting or receiving \$2000 or more in donations per year. The Section registers and regulates bingo operators and licenses all professional fund raisers. The Section cannot give advice concerning charities, but the Minnesota Charities Review Council will give advice on contributions to a particular charity.

2.A. The Section has copies of the rules pertaining to charitable organizations available from the Documents Section (see page 18).

B. For information or application, contact:

Department of Commerce
Charities Section
5th Floor, Metro Square Bldg.
7th & Robert Streets
St. Paul, Minnesota 55101
(612) 296-4536
Advice on charities: (612) 339-5030

C. Applications for registration are available from the Section.

D. Fees are:

Organization receiving a minimum of \$2,000	\$10
Organization receiving a minimum of \$10,000	20
Professional fund-raisers license	25

E. The Section will fill requests for applications and forms the same day. Applications sent in with proper fee are processed in approximately one week.

CORPORATE TAKEOVER SECTION

Charles I. Wikelius, *Staff Attorney*

1. The Corporate Takeover Section accepts filings for ownership information and registers corporate takeovers.

2.A. A corporate takeover is the acquisition of at least 10% of the securities of a publicly owned corporation in the state. The Section has copies of the law available from the Documents Section (see page 18). A copy of the law contains the complete definition of corporate takeover in Minn. Stat. § 80B.01 subd. 8 and 9.

B. For information or assistance in filing, contact:

Department of Commerce
Corporate Takeover Section
5th Floor, Metro Square Bldg.
7th & Robert Street
St. Paul, Minnesota 55101
(612) 296-6425

D. There is no fee for ownership filing. There is a \$100 corporate takeover registration fee. There is a \$100 fee for a hearing request and there may be additional hearing charges.

E. A registration requires 10 days.

BOARD OF ABSTRACTERS

K. B. Skurdal, *Secretary-Treasurer*

1. The Board of Abstracters examines and licenses abstracters (those who make abstracts of title to real estate). The Board administers examinations for licensing each May and November; renews licenses and receives complaints against licensed abstracters.

2.A. The Board issues initial applications and handles complaints. The Board has the power to suspend or revoke a license. The administrative and licensing services are handled by the Administrative Services Section of the Commerce Department.

B. For information on examinations or to register a complaint, contact:

Board of Abstracters
309 E. Main St.
Anoka, Minnesota 55303
(612) 421-2550

For license renewals or licensing information, contact:

Department of Commerce
Administrative Services Section
5th Floor, Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-7903

C. The examination fee is \$25 and the license fee is \$25. There is no fee for filing complaints.

D. The Board contacts applicants two to three weeks after applications are received. Applicants are informed of examination results within 10 days after the examination. The Board handles complaints as soon as possible.

BOARD OF ACCOUNTANCY

Marian Flanagan, *Executive Secretary*

1. The Board of Accountancy administers the Uniform Certified Public Accountant Examination and licenses certified public accountants.

2.A. The Board will provide copies of the Minnesota Statutes and the rules of the Board describing requirements for taking the CPA examination. Examinations are given twice a year, in November and May. All applications must be submitted 60 days prior to the date of the examination. The Board will answer all complaints concerning a certified public accountant.

B. For examination and application information or to make a complaint, contact:
Department of Commerce
Board of Accountancy
5th Floor, Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-7937

C. Applications are available from the Board office. Renewal applications are mailed in November to all state certified public accountants.

D. The examination fee which includes the first year license is \$100. The renewal fee is \$15.

E. All requests for information or application forms are answered within a week. The license must be renewed prior to January 1 of each year. The length of time necessary to answer a complaint varies with the complaint.

BOARD OF ARCHITECTURE, ENGINEERING, LAND SURVEYING AND LANDSCAPE ARCHITECTURE

Lowell E. Forseth, *Executive Secretary*

1. The Board of Architecture, Engineering, Land Surveying and Landscape Architecture licenses and regulates the practice of architecture, engineering, landscape architecture and land surveying.

2.A. (1) The Board gives architecture and landscape architecture examinations twice each year, in June and December. The Board gives engineers-in-training and land surveying examinations twice each year, in April and November. Applications for architecture, landscape architecture and land surveying examinations must be submitted 90 days prior to the date of the examination. Applications for engineer-in-training examinations must be submitted 75 days prior to the examination. The license is issued upon successful completion of the examination.

(2) For information or to apply for an examination, contact:
Department of Commerce
Board of Architecture, Engineering, Land Surveying and
Landscape Architecture
5th Floor, Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-2388

(3) Applications are available from the Board office.

(4) The examination fee is \$100 and there is a \$15 retake fee.

(5) Requests for application are filled on a same day basis.

B. (1) The Board renews licenses every two years. The Board issues reciprocal licenses (out-of-state applicants who have previously been registered in their home state). Prospective reciprocal land surveyors must pass an examination.

(2) For information, to renew a license or to apply for a reciprocal license, contact:

Department of Commerce
Board of Architecture, Engineering, Land Surveying and
Landscape Architecture
5th Floor, Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-2388

- (3) Application forms are available from the Board office.
- (4) The reciprocal license fee is \$100. A license renewal is \$30.
- (5) Reciprocal applications are reviewed within two to three weeks.

C. (1) The Board receives and investigates consumer complaints. The Board has the power to suspend or revoke licenses or bring lawsuits against unlicensed persons who practice architecture, landscape architecture, land surveying or engineering.

- (2) To register a complaint, contact:

Department of Commerce
Board of Architecture, Engineering, Land Surveying and
Landscape Architecture
5th Floor, Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-2388

- (3) There are no forms or fees.
- (4) Complaints are answered as soon as possible.

BOARD OF BARBER EXAMINERS

Adam J. Mikrot, *Executive Secretary*

1. The Board of Barber Examiners regulates the practice, registration and inspection of all licensed barbers, barber schools and shops in the state.

2.A. (1) The Board gives three different types of examinations to qualified applicants: registered barber, registered apprentice and instructor. The examinations are given four times each year, in February, May, August and November. Upon successful completion of the examination and the payment of the licensing fee, the Board will issue the license. The Board issues five different types of license: registered barber, registered apprentice, instructor, shop and school licenses.

- (2) For information or to request an application, contact:

Department of Commerce
Board of Barber Examiners
500 Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-2364

- (3) Application forms are available from the Board office.

- (4) Fees are:

Registered barber		\$30
Examination and registration		
Renewal		10
Restoration		15
Registered apprentice		
Examination and registration		17
Renewal		7

Restoration	10
Instructors Examination	25
Registration	25
Renewal	25
Shop registration Initial	25
Change of owner or location	5
Renewal	5
Restoration	10
Schools registration and renewal	100
Student permit	5

(5) Requests for an application are usually answered the same day. Applications must be submitted 20 days prior to examination date.

B. (1) The Board receives and investigates all complaints received by the public. The Board has the power to suspend or revoke the licenses of professionals, shops or schools found to be in violation of the law.

(2) For information or to make a complaint, contact:

Department of Commerce
Board of Barber Examiners
500 Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-2364

(3) There are no forms or fees.

(4) Complaints are answered as soon as possible.

BOARD OF BOXING

James J. O'Hara, *Commissioner*

1. The Board of Boxing licenses and regulates boxers, promoters, referees, seconds and managers.

2.A. (1) The Board renews licenses each year. If, after one year a boxer has not had a fight, the boxer must renew the license. Seconds must complete a questionnaire to become licensed. The Board processes applications for a professional or amateur franchise in Minnesota. Any franchise holder is considered a promoter.

(2) For information or to receive an application, contact:

Department of Commerce
Board of Boxing
500 Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-2501

(3) License fees and renewal fees are the same. Fees are:

Second	\$ 2
Referees	10
Manager	5
Boxer	5

Promoters licenses are charged according to the size of the city. The fee for a promoter in city of the first class is \$750; for a city of the first class of less than 150,000 population, the fee is \$500; and for cities of 10,000 or more population, the fee is \$150.

(4) 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 two to three weeks.

B. (1) The Board will investigate all complaints concerning boxing licenses. The Board has the power to suspend or revoke a license.

(2) For information or to register a complaint, contact:

Department of Commerce
Board of Boxing
500 Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-2501

(4) Complaints are handled as soon as possible.

BOARD OF COSMETOLOGY

John W. Showalter, President

1. The Board of Cosmetology examines and licenses qualified cosmetologist applicants and inspects beauty shops and schools in the state.

2.A. (1) The Board conducts examinations for operator, manager-operator, manicurist, senior instructor and junior instructor the first Monday, Tuesday and Wednesday of every month except July. In July, the examinations are given the last Monday, Tuesday and Wednesday. The Board also licenses out-of-state applicants (reciprocity).

(2) For information or to receive a license application or examination, contact:

Department of Commerce
Board of Cosmetology
500 Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-8456

(3) Fees are:

New beauty school registration	\$250.00
Annual renewal	50.00
New beauty shop registration	15.00
Annual renewal	7.50
Manicurist license examination	4.00
Annual renewal	4.00
Operator license examination	6.00
Annual renewal	5.00
Reciprocity application	16.00

Senior instructor examination	5.00
Annual renewal	5.00
Junior instructor license	1.00

(4) Requests for applications are usually filled on a same day basis. Applications for examinations should be submitted one week prior to the date of the examination. Applicants can expect a wait of up to three weeks before receiving notification of examination results.

B. (1) The Board receives and investigates complaints made by the public. The Board will begin an investigation after four complaints have been made against the same party. The Board has the power to revoke and suspend licenses.

(2) For information or to make a complaint, contact:

Department of Commerce
Board of Cosmetology
500 Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-8456

(4) Complaints are handled as soon as they are received.

BOARD OF EXAMINERS IN WATCHMAKING

Rosemary Prosen, *Executive Secretary*

1. The Board of Examiners in Watchmaking licenses and regulates the practice of watchmaking.

2.A. (1) The Board gives examinations twice a year. Oral examinations are given at Board meetings, usually in January and June. The Written and Practical examinations are given in January and July. The applicant is expected to supply the watch used in the examination. The watch should be submitted to the Board ten days prior to the examination date. If the applicant uses a watch supplied by the Board, a fee is charged.

(2) For information or to request an examination or application form, contact:

Department of Commerce
Board of Examiners in Watchmaking
500 Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-2197

(3) Application forms are available from the Board office.

(4) Fees are:

Board-provided watch	\$ 7.50
Examination fee and first year license	25.00
Re-instatement fee	25.00
Reciprocity	25.00
Annual renewal fee	15.00
Apprentice application and renewal	3.00
Penalty fee and Temporary 60 day permit	2.00
Duplicate license certificate	2.50

- (5) Applicants receive examination results within 10 days.
- B. (1) The Board receives and investigates complaints by members of the public or watchmakers. The Board has the power to revoke and suspend licenses.
 - (2) For information or to make a complaint, contact:
Department of Commerce
Board of Examiners in Watchmaking
500 Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-2197
 - (4) Complaints are handled as they are received.

DEPARTMENT OF ECONOMIC DEVELOPMENT

480 Cedar Street

St. Paul, Minnesota 55101

(612) 296-2755

Lee A. Vann, Commissioner

(612) 296-2755

MINN. STAT. CH. 362

1. The Department of Economic Development promotes the development of industry and business within Minnesota, encourages out-of-state and foreign enterprises to relocate or invest in Minnesota, and promotes the state's tourism industry, recreational facilities and attractions available to vacationers, travelers, and campers.

PUBLICITY AND PUBLICATIONS DIVISION

Sheila W. Bigham, Manager

1. The publicity and publications Division conducts information and publicity programs to promote Minnesota for tourist-travel and business-industrial expansion. To promote these programs, the Division prepares monthly publications, informational brochures, news releases, speeches, advertising campaigns and make news media contacts.

2.A. To request brochures, or for information, contact:

Department of Economic Development
Publicity and Publications Division
480 Cedar Street
St. Paul, Minnesota 55101
(612) 296-5025

B. Generally, there are no forms or fees (for single copies).

C. Publications may be picked up or mailed. All requests are handled immediately. Appointments should be made to talk with publicity personnel.

RESEARCH DIVISION

James E. Moore, Director

1. The Research Division conducts and issues studies and reports on specific and general economic data with special emphasis on tourist-travel and industrial development. It publishes reports and other material to aid Minnesota businesses.

2.A. For information, or to request copies of reports or forms, contact:

Department of Economic Development
Research Division
480 Cedar Street
St. Paul, Minnesota 55101
(612) 296-3871

B. New and expanding industry construction project forms are available from the Division. Minnesota Directory of Manufacturers update forms are also available from the Division.

C. There may be small costs involved, depending on the specific type of publication requested.

D. There is no waiting necessary to pick up forms or have them mailed. If in stock, publications and reports will be mailed within a day or two of request. Appointments are preferred if an interview with research personnel is desired; walking into the office could mean a long wait.

TOURISM DIVISION

Robert C. Ellsworth, *Director*

1. The Tourism Division coordinates the state's activities with the various efforts of resort and tourism organizations to expand the tourism-travel industry of Minnesota. They work with national and regional programs designed to increase tourist traffic into and through the state. In addition, the Division provides an information service and tourist aids to individuals as well as organizations.

2.A. For information needed by operators of tourism facilities and Chambers of Commerce, contact:

Department of Economic Development
Tourism Division
480 Cedar Street
St. Paul, Minnesota 55101
(612) 296-5027

B. For travel and tourism information needed by individuals, contact:

Department of Economic Development
Tourism Information Center
480 Cedar Street
St. Paul, Minnesota 55101
(612) 296-5029

Tourist information for individuals may be requested in person, by phone, or by mail.

C. Generally there are no forms or fees (for single copies).

D. If in stock, materials will be mailed within two days after the request is made. Requests made in person are handled immediately. Appointments are preferred if an interview with Division personnel is desired.

INDUSTRIAL DEVELOPMENT DIVISION

James A. Daheman, *Acting Manager*

1. The Industrial Development Division seeks new investments in business and industry from inside and outside the state. They assist companies and individual businesses in locating materials, manpower and markets by suggesting new products and by-products, and helping to find plant sites. They assist communities in stimulating community cooperation for local economic growth.

2.A. For information, contact:

Department of Economic Development / 65

Alexandria Regional Office
Economic Development (regions 4 & 6) (612) 763-5409
Box 699, Douglas County Courthouse
Alexandria, Minnesota 56308

Bemidji Regional Office
Economic Development (regions 1 & 2) (218) 755-2875
c/o Headwaters Regional Development Commission
Box 584, 722 15th Street
Bemidji, Minnesota

Hibbing Regional Office
Economic Development (region 3) (218) 263-4497
St. Louis County Courthouse
Hibbing, Minnesota 55746

Mankato Regional Office
Economic Development (regions 8 & 9) (507) 389-6071
709 Front Street
c/o Region 9 Development Commission
Mankato, Minnesota 56001

Owatonna Regional Office
Economic Development (507) 451-1215
Box 307, 1010 21st Avenue N.W.
c/o Minnesota Highway Department
Owatonna, Minnesota 55060

St. Cloud Regional Office
Economic Development (regions 5 & 7) (612) 255-4161
9 5th Avenue North
c/o St. Cloud Housing and Redevelopment Authority
St. Cloud, Minnesota 56301

B. Communities may obtain community profile forms and industrial park profile forms and companies and individual businesspersons may obtain manufacturing opportunity forms and available industrial building forms from the St. Paul office.

C. There are no fees for individual copies.

FINANCE AND INTERNATIONAL TRADE DIVISION

A. R. (Larry) Newton, Manager

1. The Finance and International Trade Division provides financial counseling to small businesses. They also provide export promotion and marketing assistance for Minnesota manufacturers and promotion abroad of Minnesota as a location for foreign capital investment.

2.A. For information on export/import counseling, and other financially related activities, contact:

Department of Economic Development
Finance and International Trade Division
480 Cedar Street
St. Paul, Minnesota 55101
(612) 296-5023

B. Generally there are no fees.

AREA REDEVELOPMENT ADMINISTRATION
Office of the Commissioner

1. The Area Redevelopment Administration coordinates a state sponsored, risk capital, program designed to assist the state's small business in cooperation with the Federal government. Under the Office of the Commissioner, the Administration provides business loans to persons who are unable to secure business capital by other means.

2. For information and assistance about the risk capital program, contact:

Dept. of Economic Development
Office of the Commissioner
Area Redevelopment Administration
480 Cedar St.
St. Paul, Minnesota 55101
(612) 296-2755

DEPARTMENT OF EDUCATION
Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-2358

Howard B. Casmey, Commissioner of Education
(612) 296-2358

Minn. Stat. Ch. 121-135

1. The Department of Education enacts policies for public schools & vocational technical schools set by the State Board of Education. This nine member board is appointed by the Governor, and has one member from each Congressional district as well as one at-large member. The Department of Education provides programs and services to the state's public school districts and vocational-technical institutes. The Commissioner of Education acts as the executive secretary for the State Board of Education, as well as being the head of the Department of Education.

PROFESSIONAL LIBRARY
Patsy A. Tupper, Supervisor

1. The Library provides literature searching, computer searching, reference and retrieval services for employees in the Department of Education, the Higher Education Coordinating Board, the State Planning Agency and the State University Board. The public may use library materials, but materials are not taken from the library.

NONPUBLIC PUPIL AID PROGRAM
Carolyn Hellervik, Consultant

1. The Nonpublic Pupil Aid Program administers funds allocated by the state for the purchase of instructional materials to be loaned or provided to nonpublic school pupils. The Program provides information on the program and conducts program compliance visits which insure proper use of program funds.

2.A. To receive the funds, nonpublic schools have their pupils request instructional materials. The requisitions for instructional material are then forwarded to the local

public school districts who order the materials and submit reimbursed claims to Non-public Pupil Aid Program.

B. For information or application forms, contact:

Department of Education
Nonpublic Pupil Aid
703 Capitol Square Bldg.
St. Paul, Minnesota 55101
(612) 296-8130

C. There are four forms used:

- (1) Pupil Request Form
- (2) Application for Provision and Loan of Instructional Materials
- (3) Reimbursement Claim — Summary Sheet
- (4) Reimbursement Claim — Detailed Information Sheet

D. There are no fees.

E. The application for Provision and Loan of Instructional Materials by the nonpublic school shall be submitted to the public school on or before September 15th. A copy of each application will be forwarded to the State Department of Education by the public school on or before September 25th. The public school district is reimbursed within approximately two weeks.

PERSONNEL AND STAFF DEVELOPMENT OFFICE

David A. Bergsvén, Director

1. The Personnel and Staff Development Office provides personnel, inservice training and affirmative action services to the Department of Education. Inservice training programs are offered for all positions within the Department. The Office works closely with the State Department of Personnel.

2.A. (1) The Office promulgates affirmative action programs for the Department of Education. The Office investigates complaints concerning affirmative action programs and employment discrimination. The Office may refer discrimination complaints to the Human Rights Commission.

(2) To register a complaint, contact Kay Burt, Affirmative Action Officer, at:

Department of Education
Personnel and Staff Development Office
755 Capitol Square Bldg.
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-3377

(3) There are no forms or fees.

(4) The Office answers all complaints as soon as possible. The time necessary to resolve a complaint depends on the complexity of the complaint.

B. (1) The Office provides information to individuals seeking employment with the Department of Education.

(2) For information, or an application form, contact Mary Jo Erickson or Susan Lukas, Personnel officers, at:

Department of Education
Personnel & Staff Development Office
755 Capitol Square Bldg.
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-3377

- (3) There are no forms or fees.
- (4) The Office uses the standard state application form which is available from the Office, the State Department of Personnel, or Employment Services.
- (5) Most requests are handled immediately.

DIVISION OF PLANNING AND DEVELOPMENT

Dr. Gregory J. Waddick, *Assistant Commissioner*

- 1. The Division of Planning and Development provides administrative planning to local school districts, distributes competitive federal grants for innovative education programs, evaluates the programs and assists school districts in ending discriminatory treatment of students. The Division will answer public questions concerning programs of the Division and other education agencies.

8

PLANNING SECTION

Dr. Gayle H. Anderson, *Director*

- 1. The Planning Section aids local school districts in determining education needs and in developing plans for meeting those needs. The Section performs administrative educational planning for the Department of Education. The Planning Section determines state education needs and gives information concerning possible programs which may be used by local school districts. They provide no services directly to the public.

MINNESOTA INFORMATION NETWORK FOR EDUCATORS (MINE)

Roy Tally, *Director*

- 1. The Minnesota Information Network for Educators provides individualized information services to teachers, administrators, school boards and specialists in the public schools for the purpose of program development and improvement.

2. For information, contact:

Minnesota Information Network for Educators
Minnesota Department of Education
Rm. 401, Capitol Square Building
St. Paul, Minnesota 55101
(612) 296-8033

INNOVATION SECTION

Dr. Gayle H. Anderson, *Director*

- 1. The Innovation Section distributes state and federal grants to school districts for new and different education programs. Grants are made on a competitive basis. Applications are made by school districts or other public education agencies. They provide no services directly to the public.

EVALUATION SECTION

Leonard R. Nachman, *Director*

- 1. The Evaluation Section evaluates selected education programs of the Department and other educational units throughout the state. Programs to be evaluated are chosen by the Department, State Board, Legislature, Governor or other state agencies. They provide no services directly to the public.

EQUAL EDUCATIONAL OPPORTUNITIES SECTION
Archie L. Holmes, *Director*

1. The Equal Educational Opportunities Section provides technical assistance to school districts to end discriminatory treatment of elementary/secondary students. The Section will aid school districts in developing programs to end discrimination. They provide no services directly to the public.

ADMINISTRATION MANAGEMENT & LEGISLATIVE RELATIONS
Joseph P. Graba, *Deputy Commissioner*

1. Administrative Management & Legislative Relations supervises internal department activities, the financial affairs of the state's school districts and area vocational technical institutes, and the Minnesota public library system. They also oversee legislative proposals concerning the Department of Education.

ADMINISTRATIVE SERVICES SECTION
George W. Fortmeyer, *Director*

1. The Administrative Services Section manages financial affairs of the Department, including budgeting and program analysis, and promulgates policies and procedures for the Department. They provide no services directly to the public.

FISCAL SERVICES UNIT
Ed Wilkins, *Supervisor*

1. The Fiscal Services Unit processes all budget and fiscal documents, maintains all accounting records for state and federal purposes and disburses all payments for employees, vendors and school aids. They provide no services directly to the public.

OFFICE SERVICES UNIT
Ardelle Kreck, *Supervisor*

1. The Office Services Unit provides purchasing, mail handling, office copying and other internal administrative support services for the Department of Education. They provide no services directly to the public.

STATE AIDS, STATISTICS AND RESEARCH SECTION
S. Walter Harvey, *Director*

1. The State Aids, Statistics and Research Section calculates and distributes most state aids for individual school districts and area and vocational technical institutes; including Foundation Aid, Transportation Aid and Apportionment of the Endowment Fund. The Section administers Federal Public Law 81-874 Impacted Aid.

- 2.A. The Section answers inquiries from state officials, the legislature, the public, and the U.S. Office of Education concerning school aids, public and non-public school enrollments, general statistics concerning education and various aspects of laws pertaining to education. The Section prints:

- (1) *Update Special Report*, which provides statistical information on school districts, grouped by county, region and state;
- (2) *State Laws Relating to the Public School System*, published every two years, listing all state laws pertaining to education;
- (3) *Minnesota State Rules and Regulations of the State Board of Education*, which lists all rules of the State Board of Education.

- B. For information, contact:
Department of Education
State Aids, Statistics and Research Section
736 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-2400
- C. The Section is not authorized to sell its publications. The Update Special Report is available free from the Section. *State Laws Relating to Public School Systems* cost \$12. *Minn. State Rules and Regulations of the State Board of Education* costs \$7.50 and 74¢ for each updating supplement. These publications may be purchased from the Documents Section (see page 18).
- D. The Section handles all requests as soon as possible.

PUBLICATIONS/PUBLIC INFORMATION SECTION

James Lee, *Director*

- 1. The Publications/Public Information Section provides publications on the activities of the Department and policies of the State Board of Education; informs the news media of state and local education news; assists Department and education-related agencies on editorial and audio-visual projects, and publishes the *Educational Directory*.
- 2.A. (1) The Section publishes a monthly newspaper, *Education Update*, which is distributed free to public schools and contains state education policies and educational practices in the schools. This publication is available free to nonprofit education related agencies. Others may subscribe for \$5 per year through Documents Section (see page 18).
 - (2) For information on *Education Update*, contact:
Department of Education
Publications/Public Information Section
760 Capitol Square
St. Paul, Minnesota 55101
(612) 296-6418
 - (3) There are no forms.
 - (4) *Education Update* is published during the school year.
- B. (1) The Section publishes the *Educational Directory*, which lists personnel, program and schools of every public and non-public school district and Area Vocational-Technical Institute in Minnesota.
 - (2) The Directory is available from Documents Section (see page 18).
 - (3) The cost is \$2.
 - (4) It may be picked up in person or received through the mail. Allow one to two weeks for mail delivery.
- C. (1) The Section provides information on the Department of Education and the State Board of Education to the news media and the public.
 - (2) For information, contact:
Department of Education
Publications/Public Information Section
760 Capitol Square
St. Paul, Minnesota 55101
(612) 296-6418

OFFICE OF FEDERAL-STATE PROGRAM COORDINATION
Edwin E. Cain, *Director*

1. The Office of Federal-State Program Coordination works with the U.S. Congressional office and federal agencies to develop education programs. The Office develops grant applications and projects for the Commissioner of Education and reviews documents and proposals submitted to the Federal government through the Department. The Office provides information on federally supported education programs to the Department of Education, local school districts and other agencies and organizations involved in education.

2.A. The Office will answer specific questions on available education programs.

B. For information on the application procedures, contact:

Department of Education
Office of Federal-State Program Coordination
714-16 Capitol Square Building
St. Paul, Minnesota 55101
(612) 296-3271

C. There are no forms or fees.

D. Inquiries are handled as soon as possible.

OFFICE OF PUBLIC LIBRARIES AND INTERLIBRARY COOPERATION
William G. Asp, *Director*

1. The Office of Public Libraries and Interlibrary Cooperation (OPLIC) advises librarians, library trustees and government officials on the organization of libraries; has published information on libraries; will answer inquiries on library service; and makes state and federal grants to improve Minnesota public libraries.

2.A. (1) OPLIC has a library of books, periodicals and audiovisual materials relating to library services and organization. The Office provides technical assistance on library services, management, planning and organization interlibrary cooperation.

(2) To request information or assistance, contact:

OPLIC
301 Hanover Bldg.
480 Cedar Street
St. Paul, Minnesota 55101
(612) 296-2821

(3) There are no forms required or fees charged. Materials may be requested on American Library Association request forms, by letter, telephone, teletype or in person.

(4) All requests are handled as soon as possible. Generally, an answer will take no more than two weeks.

B. (1) OPLIC offers:

- a) Mandated Grants for library services for the institutionalized;
- b) Establishment Grants to multicounty library systems to extend services to new counties;
- c) Regional Library Basic System Support to assist regional library systems to fund on-going services;
- d) Multiregional Service Program Grants to provide library services for all Minnesota regional public library systems; and
- e) Special Grants for developmental, innovative and experimental library programs.

To apply for any library aid grant, a Minnesota public library must be organized under Minnesota library law; serve an area containing a minimum population of 20,000

persons (exceptions may be made by State Board of Education) and receive minimum levels of monetary support from participating county, city or township government.

(2) To receive guidelines for grant applications, forms and information on application, contact:

OPLIC
301 Hanover Building
480 Cedar Street
St. Paul, Minnesota 55101
(612) 296-2821

(3) All grant applications must be submitted on the appropriate forms. Applications must state that aid funds will be used only for the purpose requested; accurate financial records will be kept and submitted as requested to OPLIC; the library will work closely with OPLIC and make all information available to OPLIC.

(4) There are no application fees.

(5) All grant applications must be received by OPLIC before July 1 of the fiscal year in which the grant would be made. The State Board of Education may waive this requirement.

OPERATIONS

Von Valletta, Deputy Commissioner

1. Operations consists of the Division of Instruction, Division of Special and Compensatory Education, Division of Vocational-Technical Education and Division of School Management Services. The Deputy Commissioner is the executive officer for the four divisions.

DIVISION OF INSTRUCTION

E. Raymond Peterson, Assistant Commissioner

1. The Division of Instruction provides consultative services and instructional materials to local educational agencies, administers state educational statutes and rules pertinent to local school curricula, provides technical assistance for guidance, social work, health and psychological programs in local school districts and limited financial assistance for counseling and testing programs. The Division aids the Minnesota Board of Teaching in preparing and licensing teachers. The Division directs community education consisting of the adult high school diploma program, adult basic education and sponsorship of the General Education Development (GED) program.

ELEMENTARY AND SECONDARY EDUCATION SECTION

Floyd Keller, Director

1. The Elementary and Secondary Education Section provides program direction to maintain goal clarification in general and academic instruction in local school districts and regions. The Section aids the Department of Education, professional education associations, teacher education institutions, community based groups and other state agencies.

CURRICULUM DEVELOPMENT UNIT

Donald L. Clauson, Director

1. The Curriculum Development Unit produces curriculum guides, resource units and other publications available for use by local education agencies. These curriculum materials are designed to assist educators in improving instruction in various subject areas, single discipline and multi-disciplinary areas. The Unit aids school districts in

planning, organizing, developing and evaluating course outlines for instructional areas and individual subject fields. The Unit administers summer school programs. They provide no services directly to the public.

MEDIA UNIT

Robert Miller, Supervisor

1. The Media Unit aids in the planning and evaluation of school district media facilities and programs. The Unit provides in-service training and technical aid to improve public schools' media facilities. The Unit prepares guides, manuals, bibliographies, lists of materials; produces and duplicates audiotapes, slides, filmstrips and transparencies; and distributes films and filmstrips. The Media Unit works with local school districts, the Department of Education and education agencies. They provide no services directly to the public.

PHYSICAL EDUCATION, HEALTH AND SAFETY UNIT

Carl Knutson, Supervisor

1. The Physical Education, Health and Safety Unit provides technical assistance, in-service education opportunities and curriculum materials for school health, physical education and safety programs in Minnesota public schools. The Unit provides aid in drug education, family life education, physical fitness, lifetime sports, traffic safety education and safety education programs. The Unit works with local school districts. They provide no services directly to the public.

ELEMENTARY EDUCATION UNIT

Gerald L. Kleve, Director

1. The Elementary Education Unit provides aids for elementary educators, administrators and school boards in planning and evaluating elementary education. The Unit assists elementary and middle school staff members in planning educational programs. The Unit assists local school district personnel through school visits, in-service workshops and conferences. Early childhood, parenting, career, metric and environmental education are areas of specific program development by the Unit. They provide no services directly to the public.

SECONDARY EDUCATION UNIT

Edmund C. Lee, Director

1. The Secondary Education Unit makes reports to the State Board of Education on secondary school classification. The Unit visits new schools and schools requesting a change in classification before making the report to the State Board. The Unit advises secondary schools on any questions concerning secondary education. They provide no services directly to the public.

PROGRAM COORDINATORS UNIT

1. The Program Coordinators Unit provides special curriculum and instructional services in Science, Mathematics, Modern Foreign Languages, Education for the Gifted, Communications, Environmental Education, Art, Music and Social Studies. Each area is served by a staff coordinator, who is available for school visitations, curriculum conferences, and workshops. The Unit publishes bulletins and reports to keep teachers and administrators informed on new developments in the different subject areas. They provide no services directly to the public.

COMMUNITY EDUCATION SECTION

Lawrence E. Erie, *Director*

1. The Community Education Section provides advice and financial assistance for the development and operation of local community education programs including Adult Education, Recreation, Civil Defense, Adult Basic Education and GED components. The Section encourages local school districts to adopt community education programs and make school facilities available for use by the entire community. Community Education financial aids are 50-cents per one dollar per capita levied at the local level.

ADULT EDUCATION UNIT

Don Peterson, *Coordinator*

1. The Adult Education Unit aids local elementary and secondary schools in providing adult education. The Unit is concerned with increased vocational competence, intelligent citizenship, improved home family life, personal enrichment and preparation for GED testing. The Unit offers financial aid up to 90% of teacher salaries not to exceed \$8000. Program demand exceeds allotted money. They provide no services directly to the public.

ADULT BASIC EDUCATION UNIT

Sherwood Clasen, *Coordinator*

1. The Adult Basic Education Unit administers the Federal Adult Basic Education Program. The Program provides educational opportunities through local school districts for adults (age 16 or over) whose ability to speak, read, or write is an obstacle to obtaining or retaining employment. The Unit offers federal aid up to 90% of total costs to the school district who pays the other 10%. The number of programs is limited by the funds available. They provide no services directly to the public.

EDUCATION PROFESSIONS DEVELOPMENT SECTION

Patricia J. Goralski, *Director*

1. The Education Professions Development Section administers accreditation visits to colleges requesting approval to prepare educators for licensure. The State Board of Education and Board of Teaching make the final approval of college accreditation. The Section approves programs in the approximately 70 licensing areas and the continuing education programs. The Section conducts workshops and other activities to assist in the development of professional education programs.

2.A. The Section will answer any public request for information. The Section prefers written requests.

B. For information, contact:

Department of Education
Education Professions Development
610 Capitol Square Bldg.
St. Paul, Minnesota 55101
(612) 296-4437

PUPIL PERSONNEL SERVICES SECTION

Reynold Erickson, *Director*

1. The Pupil Personnel Services Section approves Title IV B Guidance and Counseling applications and Vocational Counselor certificate applications. The Section provides information to schools on career education, guidance and testing. The Section

has resource persons available to lead workshops or speak at career education meetings. The Section provides assistance to colleges preparing counselors for Minnesota certification.

2.A. The Section assists local schools preparing Title IV C ESEA applications relating to guidance, counseling and career education programs. The Section aids teachers in classroom guidance activities.

B. For information or application forms, contact:

Department of Education
Pupil Personnel Services Section
6th Floor, Capitol Square Bldg.
St. Paul, Minnesota 55101
(612) 296-4080

C. Forms for Title IV B and C applications are mailed to all Minnesota schools. Applications for counselor certification are available from the Section.

D. There are no fees except for certification.

E. Most information requests available immediately by telephone. On-site visits will be arranged.

TEACHER LICENSING AND PLACEMENT SECTION

George B. Droubie, Director

1. The Teacher Licensing and Placement Section issues licenses to qualified teachers and administrators according to standards established by the Minnesota Board of Teaching and the State Board of Education. The Section annually collects assignment and personnel information regarding licensed staff in public school districts. The Section will assist school districts in hiring qualified teachers and administrators and assist professional educators to secure positions.

2.A. The Section will notify school districts of assignment violations. The Section publishes and distributes a vacancy list for Placement Bureau enrollees. The Section will provide information on teacher licensing.

B. For information or licensing forms, contact:

Department of Education
Teacher Licensing and Placement Section
612 Capitol Square Bldg.
St. Paul, Minnesota 55101
(612) 296-2046

C. Forms are available from the Section

D. Fees are:

Original application	\$20
Renewal application	20
Limited Permit application	20
Placement Bureau Enrollment	10

E. Licenses are issued within two to three weeks. The original license is valid for two years. The continuing license is valid for five years. The Limited Permit is valid for one year. Placement Bureau Enrollment is for one year.

READING SECTION

Doris Suprenant, Acting Director

1. The Reading Section provides school-aged children and adults the opportunity to take part in various reading programs. The Section has 8 regional consultants who aid local school districts, non-profit agencies and public libraries in developing reading programs. The Reading Section promotes the Multiple Sclerosis Read-a-thon, which

has students reading books for pledges. All money received from the Read-a-thon goes to the Minnesota North Star Chapter — National Multiple Sclerosis Society. The Section administers the Minnesota Literary Council, Inc., which is a volunteer program to aid adults who have severe reading disabilities. They also administer the Junior Great Books program which is a program of interpretive reading for elementary and secondary students. The Section handles the Reading is Fundamental program.

2.A. The Section has a 20 to 30 day training course for individuals who are in charge of establishing a program. The Section receives federal funding through Title VII which pays for the training. The Section will provide information on any or all programs.

B. For information or assistance, contact:

Department of Education
Reading Section
550 Cedar Street
663 Capitol Square Bldg.
St. Paul, Minnesota 55101
(612) 296-6999

C. Each school district, non-profit agency or public library must sign a contract with the Reading Section. The contract should include a three year development plan.

D. There are no fees for services of the Reading Section, but expenses for a program are paid by the local school district, agency or library.

E. Programs are developed under three year plans. Training for a tutor or program director takes 20 to 30 days.

DIVISION OF SPECIAL AND COMPENSATORY EDUCATION

Wilfred Antell, Assistant Commissioner

1. The Division of Special and Compensatory Education manages education programs for the handicapped, educationally disadvantaged, migrant, Indian and South-East Asian students. The Division operates the Minnesota School for the Deaf, Minnesota Braille and Sight Saving School and the Regional Library. The Regional Library is the library used by the Braille School and adults who are blind or have vision deficiencies throughout the state.

STATE SCHOOLS COORDINATOR

Mary Lynne Mcalonie

1. The State School Coordinator provides staff assistance to the Commissioner of Special and Compensatory Education in managing programs and services of the State Residential Schools and Regional Library.

RESIDENTIAL SCHOOLS SECTION

Melvin H. Brasel, Director

1. The State School for the Deaf and the State Braille and Sight Saving School provide comprehensive programs in academic and social learning. These residential schools serve hearing and visually handicapped school age children who cannot be served by their resident school districts.

The Regional Library provides materials to blind and handicapped readers throughout the state and serves the Braille and Sight Saving School as a library.

2.A. Children for whom residential school placement is deemed appropriate are referred to the admission and discharge committees of the schools by the student's resident school district.

- B. Students may be referred by the school district by contacting:
Melvin H. Brasel
Minnesota School for the Deaf
Faribault, Minnesota 55021
(507) 334-6411
- C. There are no fees charged to the family.
- D. The time for placement in the schools varies with each individual case.

SPECIAL EDUCATION SECTION

John C. Groos, Director

1. The Special Education Section develops standards, reviews applications from local school districts for approval of programs and budgets and monitors state and federally funded special education programs for handicapped children. The Section determines the amount of special state aid and federal funds for these programs. The Section trains school administrators, special education staff in local districts and parents on educating handicapped children. The Section provides information on the kinds of available programs for handicapped children.

2.A. (1) The Section reviews all special education programs proposed by school districts. If the Section approves the project, then state or federal funds are paid to the school district for salaries for staff, equipment, supplies and materials to assist in defraying costs.

(2) For information or application forms, contact:

Department of Education
Special Education Section
Capitol Square Building
St. Paul, Minnesota 55101
(612) 296-4163

(3) There are no fees.

(4) The Section requires from one to three months for program review. All programs must be renewed annually.

B. (1) The Section provides funds to assist in training school administrators, special education staff, and parents in educating handicapped children. All requests should be made through local district directors of special education.

(2) For information, contact:

Department of Education
Special Education Section
Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-4163

(3) There are no fees.

(4) All requests are handled as they are received and as programs are available.

C. (1) The Section provides school officials and parents with information on the availability, types and location of special education programs. They also provide school districts consultation and technical help in developing special education programs.

(2) For information, contact:

Department of Education
Special Education Section
Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-4163

(3) There are no forms or fees.

(4) Generally, the Section handles requests immediately. On site review and consultation on special education programs may take a maximum of six weeks.

FEDERAL PROGRAMS SECTION — ESEA, TITLE I

Jack W. Hanson, *Title I Administrator*

1. The Federal Program Section approves Title I projects proposed by local school districts. Minnesota school districts are entitled to federal funds. They receive their allotted funds after their programs are approved. Programs must be designed to aid children whose needs are greatest. Upper grades and high school projects are approved after needs of younger children are met.

2.A. The Section provides aid on developing program proposals. Title I project applications are written in April and May by local school districts.

B. For information on developing programs, local school districts may contact:

Department of Education
Title I Section
8th Floor, Capitol Square Bldg.
St. Paul, Minnesota 55101
(612) 296-2181

Sidney A. Felber
Title I Area Director
2522 26th Street
Slayton, Minnesota 56172
(507) 836-8591

Homer Bjornson
Title I Area Director
410 Minnesota Avenue
Bemidji, Minnesota 56601
(218) 755-2928

C. The Section provide application forms.
D. There are no fees.
E. Information can usually be provided immediately. Program approval requires one to three months.

INDIAN EDUCATION SECTION

Dr. Mildred K. Mueller, *Director*

1. The Indian Education Section has a scholarship program, an Adult Basic program, assists school districts, tribal representatives, Local Indian Education Committees and community groups in developing Indian Education programs.

2.A. (1) The Section provides post-secondary financial assistance and career counseling to all Indian persons who are 1/4 or more Indian, a high school graduate or hold a GED certificate. Eligible applicants receive scholarships from Minnesota Indian Scholarship, BEOG, EOG, tribal, BIA or private funds.

(2) For information or application forms contact:

Joe Aitken
Scholarship Office
410 Minnesota Avenue
Bemidji, Minn. 56601
(218) 755-2926

Department of Education
Indian Education Section
907 Capitol Square Bldg.
St. Paul, Minnesota 55101
(612) 296-6458

(3) The following forms are *used* for scholarship application.

- (a) F41-85 (1-76) prepared by Business office of post-secondary institution
- (b) F41-85a (7-76) instructions for Business office
- (c) F41-80 (10-75) ancestry form-prepared by applicant
- (d) F41-81 (8-74) basic application-prepared by applicant
- (e) F41-84 (1-75) Indian Scholarship application-prepared by applicant
- (f) F41-86 (1-76) high school senior list-prepared by h.s. counselor
- (g) F41-89 (1-75) additional information (if needed) to parents

(4) There are no fees.

(5) Scholarship applications are usually processed within a month.

B. (1) The Section provides Adult Basic Education to all Minnesota Chippewa tribes and Sioux communities. Aides recruit Indian persons in need of basic education. Instructors teach classes on an individual basis to help Indian adults achieve literacy, basic skills or GED's. Drivers education is also offered in the Reservation areas.

(2) For information on Adult Basic Education, contact:

Indian Education Section
Suite 201 Bradley Bldg.
10 East Superior Street
Duluth, MN 55802
(218) 723-4657

Department of Education
Indian Education Section
807 Capitol Square Building
St. Paul, Minnesota 55101
(612) 296-6458

(3) Adult Basic Education requires the use of two forms:

- (a) Aide/Instructor Work Record — Indian Adult Basic Education OUMI
- (b) OUMI-ABE Information Care (used at end of session)

(4) There are no fees.

(5) Adult Basic Education is available from fall to spring.

C. (1) The Indian Education Section, through a voluntary consortium program, works to define the state's role in Indian education. Consortium activities have involved 13 states in an effort to coordinate state and federal Indian education programs in the public schools. The Section also works with schools, tribal representatives, local Indian education committees and community groups to develop Indian education programs.

(2) For information or aid, contact:

Department of Education
Indian Education Section
807 Capitol Square Bldg.
St. Paul, Minnesota 55101
(612) 296-6458

(3) There are no forms or fees.

(4) Information or assistance responses generally require no more than two days. Often information may be given over the phone immediately.

MIGRANT EDUCATION UNIT

I. Peter Moreno, *Director*

1. The Migrant Education Program provides special education programs to children of migratory agricultural workers. Programs include academic instruction, enrichment activities, complete nutritional programs and medical and dental care.

2.A. (1) The Unit provides these programs directly to migrant children through 16 local school districts. Programs begin the first week of June and are completed in mid-July with the exception of southern Minnesota where projects begin in mid-May.

(2) For information on programs in your area, contact:

Department of Education
Migrant Education Unit
8th Floor Capitol Square Bldg.
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-2181

(3) The forms used are:

- a. F24-41 (3-76) Migrant Student Enrollment Form
- b. F24-55 (9-75) Application for Grant (LEA)

(4) There are no fees.

(5) LEA applications for grants are generally approved and funded within two weeks.

BILINGUAL/BICULTURAL EDUCATION UNIT

1. The Unit has a Bilingual Consultant who provides information on bilingual programs and aids schools in requesting federal funds for bilingual programs.

2. For information or assistance, contact Ms. Jessie R. Montanño, Bilingual Consultant:

Department of Education
8th Floor Capitol Square Bldg.
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-2181

3. There are no forms or fees.

4. The Consultant answers all requests as soon as possible.

5. The Unit also has an Indochinese Consultant who evaluates Indochinese programs, provides in-service training for teachers, aids school districts in applying for federal reimbursement funds and informs local education agencies on Indochinese programs.

6. For information or assistance, contact Hung Huu Hguyen, Indochinese Consultant at:

Department of Education
8th Floor Capitol Square Bldg.
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-8250

7. The grant application form is F70-2.
8. There are no fees.
9. The consultant answers all requests as soon as possible.

DIVISION OF VOCATIONAL-TECHNICAL EDUCATION

Robert P. Van Tries, Assistant Commissioner

1. The Division of Vocational-Technical Education manages the vocational-technical education programs in the state. The Division develops and evaluates programs for vocational-technical education under the Minnesota *State Plan for Vocational-Technical Education*.

PROGRAM OPERATIONS SECTION

Robert Madson, Director

1. The Program Operations Section manages all vocational-technical education programs within the state's public education system. Included are 33 area vocational-technical institutes, 60 secondary cooperative centers and 414 school districts. The Section manages the licensing service for all vocational-technical education personnel in the state, and acquires surplus, excess, and donated property for classroom use. This Section is the Division liaison with the Upper Great Lakes Regional Commission and other program funding sources, and also has a recordkeeping function in both statistical and financial aids information. They provide no services directly to the public.

SECONDARY UNIT

Joleen Durken, Coordinator

1. The Secondary Unit manages vocational-technical education programs within the state's school districts and cooperative centers. They supervise exploratory and pre-job experiences for high school students, including cooperative educational programs. The Unit also provides leadership for secondary vocational education student organizations.

POST-SECONDARY UNIT

James Staloch, Coordinator

1. The Post-Secondary Unit manages and evaluates post-secondary vocational-technical education programs. They identify financial aid resources available to students and provide leadership for post-secondary vocational education student organizations.

ADULT UNIT

David McCullough, Coordinator

1. The Adult Unit manages vocational-technical education programs and services for the upgrading and retraining of adults who are unemployed or underemployed. They also provide management training for small business operators, farmers and farm veterans. They provide a direct educational service to communities and citizens by operating programs for electrical utilities, fire and rescue departments, wastewater

treatment plants and water treatment centers. Apprenticeship-related training programs and home-study programs are also provided by the unit.

SPECIAL NEEDS UNIT

Hal Birkland & Tom Strom, Coordinators

1. The Special Needs Unit provides supervision, guidance and evaluation of vocational-technical programs and services established for the disadvantaged and handicapped. They also coordinate a minority recruitment and counseling system which is organized on a regional basis. They provide no services directly to the public.

EQUIPMENT UTILIZATION UNIT

Jerry Johnson, Specialist

1. The Equipment Utilization Unit assists institutes and secondary cooperative centers in acquiring surplus, excess donated and procured equipment at minimal cost to the schools. They maintain inventory control and transfer of equipment systems. They provide no services directly to the public.

CERTIFICATION UNIT

Collene Kish, Certification Specialist

1. The Certification Unit maintains, records and approves the licensing of vocational-technical education personnel at all educational levels according to the provisions of the *State Plan for Vocational-Technical Education*. They provide no services directly to the public.

COORDINATOR OF FUNDING

Robert M. Anderson, Coordinator

1. The Coordinator of Funding works with organizations and agencies such as the Upper Great Lakes Regional Commission seeking additional funding for vocational-technical programs in Northern Minnesota. Projects funded through the Commission attempt to raise the economic levels of the area through developments in education and industry. They provide no services directly to the public.

PROGRAM PLANNING AND DEVELOPMENT

Melvin Johnson, Director

1. The Program Planning and Development Section prepares the system-wide budget and provides current and long-range planning for the state's vocational-technical education system. They develop new programs and update current ones based on Minnesota manpower supply and demand data. The Section develops research projects at local education agencies. The Section provides professional development, follow-up analysis, *State Plan* coordination and industry-labor liaison. Consultants work on special projects in areas such as chemical dependency, jobs for new industries, bilingual education and increasing women's awareness of non-traditional jobs.

2.A. The Section provides information to the public through pamphlets, brochures and displays available from the Section. The Section will answer questions made by telephoning the Section.

- B. For information, contact:
Department of Education
Program Planning and Development
Fifth Floor Capitol Square Bldg.
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-2421
- C. There are no forms or fees.
- D. All requests are handled immediately.

SPECIAL PROGRAMS AND SERVICES SECTION

Arthur Vadnais, *Director*

1. The Special Programs and Services Section organizes the training aspects of the Comprehensive Employment and Training Act (CETA) and licenses and evaluates private trade schools operating within the state. Under CETA, the Section works with prime sponsors, the Department of Employment Services and the Governor's Manpower Office to provide vocational and related training for unemployed and underemployed Minnesotans. They supervise and evaluate CETA programs in addition to maintaining fiscal accountability of CETA funds.

2.A. The Section licenses private trade schools within Minnesota. The Section will investigate any complaints made by the public or government officials concerning private trade schools. The Section has the power to revoke or suspend a private trade school license. A solicitor representing a school must obtain a permit from the Commissioner before soliciting students to enroll in the school.

- B. For information or to make a complaint, contact:
Department of Education
Special Programs and Services Section
Fifth Floor Capitol Square Bldg.
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-3753

C. There are forms for private trade school license applications, but no forms are necessary to make a complaint.

D. License applications are \$200. Annual license renewal fees are \$150 and solicitor's permits are \$75. There are no fees to register a complaint.

E. Private trade school licenses must be renewed annually. Complaint investigations begin within one week.

PROGRAM EVALUATION SECTION

Charles Shubat, *Director*

1. The Program Evaluation Section provides veterans approval to Minnesota's post-secondary institutions and evaluates those programs and courses under Public Law. The Section provides evaluation and state accreditation to the public vocational-technical institutes.

2.A. The Section answers and resolves complaints concerning vocational-technical institutes and veteran's benefits and approval of state educational institutions.

- B. For more information or to register a complaint, contact:
Department of Education
Program Evaluation Section
Fifth Floor Capitol Square Bldg.
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-3316
- C. There are no forms or fees.
- D. All requests are handled as they are received.

DIVISION OF SCHOOL MANAGEMENT

Ronald J. Laliberte, *Assistant Commissioner*

- 1. The Division of School Management develops and evaluates non-instructional programs in local educational agencies. The Division aids school districts in maintaining quality Child Nutrition programs and administering federal and state supported feeding programs; installing a uniform budgeting and accounting system; providing a quality transportation program; developing a state-wide computer based educational information system to serve the management needs of local, state and federal educational agencies.

CHILD NUTRITION SECTION

Charles L. Matthew, *Director*

- 1. The Child Nutrition Section administers the School Lunch Program, School Breakfast Program, Special Milk Program, Nonfood Assistance Program, Food Distribution Program, and the Child Care Food Program for children.

2.A. (1) The School Lunch and School Breakfast Programs are primarily funded with federal funds. The U.S. Secretary of Agriculture prescribes each fiscal year, reimbursement adjustments based on the Consumer Price Index. Free and reduced-price meals are made available to eligible students based upon current family income and family size guidelines that are revised and published annually. Eligibility requirements are available from the Section.

(2) For information or eligibility requirements contact:
Child Nutrition Section
Department of Education
Capitol Square Building
St. Paul, Minnesota 55101
(612) 296-6986

B. (1) The Special Milk Program offers federal cash reimbursement for each half pint of milk served under the program. Children eligible for free meals are eligible for one half pint of free milk each day over and above the milk that is included as part of the meal. The current rate of reimbursement for the Special Milk Program is at least six cents per half pint served. The free milk served to eligible children is reimbursed at the average dairy cost.

(2) For information or eligibility requirements, contact:
Child Nutrition Section
Department of Education
Capitol Square Building
St. Paul, MN 55101
(612) 296-6986

- (3) Forms used include:
 - a) Form F22-50-1 (7/76)
 - b) Form F22-50 (7/76)
 - c) Form F22-49 (8/76)

- (4) There are no fees.

- (5) Processing applications requires 30 days.

C. (1) The Nonfood Assistance Program assists the state through grants-in-aid for needy schools and child care institutions in purchasing equipment used in food service programs where such programs do not exist, and updates present facilities of existing programs. Both public and private nonprofit or tax-exempt schools and institutions which exhibit high concentrations of poverty-level children in specific buildings are eligible to receive funds for the purchase of equipment. Eligibility requirements are available from the Section.

- (2) For information or eligibility requirements, contact:

Child Nutrition Section
Department of Education
Capitol Square Building
St. Paul, MN 55101
(612) 296-6986

- (3) Forms used include:

- a) Form F22-57 (Schools)
- b) Form F22-41 (Non-residential Child Care Institutions)

- (4) There are no fees.

- (5) Processing applications requires 30 days.

D. (1) The Food Distribution Program provides donated foods to help schools and other agencies improve the diets of school children and other needy persons and increase the market for domestically produced food acquired under surplus foods, or support programs. Eligible participants include local education agencies operating nonprofit lunch programs, agencies participating in the Child Care Food Programs, needy Indians on reservations, summer camps operated by nonprofit organizations and nutrition programs for the elderly.

- (2) For information contact:

Child Nutrition Section
Department of Education
Capitol Square Building
St. Paul, MN 55101
(612) 296-6986

(3) The form, Application-Agreement for Use of USDA Donated Foods, must be completed by all participants except school districts and non-public schools participating in the school lunch, breakfast program and sponsors of the Child Care Food Program. They are automatically included in the Food Distribution Program.

- (4) There are no fees.

- (5) Processing applications requires 30 days.

E. (1) The Child Care Food Program for Children offers grants-in-aid for food service programs for children in nonresidential child care institutions. Eligible participants include private nonprofit institutions or public institutions such as child day-care centers, settlement houses or recreation centers providing day-care services.

- (2) For information contact:

Child Nutrition Section
Department of Education
Capitol Square Building
St. Paul, MN 55101
(612) 296-6986

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- (3) Forms used include:
 - a) Form F22-36 (8/76)
 - b) Form F22-37 (12/75)
 - c) Form F22-38 (8/76)
- (4) There are no fees.
- (5) Processing applications requires 30 days.

SCHOOL FINANCIAL MANAGEMENT SECTION

Ronald E. Moir, *Director*

1. The School Financial Management Section provides financial accounting and reporting standards to be used by all school districts, AVTI's, Educational Service Cooperative Units, Special Education and Vocational Educational Cooperatives and other joint powers agencies (co-ops) serving elementary, secondary and post secondary pupils within the Minnesota public school system. Local tax levy limitations are computed for all districts and AVTI's with local taxing authority. School districts and other reporting units are required to make an Annual Financial Report to the Section.

2.A. Reports on school districts financial accounting, financial condition and levy limitations are made available in summary form annually to the school districts, public and legislature. Special requests for data on individual districts may be answered as time allows.

B. For information, contact:

Department of Education
School Financial Management Section
807 Capitol Square Building
St. Paul, Minnesota 55101
(612) 296-3384

C. Forms used by the school districts include:

- a) Form F29-25 (Levy Limitation and Certification)
- b) Form F29-26 (School Tax Report)
- c) Form F29-2a (Annual Financial Report)

D. There is no fee charged for informational services.

E. All Annual Financial Reports are due each August 15. Information requests are handled as soon as possible.

PUPIL TRANSPORTATION SECTION

Gerald J. Pavek, *Director*

1. The Pupil Transportation Section administers pupil transportation aids, state transportation laws and rules and a pupil transportation safety program funded with federal funds. The Section processes annual transportation reports from school districts to determine eligibility and amount of aid earned; develops and revises school bus minimum safety standards; conducts school bus driver, supervisors, mechanics and attendant training; and makes the payment of transportation aids as provided by the current aid formula set by law. Aid is paid quarterly. The Section deals mainly with school districts, private contract operators, but also provides related information directly to the public.

EDUCATION DATA SYSTEMS SECTION

Donald R. Thomas, *Director*

1. The Education Data Systems Section provides electronic data processing services to the Department of Education. The Section analyzes the development of new com-

puter based systems; offers technical support of the on-going computer based systems; develops a catalog of forms for school district reporting; organizes data collection for the Federal government and makes the transfer of funds between the Department of Education and the Minnesota Educational Computing Consortium Instructional and Informational Systems Development. They will provide information to the public on computer systems in the schools and any programs developed by the Section.

2.A. For information, contact:

Department of Education
Education Data Systems Section
803 Capitol Square Bldg.
St. Paul, Minnesota 55101
(612) 296-2751

B. There are no forms or fees.

C. Processing simple information requests requires a maximum of one week.

SCHOOL DISTRICT ORGANIZATION, FACILITIES PLANNING AND OPERATIONS SECTION

Fredrik M. Christiansen, Director

1. The School District Organization, Facilities Planning and Operations Section provides information to the public, school districts, legislators and others regarding school district organization, attendance options, inter-district cooperation, facilities planning and operation of physical plants.

DISTRICT ORGANIZATIONS SERVICES

— Vacant — Assistant Director

1. The District Organization Services unit promotes cooperation by public school districts providing similar educational services. The unit provides information and technical assistance concerning public school district reorganization. The unit reviews reorganization proposals and makes recommendations to the State Board of Education. The unit processes applications from parents and guardians concerning attendance options.

2.A. For information or assistance, contact:

Department of Education
School District Organization
Capitol Square Building
St. Paul, Minnesota 55101
(612) 296-2275

B. There are forms provided by the unit

C. There are no fees.

D. The time required varies depending on the service requested. Most information requests are answered within a week.

FACILITIES PLANNING SERVICES

Floyd E. Erickson, Assistant Director

1. The Facilities Planning unit promotes cost effective improvements in educational environments (including safety, health and educational adequacy). The unit provides technical assistance and guidance to local school districts in the overall planning (financing, renting, constructing, equipping, maintaining) of school facilities. The unit approves proposals for improving school facilities. Compliance with safety, health and educational suitability standards are reviewed for school districts. The unit provides

resource information for school planners and recommends changes in standards to the State Board of Education.

- 2.A. For information or assistance contact:
Department of Education
School Facilities Planning
Capitol Square Building
St. Paul, Minnesota 55101
(612) 296-2288
- B. There are forms provided by this unit.
- C. There are no fees.
- D. The time required varies depending on the service requested. Plans are approved within three weeks.

FACILITIES OPERATION SERVICES

William R. Lavelle, Assistant Director

1. The Facilities Operations Unit promotes efficient operation of school physical plants. This Unit provides consulting services to school districts for improvement in the management of physical plant operation and maintenance. The unit provides information for efficient energy utilization by schools and collects statewide energy consumption data. The unit recommends to the State Board changes in standards that result in improved efficiency. The unit organizes and implements in-service workshops for school district operating personnel.

- 2.A. For information or assistance contact:
Department of Education
School Facilities Operations
Capitol Square Building
St. Paul, Minnesota 55101
(612) 296-2288
- B. There are forms provided.
- C. There are no fees.
- D. The time required varies depending on the service requested. Most information requests are answered within a week.

DEPARTMENT OF EMPLOYMENT SERVICES

390 North Robert Street

St. Paul, Minnesota 55101

(612) 296-6791

Emmet J. Cushing, Commissioner

(612) 296-3711

Minn. Statutes § 268.03 through 268.24

1. The Minnesota Department of Employment Services operates a state-wide no-fee employment service and administers state law governing unemployment insurance. The Department is a federally funded agency and is part of a national network of state employment services.

The State Department services both the unemployed and the employer through a state-wide network of 35 local offices. In addition, 28 satellite offices are located in areas of special need including mini-offices operated outstate during the summer.

The Department also provides various programs to help the mentally and physically

disadvantaged, minority group members, older workers, young persons, veterans and persons on welfare enter the labor market.

The Commissioner of Employment Services is responsible for administration of the State Employment Service and State Unemployment Insurance programs designed to alleviate unemployment and the economic hardship caused by temporary unemployment.

ADVISORY COUNCIL

Emmet J. Cushing

1. Members of the Employment Services Advisory Council are appointed by the Commissioner to represent employers, labor and the public. The Council meets regularly with the Commissioner's staff and advises the Commissioner on the administration of the department and on legislative proposals to the Employment Service laws.

VETERANS EMPLOYMENT SERVICE DIVISION

A. P. (Tony) Caligiuri, State Representative

1. The Veterans Employment Service is headed by a representative of the U.S. Department of Labor who provides advice on all matters relating to the employment of veterans. The representative evaluates the services provided veterans, helps State Veterans Employment Representatives improve these services and advises the State Employment Commissioner about veterans affairs. They provide no services directly to the public.

COMMUNICATIONS AND PUBLICATIONS SECTION

Richard Williams, Chief

1. The Communications and Publications section provides the public with current information on the Department's programs and services, as well as state and national unemployment statistics by use of news media, audio visual presentations and various publications and informational materials.

2.A. For information and list of publications and films available, contact:

 Communications and Publications Section

 Richard Williams, Chief

 390 N. Robert Street

 St. Paul, Minnesota 55101

 (612) 296-2537

B. Films on employment-related topics are available at no cost to schools, business and community groups.

OFFICE OF THE ATTORNEY GENERAL

Legal Services Section

Peter C. Andrews, Assistant Attorney General

1. The Legal Section, under the direction of the Assistant Attorney General, advises Department section heads and the Commissioner regarding departmental legal matters, and prepares drafts to regulations and is involved in the proposal of legislative amendments. In addition to representing the Department in court, the Legal Section collects delinquent employer taxes and prepares overpayment prosecution cases for presentation to city and county attorneys. They provide no services directly to the public.

ADMINISTRATIVE SERVICES & TECHNICAL MANAGEMENT ANALYSIS SECTION

Joseph Bianchi, *Chief*

1. The Administrative Services and Technical Management Analysis Section conducts special studies by analyzing procedures and departmental organization. In addition, the Section coordinates the Department's budget program. It does not offer any direct service to the public.

ADMINISTRATIVE SERVICES DIVISION

Ronald E. O'Neal, *Assistant Commissioner*

1. The Administrative Services Division provides personnel and training, procurement, statistical research and planning services for the Department.

BUSINESS MANAGEMENT BRANCH

James Jarvinen, *Director*

1. The Business Management Branch supervises the purchasing and accounting services of the Department. It also requests funds from the U.S. Dept. of Labor for the fiscal operation of the Employment Services, and allocates the funds to the various sections. They provide no services directly to the public.

ADMINISTRATIVE ACCOUNTING SECTION

Harry Yurista, *Chief*

1. The Administrative Accounting Section handles all of the Department's financial transactions, including preparation for budget requests and control of the Department budget. They provide no services directly to the public.

FINANCIAL ANALYSIS

John Burns, *Financial Analyst*

1. The Financial Analysis Section prepares financial reports based on review and analysis of the Department budget, expenditures and staffing of personnel. They provide no services directly to the public.

MANAGEMENT SERVICES SECTION

Elphege (Al) St. Martin, *Chief*

1. The Management Services Section administers the Department's space management, safety and security functions and operates the Department's stockroom and typing pool. They provide no services directly to the public.

ELECTRIC DATA PROCESSING BRANCH

John Wrig, *Director*

1. The Electric Data Processing Division handles the operation of the data processing system used by the Employment Service and Unemployment Compensation Divisions. They provide no services directly to the public.

SYSTEMS AND PROGRAMMING SECTION

Marlin Grose, *Chief*

UNEMPLOYMENT INSURANCE SYSTEM

Ronald Niemann, *Chief*

1. The Systems and Programming Section and the Unemployment Insurance System develop and program the cost accounting statistical reporting, Employment Service state-wide Job Bank and the Unemployment Insurance Benefit Payment and Employer Tax Accounting Systems.

COMPUTER OPERATIONS SECTION

James Hogan, *Chief*

DATA CONTROL OPERATIONS

Kenneth Eynick, *Chief*

EDP STAFF SERVICE SECTION

Robert Minke

1. These sections run the physical operation of the computer, including the scheduling of computer time, operating software system and special utility software and teleprocessing applications.

They compute the eligibility of applicants for unemployment compensation, and send out benefit checks for unemployment claimants. Other duties include compiling employer's insurance tax statements and the listing of statewide job openings. They provide no services directly to the public.

PERSONNEL AND TRAINING BRANCH

Charles Seefeldt, *Director*

1. The Personnel and Training Branch places qualified employees for positions authorized within the Department, and regulates various working activities. They provide specialized employee training programs and conduct classes on Department programs and general subjects. They provide counseling service to employees whose personal problems affect their work. They provide no services directly to the public.

RESEARCH AND PLANNING BRANCH

Rudolph Pinola

1. The Research and Planning Branch conducts employment related studies and surveys for the U.S. Dept. of Labor and the State employment and unemployment insurance divisions.

LABOR MARKET STUDIES SECTION

Richard Johnson, *Chief*

1. The Labor Market Studies Section develops industry and occupational employment estimates and conducts the Annual Salary Survey of Minnesota industry. Additionally, it develops and publishes information on trends in occupations, job openings and labor turnover by occupation and industry, used by guidance counselors in high schools and colleges and other employment personnel.

2.A. To request available publications, contact:

Labor Market Studies Section

Richard Johnson, *Chief*

390 North Robert St.

St. Paul, Minnesota 55101

(612) 296-3716

UNEMPLOYMENT INSURANCE INCOME MAINTENANCE STUDIES SECTION

Alfred Hauwiller, *Chief*

1. The Unemployment Insurance Income Maintenance Studies Section conducts research on the financing of unemployment insurance and special studies on benefit adequacy, coverage and eligibility needs of the program. They provide no services directly to the public.

ECONOMIC CONDITIONS AND INDUSTRY STUDIES SECTION

Charles Cline, *Chief*

1. The Economic Conditions and Industry Studies Section makes estimates of the labor force size in Minnesota and its counties, together with estimations of special labor market area sizes that are reported to the Federal government. They develop estimated projections of industry and occupational employment and collect data for special studies on industry structure and employment. They provide no services directly to the public.

REGIONAL LABOR MARKET INFORMATION SYSTEM SECTION

Medappa Chottepanda, *Chief*

1. The Regional Labor Market Information System Section coordinates the work of five regional Labor Market Information Centers that produce and make available labor market information to each area. Centers are located in Duluth, St. Cloud, St. Paul, Rochester and New Ulm.

2.A. Published reports of labor market information are available for use state-wide by private and public agencies and by the news media for public information.

B. For information on available reports, contact:

Medappa Chottepanda, *Chief*
Regional Labor Market Information
390 No. Robert St.
St. Paul, Minnesota 55101
(612) 296-6756

MANAGEMENT INFORMATION AND OPERATIONAL ANALYSIS SECTION

John Tauzell, *Chief*

1. The Management Information and Operational Analysis Section develops and maintains employment and unemployment activity reports. They also provide special disaster related unemployment information required by the U.S. Labor Department for federal aid. They provide no services directly to the public.

EMPLOYMENT SERVICE DIVISION

Donald M. Buckner, *Assistant Commissioner*

1. The Employment Service Division, through the Department's statewide network of no-fee job service offices, offers a wide array of services aimed at matching qualified applicants with available jobs. The Division serves both job seekers and employers by providing job referrals and placement, employment and career counseling, vocational testing, technical assistance to employers, collection of labor market statistics and publishing of data on employment trends. As a participant in Federal programs administered by the Employment and Training Administration, special services are provided for the mentally and physically handicapped, minority groups, migrant workers, veterans, youth and the economically disadvantaged.

In addition, the Division operates a state-wide Job Bank system, offering daily job openings available at the state-wide local offices. The Job Bank allows applicants to view a listing of openings in a particular geographic area, by use of a transparent film viewer and to choose positions which they are qualified.

2. For job information, persons should contact their nearest local State Employment Office, or contact:

Donald M. Buckner, Assistant Commissioner
Employment Services Division
390 North Robert Street
St. Paul, Minnesota 55101
(612) 296-3625

MONITOR/ADVOCATE
Norman McGraw

1. The Monitor/Advocate investigates complaints against the Employment Service and employers, and monitors E.S. operations to ensure that migrant and seasonal workers receive the services due them.

2. For information or to file a complaint contact:

Monitor/Advocate Norman McGraw
Employment Services Division
390 North Robert Street
St. Paul, Minnesota 55101
(612) 296-4296

EMPLOYMENT SERVICES MANAGEMENT ANALYSIS SECTION
Lloyd Julson, Chief

1. The Employment Services Management Analysis Section studies and analyzes problems relative to management functions to achieve better organizational effectiveness and advise managers as to outcome of results. They provide no services directly to the public.

FIELD OPERATIONS BRANCH
Merle Kinvig, Director

1. The Field Operations Branch supervises the statewide network of Employment Service offices. Services offered are identical in all offices providing employment and unemployment insurance benefits. They provide no services directly to the public.

STAFF SERVICES BRANCH
Ray Conley, Director

1. The Staff Services Branch provides staff and technical services for the local offices under the Field Operations Branch, and organizes data on the employment services needs for local office personnel. They provide no services directly to the public.

APPLICANT SERVICES SECTION
Guy Flanagan, Chief

1. The Applicant Services Section provides technical and program assistance to area offices in services provided to job applicants.

2.A. These job service programs are offered to the public:

(1) Counseling to assist job applicants in assessing present and potential job

qualifications and align them to occupational requirements to help make the appropriate vocational selection;

(2) Services provided to the handicapped, minority groups, young and older workers and veterans;

(3) Federal Bonding program for persons who otherwise could not qualify for a fidelity bond when required for employment;

(4) Job Corps, available for youth 16 to 21 years old who are out of work or school, come from impoverished surroundings, and need a change of environment and personal help to develop their talents, self-confidence and motivation; and

(5) Career information, pamphlets on how to prepare resumes, and conduct interviews.

B. For information about services, contact your nearest area office.

EMPLOYER SERVICES SECTION

Joseph Wennes, Chief

1. The Employer Services Section provides technical assistance to area offices in services provided to employers. Training and assistance to area office staffs is given in maintaining personal contacts with employers, unions and community agencies so they will have a general knowledge of services available at the employment service.

2.A. Additional programs administered by the Employer Services Section through area offices include:

(1) Allied Medical Placement Service offers placement for job applicants with specialized medical training. Monthly lists of applicants' skills, experience and area availability are mailed to all large medical employers in the state. Special applications are available at local area offices; or contact:

Coordinator, AMPS
Allied Medical Placement Service
390 N. Robert St.
St. Paul, Minnesota 55101
(612) 296-2311

(2) Job market investigation for the U.S. Immigration Services for each job offer submitted by employers seeking certification for admission of alien workers into this country;

(3) Mandatory Job Listing (MJL) is a program for mandatory listing of jobs with the U.S. Employment Service by firms with U.S. Government contracts or subcontracts;

(4) Testing to aid in the selection, referral and counseling of applicants for job or training placement. Consulting services are provided to the professional staff of schools, welfare agencies, colleges and other non-profit organizations of the community;

(5) Test Research is provided for development of tests for new occupational groups, and validation of existing tests when used for minority groups; and

(6) Under the federal Trade Act, the Section processes petitions and requests for job search, job relocation and training expenses for workers and employers adversely affected by importation of foreign goods.

B. For information about these programs, contact your local area office.

MANPOWER OPERATIONS DATA SYSTEM (MODS) OFFICE

Geoffrey Green, State MODS Manager

1. The MODS Office collects all computer input data relating to placement and services provided by the Employment Service. The MODS Office also houses the

Control Center for the State-wide Job Bank System and controls all referrals on job orders in the Twin City Metropolitan area. They provide no services directly to the public.

RURAL MANPOWER SERVICES SECTION

Walter Carlson, *Chief*

1. The Rural Manpower Services Section, working through area offices, receives job orders from seasonal agricultural employers and places job applicants. The section also processes clearance orders for interstate recruitment of migrant workers. They provide no services directly to the public.

CETA SERVICES

Richard Reinhardt, *State CETA Supervisor*

1. CETA Services coordinates the CETA program between the Employment Service and CETA prime sponsors located throughout the state. The Comprehensive Employment and Training Act (CETA) is a federally funded program, administered by local communities, to provide job training for unemployed low-income persons who meet CETA qualifications. The Employment Service provides staffing and certain services through contracts with CETA Prime Sponsors (local communities, county units) and coordinates its activities with those provided under CETA programs.

2. For information and assistance, contact your local CETA office, or area Employment office.

STATE WORK INCENTIVE (WIN) PROGRAM

Darvin Swanson, *Chief*

1. The WIN Program provides services and opportunities to help Aid to Families with Dependent Children (AFDC) recipients obtain employment at an adequate wage. WIN enrollees are provided with training, education and work experience to prepare them to utilize their full potential in a job. Services are provided through the Field Operations Branch by WIN staff located in area employment offices. The WIN program is open to eligible applicants in 53 of 87 Minnesota counties which participate in the program.

2. Applicants may register for the WIN program in the participating area office near them, or contact:

WIN Program

Darvin Swanson, Chief
390 North Robert Street
St. Paul, Minnesota 55101
(612) 296-4471

UNEMPLOYMENT INSURANCE DIVISION

Barbara Beerhalter, *Assistant Commissioner*

1. The Unemployment Insurance system sends out weekly compensation payments to workers separated from their jobs over a period of time to help ease the financial burden while looking for new employment. The benefits are financed by payroll taxes collected from state employers.

COMMISSIONER'S REPRESENTATIVES

Edward Moret

Philip Franklin

Robert Kenney

1. The Commissioner's Representatives hear appeals of decisions of the Appeals Tribunal (Appellate Branch) for cases tried under the unemployment insurance programs, and the Work Incentive Program (WIN) disqualification proceedings. Decisions of the Commissioner's Representatives on benefits and employer tax rate matters may be appealed to the Minnesota State Supreme Court. Decisions on employer liability matters may be appealed to State District Court. For information, see the appeal operations section.

UI PLANNING, ANALYSIS AND REVIEW SECTION

Richard Benton, *Chief*

1. The UI Planning Section assists in the annual preparation of the Unemployment Insurance Plan of Operations and Budget for the Division and conducts program evaluations and operations analysis to improve and update UI systems and procedures. They provide no services directly to the public.

APPELLATE BRANCH

Miles Porter, *Director*

1. The Appellate Branch supervises all hearings tried under its jurisdiction.

APPEAL TRIBUNAL SECTION

Robert Hinck, *Chief*

1. The Appeal Tribunal Section hears appeal cases for unemployment insurance benefits, employer tax rate and liability matters, and Work Incentive Program disqualification proceedings. The chairperson develops a record to establish the facts in a hearing by questioning the parties and their witnesses. Decisions of the Appeal Tribunal may be appealed to the Commissioner of Employment Services and will be heard by a Commissioner's Representative.

2.A. Appeals may be filed in any area office of the Minnesota Department of Employment Services which provides Unemployment Insurance services, or by mail to:

Department of Employment Services
Appellate Branch
390 North Robert Street
St. Paul, Minnesota 55101

- B. All correspondence must include the claimant's social security number.

APPEAL OPERATIONS SECTION

Richard Sackett, *Chief*

1. The Appeal Operations Section schedules all appeal hearings, and provides administrative and clerical support for the hearings and decisions. For information and assistance, contact:

Appeal Operations Section
Richard Sackett, *Chief*
390 N. Robert St.
St. Paul, Minnesota 55101

BENEFITS BRANCH

Eugene Sampson, Director

1. The Benefits Branch administers all activity associated with UI claim payments and programs.

CENTRAL BENEFITS SECTION

Walter Lundeen, Chief

1. The Central Benefits Section processes all claims for unemployment insurance, makes determinations as to benefit duration and amount, and eligibility for the program.

2.A. The Benefits Section administers the following programs:

(1) Disaster Unemployment Insurance provides temporary UI benefits to persons out of work due to a disaster as declared under the Disaster Relief Act of 1974;

(2) Unemployment Insurance programs that cover most employees in private industry, non-profit organizations, state and local units of government, Federal employees, former military personnel and persons under the UC Interstate program;

(3) Training payments under the CETA and WIN programs received by persons while in training programs;

(4) Special Unemployment Assistance for workers in employment not otherwise covered by UI programs under the Special Unemployment Assistance Act of 1974; and

(5) Trade Readjustment Allowances and other assistance are available for workers whose unemployment or threatened unemployment is certified by the U.S. Department of Labor as caused by increased imports of foreign made goods.

B. For forms and assistance in filing petitions (available to groups of three or more workers or their recognized union or other duly authorized agents), contact your area employment office.

UI METRO DISTRICT OPERATIONS SECTION

James Connolly, District Supervisor

1. The UI Metro District Operations Section operates the UI area offices in the Minneapolis, St. Paul and surrounding suburban areas. These UI area offices are usually co-located with Employment Service offices and provide unemployment insurance services to the public.

UI FIELD ADVISORS

David Erickson — North

Roger Ellis — South

1. The UI Field Advisors provide technical information and assist the outstate area offices with their unemployment insurance functions. They provide no service directly to the public.

TAX BRANCH

Merril Soine, Director

1. The Tax Branch administers the auditing, accounting and investigation of unemployment insurance tax functions. The Branch also receives unemployment insurance tax payments from employers.

FIELD AUDITING SECTION

James Janssen, Chief

1. The Field Auditors provide technical information to employers concerning unemployment insurance taxes, tax rates, benefit charges, claimant information; and conducts audits of employers payroll records for proper payment of insurance tax. Field auditors are located in 15 cities located around Minnesota.

2. For information or assistance, contact:

Field Auditing Section
390 North Robert Street
St. Paul, Minnesota 55101
(612) 296-3736

INVESTIGATION SECTION

Alvin Hinz, Chief

1. The Investigation Section investigates claimants for violation of unemployment insurance regulations; searches for benefits overpayments and initiates prosecution in suspected claimant and employer fraud cases.

2. For information covering unemployment insurance fraud, contact:

Minnesota Department of Employment Services
Investigation Section
390 North Robert Street
St. Paul, Minnesota 55101
(612) 296-3638

TAX ACCOUNTING SECTION

Richard Yurek, Chief

1. The Tax Accounting Section records and maintains employer accounts for unemployment insurance taxes, including employer account numbers, address files, quarterly tax reports and payments, benefit charges and rates.

2. For information about employer account items, contact:

Minnesota Department of Employment Services
Tax Accounting
390 North Robert Street
St. Paul, Minnesota 55101
(612) 296-3736

DEPARTMENT OF FINANCE

309 State Administration Bldg.

St. Paul, Minnesota 55155

(612) 296-2438

Gerald W. Christenson, Commissioner
(612) 296-2438

1. The Department of Finance is responsible for the administration of the financial affairs of the state, including all accounting and control functions. The Department prepares the state biennial budget, regulates state depositories and determines the amount of funds to be deposited, issues general obligation bonds as directed by the legislature, directs the preparation of the state payroll, and develops revenue and expenditure projections for the state.

STATEWIDE ACCOUNTING OPERATIONS SECTION

Roy Muscatello, Director

1. The Statewide Accounting Operations Section operates the computer system which provides accounting and budgeting information to all state agencies. The system performs audit functions, receipts accounting and reconciles cash and investments with the records of the State Treasurer and State Investment Board. They provide no services directly to the public.

CASH MANAGEMENT AND DEBT ISSUANCE

Otto V. Byhre, Jr., Director

1. The Cash Management and Debt Issuance office manages state banking activities such as conducting bank depository bidding processes, keeping state bank balances at prescribed levels to maximize invested cash balances and improving the state's cash flow. The Office sells state bonds to bond buying firms and banks. They provide no services directly to the public.

CENTRAL PAYROLL SECTION

Robert D. Miller, Director

1. The Central Payroll Section operates the computerized state central payroll system. The Section collects employees' payroll data and produces a biweekly payroll for state employees. The Section operates the U.S. Savings Bond program. These payroll services are provided only to state employees. They provide no services directly to the public.

FINANCE AGENCY CONTROLLERS

Edward J. Dirkswager, Assistant Commissioner

1. The Finance Agency Controllers provide state agencies advice in the management of financial resources and in the preparation of budgets. They provide no services directly to the public.

BUDGET, PLANNING AND CONTROL SECTION

Thomas Malloy, Acting Director

1. The Budget, Planning and Control Section enters all budget data into the state's computerized biennial budget system. The Section assembles and prints all biennial budget narratives and documents. They provide no services directly to the public.

FINANCIAL SYSTEMS SECTION

James H. Stavsvick, Director

1. The Financial Systems Section provides maintenance services for the computerized statewide accounting, payroll and biennial budget systems. They provide no services directly to the public.

ECONOMIC ANALYSIS SECTION

Fred Post, Director

1. The Economic Analysis Section analyzes economic factors as they affect the state's financial affairs. The Section prepares periodic statements of the state's current revenue and projects future state revenues and expenditures. The Section submits the reports to federal agencies. They provide no services directly to the public.

GENERAL SUPPORT SECTION

William C. Kelley, *Director*

1. The General Support Section provides all internal administrative services to other sections of the Department. Services include budgeting, accounting, payroll, personnel, procurement, space utilization, communications, copier services, office equipment and clerical services. The Section handles the personnel transactions, payroll, and travel expense payments for the 72 state District Court Judges. They provide no services directly to the public.

DEPARTMENT OF HUMAN RIGHTS

240 Bremer Arcade Building

St. Paul, Minnesota 55101

(612) 296-5663

206 West 4th Street, Room 25

Duluth, Minnesota 55805

(218) 723-4616

William L. Wilson, Commissioner

(612) 296-5665

MINN. STAT. CH. 363

1. The Department of Human Rights enforces the Minnesota Human Rights Act which prohibits discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance or disability in employment, housing, public accommodations, public service and education. (The Department has two offices, one for citizens of Northern Minnesota and one for Central and Southern Minnesotans. Both offices offer the same services.)

2.A. (1) Persons wishing to file a complaint can mail a letter of explanation to the Department, or can use forms supplied by the Department. These forms may be picked up in person or mailed on request.

(2) To file a complaint, request forms, or for information, contact:

Department of Human Rights

240 Bremer Arcade Building

St. Paul, Minn. 55101

(612) 296-5663

Department of Human Rights

206 West 4th St., Room 25

Duluth, Minnesota 55805

(218) 723-4616

(3) There are no fees.

(4) The time it takes to process a complaint depends upon the nature of the complaint, and the number of other complaints filed with the Department. Complaints are investigated in chronological order according to the date filed with the department.

ENFORCEMENT PROGRAM

Thomas J. Donaldson, *Director*

1. The Enforcement Program investigates and conciliates discrimination complaints. When conciliation is not possible, this Program will settle the complaint through legal proceedings. The Enforcement Program also makes sure anyone with a contract to do business with the State complies with current affirmative action laws.

2. For information, contact:

Department of Human Rights
240 Bremer Arcade Building
St. Paul, Minnesota 55101
(612) 296-5663

Department of Human Rights
206 West 4th St., Room 25
Duluth, Minnesota 55805
(218) 723-4616

INVESTIGATION DIVISION

Thomas J. Donaldson, *Director*

1. The Investigation Division investigates complaints of discrimination so that the Commissioner of Human Rights can determine whether or not there is sufficient evidence to suggest discrimination took place.

CONCILIATION DIVISION

Thomas J. Donaldson, *Director*
Edward Perlerin, *Investigation*

1. The Conciliation Division handles the complaint when Commissioner William L. Wilson decides that discrimination has occurred. The Conciliation Division contacts the party named in the complaint and invites them to participate in a conciliation conference.

LITIGATION DIVISION

Thomas J. Donaldson, *Director*

1. When satisfaction cannot be obtained through conciliation, the Litigation Division takes over. The Litigation Division resolves the complaint through legal proceedings.
2. There are no charges or fees.

COMPLIANCE DIVISION

Mary Culhane, *Director*

1. The Compliance Division monitors businesses that do work for the State to make sure they comply with affirmative action laws.

PLANNING DIVISION

Barbara S. McCarthy, *Coordinator*

1. The Planning Division publishes brochures, pamphlets, and other printed material for the Department's use. All material is available to the public.
 - 2.A. (1) For more information, or to request copies, contact:
Diane Johnson
Planning Division, Dept. of Human Rights
240 Bremer Arcade Building
St. Paul, Minnesota 55101
(612) 296-5673
(2) There are no fees or charges.
(3) Two of the Department's publications, "The Minnesota Human Rights Act", and the "Department of Human Rights Rules and Regulations" are available for \$1.75 each from the Documents Section (see page 18).
B. (1) The Division also offers guest speakers for community purposes.

(2) For more information, or to request a speaker, contact:
Diane Johnson, Planning Division
240 Bremer Arcade Bldg.,
St. Paul, Minn. 55101
(612) 296-5673

DEPARTMENT OF LABOR AND INDUSTRY
5th Floor, Space Center Building
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-6107

E. I. "BUD" MALONE, *Commissioner*
(612) 296-2342

MINN. STAT. § 175-178, 181-184 & 326.01-326.53

1. The Department of Labor and Industry is a regulatory agency for the protection of working people in Minnesota. The Department provides services to employers and the general public. They enforce rules that provide a safe and healthful work environment, and assure proper compensation for work performed, and the receipt of benefits for occupational injuries and diseases.

GENERAL SUPPORT DIVISION

1. The General Support Division provides the administrative and accounting services of the Department. They provide no services directly to the public.

OCCUPATIONAL SAFETY AND HEALTH DIVISION
R. Bruce Swanson, *Deputy Commissioner*

1. The Occupational Safety and Health Division enforces state laws that guarantee a safe and healthful workplace. Any employee in Minnesota is entitled to inform the state OSHA office of unsafe and unhealthy working conditions.

2.A. An employee can write, call or pick up forms in person at any OSH Office. Contact:

Minnesota Department of Labor and Industry
Occupational Safety and Health Division (main office)
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-2116

OSH Brainerd
112 South Willow — West Wing Room 12
Brainerd, Minnesota 56401
(218) 829-0749

OSH Duluth
608 Sellwood Building
Duluth, Minnesota 55802
(218) 723-4678

OSH Willmar
Room 227 — Administration Bldg.
Willmar State Hospital
Box 1128
Willmar, Minnesota 56201
(612) 235-4080

OSH Winona
70½ East Fourth Street
Winona, Minnesota 55987
(507) 457-2958

- B. No fees are charged.
- C. There are two forms; the complaint form which informs the OSH office of unsafe and unhealthy working conditions and the discrimination form for someone who is fired because they complained about unsafe conditions.
- D. The Department acts within one to two weeks after receiving a complaint.

OCCUPATIONAL SAFETY AND HEALTH ADVISORY COUNCIL

R. Bruce Swanson, Deputy Commissioner

- 1. The Occupational Safety and Health Advisory Council advises the Department on matters relating to the Occupational Safety and Health Act of 1973. This Council provides no services directly to the public.

OCCUPATIONAL SAFETY AND HEALTH REVIEW BOARD

R. Bruce Swanson, Deputy Commissioner

- 1. The Occupational Safety and Health Review Board reviews contested citations and monetary penalties issued under the Occupational Safety and Health Act of 1973 and all final orders of the Commissioner in contested cases. An employer or employee must file for a review within 30 days of the publication of a hearing examiners decision. The Board may affirm, modify or revoke a citation, penalty or contested order.

- 2. To file a review of a case contact:

R. Bruce Swanson, Deputy Commissioner
Department of Labor and Industry
Occupational Safety and Health Division
444 Lafayette Road
St. Paul, MN 55101
(612) 296-6529

WORKER'S COMPENSATION DIVISION

Raymond Adel, Deputy Commissioner

- 1. The Worker's Compensation Division provides legal aid and assistance to employees with job related injuries and illnesses so all payments due under the Worker's Compensation Law are made promptly and properly.

- 2.A. Any employee who feels they have a claims problem may call, write, or visit in person:

Worker's Compensation Division Department of Labor and Industry 444 Lafayette Road St. Paul, Minnesota 55101 (612) 296-6107	Department of Labor and Industry 400 Produce Bank Building Minneapolis, Minnesota 55403 (612) 338-5685
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Worker's Compensation Division
Department of Labor and Industry
620 Board of Trade Building
Duluth, Minnesota 55802
(218) 723-4670

- B. There are no fees.
- C. All inquiries should include the name of the injured party, employer, social security number, date of injury, and nature of problem (insurer stopped payments,

additional time lost not paid, etc.). The Division does not make the payment of benefits; that is done by the insurer or the employer.

D. The Division responds to all inquiries within ten days.

ADVISORY COUNCIL ON WORKER'S COMPENSATION

Raymond Adel, Deputy Commissioner

1. The Advisory Council on Worker's Compensation presents to the legislature and the governor on or before November 15 of each even numbered year, its findings on the costs, methods of financing and the formula providing supplementary compensation to workers permanently and totally disabled prior to July 1, 1969; alterations in the scheduled benefits for permanent partially disabled; and other aspects of the Worker's Compensation Act. They provide no services directly to the public.

WORKER'S COMPENSATION COURT OF APPEALS

Raymond Adel, Deputy Commissioner

1. The Worker's Compensation Court of Appeals exercises appellate jurisdiction in all cases and matters under the Minnesota Worker's Compensation Law and laws governing employees who contract tuberculosis. The Court administers the Peace Officers Killed in Line of Duty Law. The Court and the Commissioner of the Department of Labor and Industry promulgate proper rules governing practice before the Worker's Compensation Division. The decisions of this Court are subject to review only by the State Supreme Court.

2. An appeal to the Worker's Compensation Court of Appeals is filed with the Worker's Compensation Division. For information contact:

Raymond Adel, Deputy Commissioner
Worker's Compensation Division
Department of Labor and Industry
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-6107

DIVISION OF LABOR STANDARDS

Kurt Pinke, Director

1. The Division of Labor Standards enforces the state and federal laws relating to minimum wage, overtime, child labor, wage claims, handicapped workers, fee employment agencies (agencies who charge for finding a client a job) and illegal use of lie detectors by employers.

2.A. Anyone wishing to make a complaint or needing information in any of these areas may call, write or visit in person:

Department of Labor and Industry
Division of Labor Standards
444 Lafayette Road
St. Paul, Minnesota 55101

Labor Standards questions: (612) 296-2282
Fee Employment questions: (612) 296-2125

B. There are no fees.

C. There is a specific complaint form for each area. They are available from the Division.

D. A complaint may be answered in a few hours or it may take over a year. The Labor Standards Division, as a public service, addresses groups to instruct and explain the provisions of the laws relating to the division's activities.

EMPLOYMENT AGENCY ADVISORY COUNCIL

1. The Employment Agency Advisory Council advises the Department of Labor and Industry on Minn. Stat. § 184.21 to 184.40 and gives advice on matters relating to employment agencies or employment counselor licensing. They provide no services directly to the public.

PREVAILING WAGE DIVISION

Leo Young, *Director*

1. The Prevailing Wage Division sets wage rates for all classes of laborers, workers and mechanics on state funded projects so they are comparable to similar wages paid throughout the area.

2.A. Copies of the wage rates may be obtained by writing or calling:

Department of Labor and Industry
Prevailing Wage Division
444 Lafayette Road
St. Paul, MN 55101
(612) 296-6452

B. The only cost is the cost of duplication.

C. Requests are handled as soon as they are received.

PENSION PROTECTION DIVISION

Phyllis Spielman, *Administrator*

1. The Pension Protection Division investigates termination of single employer pension plans closed between April 10, 1974, and January 1, 1975. This is to insure that all ten year (or more) employees receive their full entitled benefits.

2.A. (1) Employees whose pension benefits are terminated may call or write for information on possible coverage under the Minnesota Private Pension Benefits Protection Act:

Department of Labor and Industry
Pension Protection Division
444 Lafayette Road, Room 555
St. Paul, Minnesota 55101
(612) 296-2934

(2) No fee is charged.

(3) There is a complaint form which will be immediately mailed, if a formal complaint is to be made.

(4) The length of investigation varies with the individual complaint.

B. Inquiries on employer failure to pay benefits, loss of benefits due to competitive employment, portability, continuation of accident and health insurance at termination of employment, etc. are referred to applicable statutes and enforcement bodies.

DIVISION OF VOLUNTARY APPRENTICESHIP

James Harris, *Director*

1. The Apprenticeship Division develops, reviews, revises, approves, registers and inspects apprenticeship programs and individual apprenticeship agreements with the sponsor to assure compliance with Minn. Stat. Chap. 178. The Division approves veteran's apprenticeship and other On-the-Job Training Programs and agreements found to meet the requirements of Title 38 U.S. Code.

- 2.A. For assistance in setting up apprenticeships or information, contact:
Department of Labor and Industry
Division of Voluntary Apprenticeship
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-2371
- B. The Division will issue complete instructions and any necessary forms either by mail or in person. The necessary forms vary with the required service.
- C. There is no fee.
- D. The Division will provide its services within five weeks.

APPRENTICESHIP ADVISORY COUNCIL

1. The Apprenticeship Advisory Council proposes occupational classifications for apprenticeship programs, minimum standards for apprenticeship programs and agreements, and advises the Commissioner on policies, procedures and rulings. They provide no services directly to the public.

DIVISION OF STEAMFITTING STANDARDS

Lloyd Willie, Director

1. The Division of Steamfitting Standards receives applications and gives a Steamfitting Examination for Journeyman or Contractor. Licenses are issued to those who pass the test. The Division inspects high pressure steam piping installation according to Minn. Stat. Chap. 326.01-326.53. Primarily, inspections deal with licensed Contractors or Journeymen. The Division will send information to the public.

- 2.A. Write for information on inspections. The Division mails applications to anyone who writes or phones and will give an application to anyone who comes to the office. Contact the Division at:

Department of Labor and Industry
Division of Steamfitting Standards
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-2193

- 2.B. There is no fee for the application. The Steamfitting Examination for Contractors costs \$50 and the Examination for Journeyman costs \$15. This cost includes the license for the current calendar year, if they pass. The renewal fee for Contractor is \$45 and for a Journeyman, it is \$8. An applicant must have five years of apprenticeship or related training before taking the test.

- 2.C. Contractors may take the test 30 days after applying. Journeymen have to wait ten days.

ADVISORY COUNCIL FOR STEAMFITTING EXAMINERS

1. The Advisory Council for Steamfitting Examiners certifies to the Commissioner the accepted candidates for Steamfitting licenses. The Council determines the examination procedures used by the Division of Steamfitting Standards.

DIVISION OF BOILER INSPECTION

Henry Baron, Chief Inspector

1. The Division of Boiler Inspection regulates the proper manufacture, installation and operation of steam boilers and pressure vessels in Minnesota. The Division conducts on-going inspections of boilers and pressure vessels. There are 13 inspectors

located throughout the state. The Division tests and issues licenses to qualified boiler and pressure vessel operator applicants.

2.A. To receive information on inspections or an application for an Engineer license contact:

Department of Labor and Industry
Division of Boiler Inspection
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-4531

B. Fees and experience requirements are:

<i>Class</i>	<i>Experience</i>	<i>New License Fee</i>	<i>Renewal Fee</i>
Chief Engineer License	5 years	\$16.00	\$6.00
First Class License	3 years	11.00	6.00
Second Class License	1 year	11.00	5.00
Third Class License	6 months	5.00	4.00
Fourth Class License	None	5.00	4.00

C. Licenses are issued when the examinations are satisfactorily completed.

DEPARTMENT OF MILITARY AFFAIRS
Veterans Service Building, 4th Floor
20 West 12th Street and Columbus Avenue
St. Paul, Minnesota 55155
(612) 296-4666

Brigadier General James G. Sieben, Adjutant General
(612) 296-4666

MINN. STAT. CH. 190, 191-3.

1. The Department of Military Affairs organizes, trains, equips, supplies, and houses the Minnesota Army and Air National Guard. The National Guard supplements the active army and air forces in the event of national emergencies, and is charged by the Governor with preserving life and property, and maintaining law and order in Minnesota in the event of state emergencies.

2.A. The Adjutant General serves as the Chairman of the Minnesota State Armory Building Commission, which arranges for funding for the construction of new armories. Funding is obtained by bond issues, and the Commission also manages the armory during the period of repayment on the bonds (usually 20 to 25 years).

B. For information about setting up a bond issuance to fund a new armory, contact:

Robert Eide, Commission Secretary
National Guard Capitol Hill Armory
600 Cedar Street
St. Paul, Minnesota 55155
(612) 296-6249

ASSISTANT ADJUTANT GENERAL FOR ARMY*
Brigadier General William H. Cheeseman, Deputy Adjutant General

COMPTROLLER SECTION

CW4 Thomas J. Ryan, *Comptroller*

1. The Comptroller Section prepares the Department's budgets, provides personnel services for the state employees of the Department, and supervises the custodial services for the 66 armories and 3 air bases. They provide no services directly to the public.

TECHNICIAN PERSONNEL SECTION

Colonel George M. Fuller, *Technician Personnel Officer*

1. The Technician Personnel Section provides personnel services and management to the 1100 federal employees of the Department.
- 2.A. The Section provides information to the public about available competitive type (non-military) job positions with the Minnesota National Guard.
 - B. For information about job possibilities, contact:
Technician Personnel Section
Veterans Service Building, 4th Floor
20 West 12th Street and Columbus Avenue
St. Paul, Minnesota 55155
(612) 296-4668

MILITARY SUPPORT SECTION

Major John H. Cox, *Section Chief*

1. The Military Support Section develops plans for military support to civil authorities in domestic emergencies, disturbances and natural disasters. They help state and local government officials plan the best use of National Guard personnel and equipment for community service support projects or emergency use.
- 2.A. The Section will provide information to the public about the various types of community service and emergency programs the Department is involved with.
 - B. For information, contact:
Military Support Section
Veterans Service Building
20 West 12th Street and Columbus Avenue
St. Paul, Minnesota 55155
(612) 296-4683

PUBLIC AFFAIRS SECTION

First Lieutenant John L. Plaster, *Public Affairs Officer*

1. The Public Affairs Section releases information about the Department to both military and civilian media. They publish two quarterly publications about the Minnesota Army Guard, and answer questions for the public and newsmen.
 2. For information, contact:
Public Affairs Section
Veterans Service Building, 4th Floor
20 West 12th Street and Columbus Avenue
St. Paul, Minnesota 55155
(612) 296-4684

EQUAL EMPLOYMENT OPPORTUNITY SECTION

Major Thomas Jackson, *Section Chief*

1. The Equal Employment Opportunity Section supervises the Equal Employment

Opportunity Program for the Minnesota National Guard. They provide for equal opportunity for applicants for technician positions (and current technicians) regardless of race, religion, sex, color, national origin or age. They provide no services directly to the public.

CAMP RIPLEY FIELD TRAINING SITE SECTION

Col. John W. Hohncke, *Camp Commander*

1. The Camp Ripley Field Training Site Section maintains and operates the Camp Ripley Training Site, a facility established for training the National Guard and other Reserve Component Ground Troops from all areas of the United States. They provide no services directly to the public.

PLANS, OPERATIONS, AND TRAINING SECTION

Col. Harry L. Moore, *Plans, Operations and Training Officer*

1. The Plans, Operations and Training Section budgets and manages all military school activities; provides broad training guidance to all Minnesota National Guard Members; plans and programs troop units into Camp Ripley for annual and weekend training periods; responds to civilian law enforcement requests from the governor for assistance in emergency situations; and provides planning guidance and direction for mobilization of the National Guard in state or national emergencies. They provide no services directly to the public.

SCHOOLS SECTION

Maj. Richard S. Reiter, *Training Administrator*

1. The Schools Section operates the Minnesota Military Academy which consists of two schools: The Officer Candidate School and the Noncommissioned Officer School. Candidates are selected from current National Guard members. They provide no services directly to the public.

ARMY AVIATION SUPPORT FACILITY SECTION

Lt. Col. Harley B. Davis, *Facility Commander*

1. The Army Aviation Support Facility Section operates and maintains all Army National Guard aircraft in the state. They provide helicopters for relief from floods, blizzards, fires, and other declared disasters when ordered to do so by the governor. They provide no services directly to the public.

UNITED STATES PROPERTY AND FISCAL OFFICE SECTION AND STATE QUARTERMASTER

Col. Edward R. Kiefer

1. The United States Property and Fiscal Office Section equips, supplies, and maintains the authorized National Guard units of the state on behalf of the federal government. They provide no services to the public.

MILITARY ARCHITECT AND ENGINEER SECTION

Col. John W. Hohncke, *Section Chief*

1. The Military Architect and Engineer Section constructs, maintains and repairs all facilities, buildings and structures under the control of the Department of Military Affairs. The Section administers construction standards for building armories and

airfield installations. They also supervise bidding procedures for armory construction. They provide no services directly to the public.

STATE MAINTENANCE OFFICE SECTION

Col. Harold M. Hammerbeck, *State Maintenance Officer*

1. The State Maintenance Office Section establishes, manages and operates the state-wide maintenance program for Minnesota Army National Guard equipment (except for aircraft and aircraft-associated items). They provide no services directly to the public.

RECRUITING AND RETENTION SECTION

Lt. Col. Allan L. Osborne Jr., *Section Chief*

1. The Recruiting and Retention Section recruits new members for the Minnesota Army National Guard, helps retain service members, and answers questions from the public concerning enlistment benefits and procedures.

2. Direct questions concerning enlistment benefits and procedures to:

Recruiting and Retention Section

Lt. Col. Allan L. Osborne Jr.

(612) 296-4676

ADMINISTRATIVE AND PERSONNEL SECTION

Lt. Col. Richard L. Hayes

1. The Administrative and Personnel Section handles personnel management and fiscal services for the Department. They provide no services directly to the public.

AIR NATIONAL GUARD SECTION

Lt. Col. Joseph A. Kazek, *Section Chief*

1. The Air National Guard Section assures compliance with the Air National Guard and United States Air Force regulations; coordinates Air National Guard support during state emergencies and community projects as authorized by the governor; and supplements the Adjutant General's staff in military support of civil authorities in the event of mobilization. They provide no services directly to the public.

133rd TACTICAL AIRLIFT WING

Minneapolis-St. Paul International Airport

Col. Marvin A. Thorson, *Wing Commander*

1. The 133rd Tactical Airlift Wing provides air traffic control service to civilian aircraft at the Anoka County Airport on weekends and civilian/military air shows that are performed in this vicinity. They also train Army and Navy reservists in tower operations, install and maintain communications and electronic equipment at numerous military installations in the United States and Canada, and occasionally support community projects with installations of power cables, power poles, and various lighting fixtures to meet the occasion. They provide no services directly to the public.

148th TACTICAL RECONNAISSANCE GROUP

Duluth International Airport

Col. Wayne C. Gatlin, *Group Commander*

1. The 148th Tactical Reconnaissance Group provides all-weather day and night photography at high or low altitudes to military air and ground forces in training for their tactical reconnaissance missions. They provide no services directly to the public.

MINNESOTA DEPARTMENT OF NATURAL RESOURCES

658 Cedar Street

Centennial Office Bldg. (Third Floor)

St. Paul, Minnesota 55155

(612) 296-6157

William Nye, Acting Commissioner

(612) 296-6157

MINN. STAT. CH. 84

1. The Department of Natural Resources manages the state's natural resources including fish, wildlife, public waters, state forests, state parks and state owned minerals. The Department has jurisdiction over more than 70 state parks, approximately 850 state owned wildlife management areas, more than 3 million acres of state owned land within state forest boundaries and some 6000 miles of recreational trails.

LICENSE CENTER

Robert Wells, Director

1. The License Center distributes fish and wildlife licenses to county auditors and sends snowmobile and boat licenses to deputy registrars for sale to the public. The Center sells these licenses and state park motor vehicle entrance permits over the counter. The Center maintains a record of all owners of boats and snowmobiles. These records are available to enforcement officers.

2.A. The Department requires licenses for the use of boats and snowmobiles within the state, harvesting wild rice, hunting, fishing and trapping. There is a fee charged for the use of state parks and work done in public waters. The Department sells state owned timber and leases mineral rights.

The Department issues resident and non-resident licenses. To qualify as a resident, a person must be a U.S. citizen and maintain a legal residence in Minnesota for the 60 days immediately preceding the purchase of the license. Personnel of the United States 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 bona fide 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. A student must purchase a nonresident big game license. Residents and nonresidents under 16 are not required to have fishing licenses, but nonresidents must include the daily catch with a licensed parent or legal guardian's possession limit. Residents under 16 should contact the Department for information on necessary hunting or trapping licenses. The Department issues a free fishing license to any citizen of a foreign country who is attending a public, private or parochial school in the state as an exchange student. Residents who are 65 or over do not need a fishing license. Minnesota servicemen stationed outside the state and home on furlough do not need a license to fish or hunt small game. Servicemen must purchase a federal waterfowl stamp and a license and tag to hunt deer. The license to hunt deer will be issued free upon presentation of the furlough papers. A Minnesota veteran who has a 100% service-connected disability may purchase a permanent fishing license. An alien wife or husband of a resident may purchase a resident license. The Department issues free fishing licenses to persons on supplemental security income, with a social security disability or the mentally retarded.

B. For information or to receive a license, contact:

Department of Natural Resources
 License Center
 625 North Robert Street
 St. Paul, Minnesota 55118
 (612) 296-4507

Besides the License Center, recreational hunting and fishing licenses are available from county auditors and their authorized agents, which include hardware and sporting goods stores and many resorts. Permits for the use of state parks are available at the various parks. Licenses for boating and snowmobiling are available from deputy registrar offices. Applications for permits to do work in public waters, such as vegetation control or alteration of the natural course, current or cross section of lakes and streams, are made at the Department's regional headquarters.

C. Fees are:

LICENSE

	<i>Restricted</i>	<i>Unrestricted</i>
<i>Resident:</i>		
Individual Angling	\$ 5.00	\$ 6.00
Combination Angling	8.00	9.00
Veteran 100% Total Disability Angling	4.00	*
Individually Angling — MSA 98.47, Subd. 15 (Mentally Retarded)	4.00	*
Spear from Dark House	5.00	6.00
Whitefish, Tullibee or Herring (1-net)	3.00	4.00
Whitefish, Tullibee or Herring (2-net)	6.00	7.00
Dark House or Shelter	3.00	4.00
Dark House or Shelter (Rental)	10.00	11.00
Wetlands Stamp	3.00	
Small Game	7.00	8.00
Senior Citizen Small Game	4.50	5.50
Bear	7.50	8.50
Deer and Bear Firearms	10.00	11.00
Deer and Bear Bow and Arrow	10.00	11.00
Wild Rice Harvesting	4.00	—
Trapping	5.00	6.00
Beaver Trapping	2.50	3.50
<i>Nonresident:</i>		
Individual Angling	10.00	11.00
Combination Angling	15.00	16.00
Short Term Angling (3 consecutive days)	5.00	6.00
Wetlands Stamp	3.00	
Small game	27.00	28.00
Shooting Preserve	7.00	—
Bear	25.25	26.25
Deer and Bear Firearms	60.00	61.00
Deer and Bear Bow and Arrow	25.00	26.00

An unrestricted license allows a person to hunt, fish or trap within the Leech Lake Indian Reservation. However, if a person originally buys a restricted license and later decides to fish or hunt on Leech Lake Reservation, he must purchase a \$2.00 stamp to affix to his restricted license. The Veteran 100% Total Disability and the MSA 98.47, Subd. 15 licenses (mentally retarded) are permanently issued on a restricted basis only.

and must have the \$2.00 stamp for fishing on the Leech Lake Reservation. The Department charges an additional 50¢ issuing fee on all licenses except the four deer licenses which have an additional 75¢ issuing fee. Boat licenses are \$5 for three calendar years for craft 19 feet or less in length and \$10 for craft over 19 feet. Snowmobile licenses are \$12 for a three years. A permit that will allow entrance of a motor vehicle and its passengers into any state park from October 1 to October 1 of the following year is \$5. A daily park permit is \$1.50 and good only for the park issuing it.

D. The Department issues most licenses immediately. Licenses requiring evidence of eligibility are issued when the evidence is given to the Department.

BUREAU OF INFORMATION AND EDUCATION

John McKane, *Director*

1. The Bureau of Information and Education provides news and information to the public concerning Minnesota natural resources and DNR programs, policies, activities and regulations. The Bureau prepares and distributes news releases to newspapers, radio stations, television stations and magazines. Radio stations have access to taped news bulletins and to feature material through an automatic "answer-phone" unit which makes it possible to record the message at the station by calling a special number at the Bureau. They produce a three week series of television programs which are shown throughout the state on commercial television stations as public service time; as well as a monthly magazine, *Volunteer*, leaflets and booklets on Minnesota's resources and DNR programs. The Bureau conducts an environmental education program and a boat and water safety program for young people.

2.A. The number of copies of *Volunteer* is determined by the legislature and there is a continual waiting list of would-be subscribers. The Bureau has a film loan service and list of current titles. The demand for films is great and they must be reserved several months in advance. School teachers in grades K-12 are given instruction on how to integrate environmental education into their classroom work and are provided with film strips and other training aids. The boat and water safety program allows young boaters to comply with the safety requirements of the state. The Bureau will provide copies of DNR rules to any person who requests them. The Bureau sends copies of the applicable rules to the License Center to be sent out with the different licenses.

B. To request films, pamphlets, training aids, or for information about water safety programs, contact:

Department of Natural Resources
Bureau of Information and Education
658 Cedar Street
Third Floor Centennial Office Bldg.
St. Paul, Minnesota 55155
(612) 296-3336

C. The Bureau provides any necessary forms. Forms to order films are included with the current listing of available films.

D. There are no fees except for several leaflets and booklets which are available from Documents Section.

E. The Bureau answers all requests for information as soon as possible. Requests for films may take several months. Subscriptions to *Volunteer* are placed on a waiting list and it may be several years before there is an opening.

BUREAU OF PERSONNEL

Robert Siefert, Personnel Director

1. The Bureau of Personnel provides information on jobs available within the Department. The Bureau writes the Affirmative Action program for the DNR. The Bureau will hold job interviews when there is a large number of applicants for a particular position. The hiring Division will notify the applicant of the results of the application.

2. For information about job opportunities, contact:

Department of Natural Resources
Bureau of Personnel
Third Floor Centennial Bldg.
St. Paul, Minnesota 55155
(612) 296-6478

DIVISION OF FISH AND WILDLIFE

David Vesall, Director

1. The Division of Fish and Wildlife manages all programs concerning fish and wildlife. The Division also acquires land to be developed as Wildlife Management Areas. The Division in cooperation with the Bureau of Information and Education produces leaflets and pamphlets on Minnesota wildlife and fish. The Division also offers a map of Wildlife Management Areas and southeastern Minnesota trout streams, a booklet listing lakes stocked with trout, and depth contour maps of individual lakes.

2.A. (1) Leaflets and pamphlets are available from the Bureau of Information and Education. Depth contour maps of lakes are available from Documents Section (see Page). Copies of hunting, fishing, and trapping rules are available from the Bureau of Information and Education and are also included with the individual licenses.

(2) For information, contact:

Department of Natural Resources
Division of Fish and Wildlife
Third Floor Centennial Bldg.
St. Paul, Minnesota 55155
(612) 296-2894

(3) There are no forms or fees except for the depth contour maps. Fees for the maps are set by the Documents Section.

SECTION OF FISHERIES

Charles Burrows, Supervisor

1. The Section of Fisheries conducts research and management programs relating to Minnesota's fish resources. The programs are carried out by the regional headquarters. Section programs include acquiring northern pike spawning sites and public access to streams, rescuing winter fish, stocking fish, controlling rough fish, surveying lakes and streams, promulgating fishing regulations, improving fish habitat, operating hatcheries and rearing ponds, and introducing new species of fish to Minnesota waters.

2. Although the Section of Fisheries will answer any information requests concerning fisheries programs and rules, the Section prefers that such requests be made to the Bureau of Information and Education.

SECTION OF WILDLIFE

Roger Holmes, Supervisor

1. The Section of Wildlife carries out research and management programs affecting all state wildlife species. The formulated programs are carried out by the regional

headquarters. The Section acquires and develops Wildlife Management Areas, most of which are open to public hunting during established seasons. The Section recommends hunting regulations and research programs and promotes wildlife habitat protection and development on public and private lands.

2. Although the Section of Wildlife will answer any information requests concerning wildlife programs and rules, the Section prefers that such requests be made to the Bureau of Information and Education.

SECTION OF ECOLOGICAL SERVICES

Oliver Jarvenpa, Supervisor

1. The Section of Ecological Services determines the effects on wildlife and fish of proposed projects affecting the use and management of lands and waters. The Section investigates damage to fish and wildlife from pollution and recommends regulations governing use of chemicals (and other methods of controlling vegetation) on lands and waters where fish and wildlife would be affected.

2. Various technical bulletins are published based on the Section's findings and are available from the Documents Section (see page 18). The Section will answer any questions concerning research done by the Section, but prefers that such requests are made to the Bureau of Information and Education.

DIVISION OF STATE PARKS

Don Davison, Director

1. The Division of State Parks develops and manages state parks, state recreational trails, natural and scientific areas and the state's Wild, Scenic and Recreational Rivers System.

2. The Division, in cooperation with the Bureau of Information and Education, produces various pamphlets including a listing of state parks, their location, outstanding features and other pertinent information. The Division has a map available showing the location of trails. Publications are distributed without charge at state parks and from the Bureau of Information and Education.

DIVISION OF FORESTRY

Earl Adams, Director

1. The Division of Forestry directs the sale of timber from state-owned lands; acquires and manages state forest lands; operates two state forest nurseries to provide seedlings to private individuals, forest industries and public agencies for conservation plantings; directs forest fire protection in all forested areas of the state; controls forest pests; conducts a forest management assistance program for small woodlot owners; encourages schools to establish school forests for conservation education purposes; builds and maintains state forest roads; and supervises state forest campgrounds and other recreational sites on state forest lands.

2. The information on forest campgrounds, woodlot owners assistance programs and the procedure for ordering trees from state nurseries is available from the Bureau of Information and Education. The Division of Forestry will assist any person who makes such a request directly to the Division.

DIVISION OF MINERALS

Elwood Rafn, Director

1. The Division of Minerals supervises the lease of taconite, peat and other mineral rights on state-owned lands. The division carries out studies to determine the presence

or absence of minerals or peat on state lands and to propose safeguards to limit the environmental consequences of mining, processing and shipment of minerals and peat. The lease agreement provides for land reclamation projects depending on the type of mining to be done.

2.A. (1) The publications produced by the Division are available from the Documents Section (see page 18) or may be reviewed at the Division offices.

(2) For information or to review a Division study, contact:

Department of Natural Resources
Division of Minerals
Third Floor Centennial Bldg.
St. Paul, Minnesota 55155
(612) 296-4807

(3) There are no forms or fees charged by the Division. Documents sets prices on all studies sold by them.

(4) Studies may be reviewed during normal working hours (8:00 a.m. to 4:40 p.m.)

B. (1) The Division offers two types of leases; negotiated leases and public lease sales. Negotiated leases are made to individuals who have a fractional interest in the area. If the individual has a fractional interest, control of all other interests may be gained before the state can lease the remaining land. Public lease sales are made on approval of the Commissioner. The Division must notify the public of the lease sale 30 days before the sale. In the case of copper-nickle sales, the Division notifies the public 90 days before the sale. All leases must be approved by the State Executive Council.

(2) For information on leasing, contact:
Department of Natural Resources
Division of Minerals
Third Floor Centennial Bldg.
St. Paul, Minnesota 55155
(612) 296-4807

(3) The Division will provide all leasing forms.

(4) Taconite mining right leases are for one year and are renewed in August. All other leases may be made for varying lengths of time.

DIVISION OF WATERS

Gerald Seinwill, *Director*

1. The Division of Waters plans and manages the general water conservation program for the state's water resources. The water conservation program is the guide for issuing permits for the construction, repair, removal or abandonment of dams, reservoirs and other control structures. The Division conducts studies on the use of Minnesota water resources and identifies and classifies all public waters in the state and proposes methods to protect them. The Division has six regional field operations located throughout the state.

DEVELOPMENT SECTION

1. The Development Section processes permits for changes in the course, current or cross-section of public waters (i.e. excavation, fills other than sanding, and natural rock riprapping, dams, permanent docks, jettys, harbors, channels, boat houses, sewer and water-line crossings) and appropriations of water except where the use of the water is for domestic purposes serving less than 25 persons. The Section has grants available to local governments for dam repair, for stream maintenance and for lake improvement projects.

2.A. (1) Applications for permits must be submitted by the owner of the land adjacent to a surface water body such as a lake or stream or by the owner of the land overlying a groundwater aquifer. Permits are processed in the appropriation regional office.

(2) For information, or to apply for a permit, contact:

Department of Natural Resources
Division of Waters
Third Floor, Space Center Building
444 Lafayette Road
St. Paul, Minnesota 55105
(612) 296-4800

The regional offices are:

Region I — Waters Division
Rural Route 5
Bemidji, Minnesota 56601
(218) 755-3973

Region IV — Waters Division
Route 2
New Ulm, Minnesota 56073
(507) 354-2196

Region II — Waters Division
East Highway 2, Box 388
Grand Rapids, Minnesota 55744
(218) 326-8307

Region V — Waters Division
2300 Silver Creek Rd. NE
Rochester, Minnesota 55901
(507) 288-3129

Region III — Waters Division
217 NW Fourth Street
Brainerd, Minnesota 56401
(218) 829-1455

Region VI — Waters Division
1200 Warner Road
St. Paul, Minnesota 55106
(612) 296-7523

(3) The application fee for work permit is \$15 with a minimum of \$25 for a field investigation. There is an annual \$5 fee for processing pumping records under the water appropriation permit.

(4) Permits are generally issued within two to three weeks of application.

B. (1) The grants authorized by the Commissioner of the Department are apportioned according to the relative severity of the maintenance problem, the date of application and the availability of funds. In no case may the amount granted exceed 75% of the total cost of a stream maintenance project and 50% of the cost on dam repair and lake improvement. The grants are made only to local governments and not to private individuals.

(2) For information on how to receive a grant, contact:

Department of Natural Resources
Waters Division
Third Floor Space Center Building
444 Lafayette Road
St. Paul, Minnesota 55105
(612) 296-4800

LAND USE MANAGEMENT SECTION

1. The Land Use Management Section assists counties and cities in developing land use controls that maintain adequate open areas to control flood flows and protect any development against possible flood damage. The Section examines rules and may recommend changes. The Section promulgates guidelines for the development of shoreland and ensures that local units of government adopt these minimum standards.

2.A. The Section provides technical advice to local governments. The Waters

Division regional offices also provide information to the public as well as to local governments. Shoreland is land within 1000 feet of a lake or 300 feet of a river or stream.

B. For information, contact the regional office, or:

Department of Natural Resources
Land Use Management Section
Third Floor Space Center Building
444 Lafayette Road
St. Paul, Minnesota 55105
(612) 296-4803

PUBLIC WATERS INVENTORY

1. Public Waters Inventory identifies and makes an inventory of all public waters in the state and develops methods to protect the lakes. The Section holds public hearings on the classification assigned to public waters. Hearings are held in the area affected.

2.A. The Public Waters Inventory will provide the public with the times and locations of all hearings. The hearings must also be announced in the State Register.

B. For information, contact:

Department of Natural Resources
Public Waters Inventory
Third Floor Space Center Building
444 Lafayette Road
St. Paul, Minnesota 55105
(612) 296-4803

HYDROLOGY SECTION

1. The Hydrology Section provides well monitoring, specialized hydrogeologic mapping projects and collection and analysis of samples for hazardous gas storage projects. The Section also collects, stores and compiles climatological data, provides climatic information to state and local governments and the general public, conducts scientific studies based on analyses of climatic facts and consults and organizes state data collection and analysis with university researchers and with federal, state and local agencies.

2.A. The general public may receive climate data from the office of State Climatology. The Section provides no other services directly to the public.

B. For information on climate data, contact:

Office of State Climatology
Room 127, Crops Research Bldg.
University of Minnesota
St. Paul, Minnesota 55108
(612) 296-4214

HYDROGRAPHICS SECTION

1. The Hydrographics Section conducts studies, surveys and investigations to provide the Division with technical information for statewide water resource management. The primary function is examining the state-owned dams. They provide no services directly to the public.

DIVISION OF ENFORCEMENT

Earl Lhotka, Director

1. The Division of Enforcement enforces all laws and rules under the jurisdiction of the Department of Natural Resources. The Division enforces hunting, fishing and trapping laws, and rules pertaining to the operation of snowmobiles and watercraft. The Division supervises the Firearms Safety Training Program and the Snowmobile Safety Program. The Division holds auction sales to dispose of furs, firearms and hunting, fishing and trapping equipment confiscated from violators of the game and fish laws.

2.A. Conservation officers investigate complaints about nuisance wildlife, misuse of public lands and waters, violations of state park rules and unlawful appropriation of state-owned timber. Conservation officers dispose of big game animals struck by motor vehicles. They assist state game managers on wildlife census projects and enforce wild rice harvesting rules. The officers are also responsible for identifying needed sites for public access to lakes and streams. A pamphlet outlining the duties of Conservation Officers is available from individual officers, regional headquarters and DNR central headquarters.

B. Conservation Officers operate from their own private homes and their addresses and phone numbers are listed in local directories. For information on the safety programs offered by the Division or for the times and locations of disposal auctions, contact:

Department of Natural Resources
Division of Enforcement
Third Floor Centennial Office Bldg.
St. Paul, Minnesota 55155
(612) 296-4829

C. There are no forms or fees.
D. Most requests can be handled immediately.

SOIL AND WATER CONSERVATION BOARD

Vernon F. Reinert, Executive Director

1. The Soil and Water Conservation Board was created by the 1937 legislature to organize soil and water conservation districts and to give promotional, administrative and financial assistance to the districts. The entire state, including cities and Indian lands, is organized into 92 soil and water conservation districts. A soil and water conservation district is a legal subdivision of state government and is organized by the process of a petition, hearing and a referendum. The objective of a district is to use every acre of land and water according to its capability and treat it according to its need. The Commission assists in developing long range planning objectives used as a guide in determining annual priorities of jobs to be accomplished. The long range plan is based upon a soil survey of the district showing the classification of soil, the number of acres in each class, the present use and the proposed future use of the land. A local district is governed by a Board composed of five local eligible voters nominated and elected by the voters of the district they serve.

2.A. The Commission informs the supervisors of each district of the activities of the other districts and works to have the districts exchange advice and cooperate on projects. The Commission provides a handbook to each soil and water conservation district. This handbook explains rules and guidelines of the Soil and Water Conservation Districts Law.

B. For information on Soil and Water Conservation Districts, contact:

Department of Natural Resources
Soil and Water Conservation Board
Third Floor Centennial Office Bldg.
St. Paul, Minnesota 55155
(612) 296-3767

BUREAU OF LAND

Stephen Sokolik, Administrator

1. The Bureau of Land acquires land for state parks, public access, trails and for sites required for fish, wildlife and forest management purposes. Lands are acquired by various means including outright purchase, easements, leases and gifts. The Bureau reviews and investigates proposed exchanges of state lands for lands held by other owners. The Bureau makes recommendations to the State Land Exchange Board, which is the authority on all land exchanges.

The Bureau maintains a record of each parcel of state-owned DNR administered land. The Bureau supervises the leasing and sale of state lands. Leasing provides the public with the use of land for commercial purposes when the department is prohibited (by law or policy) from selling the land. State lands are sold when they are better suited for private development or are not necessary for conservation purposes.

2.A. For information on leasing, contact:

Department of Natural Resources
Bureau of Land
Third Floor Centennial Bldg.
St. Paul, Minnesota 55155
(612) 296-4786

BUREAU OF ENVIRONMENTAL PLANNING AND PROTECTION

Jerome Kuehn, Administrator

1. The Bureau of Environmental Planning and Protection conducts surveys of outdoor recreation activities and prepares a comprehensive Outdoor Recreation Plan, which must be updated every five years to maintain the state's eligibility for federal recreational assistance funds.

LEGAL BUREAU

Paul Farici, Director

1. The Legal Bureau handles all of the Department's legal business. The lawyers who staff the Bureau are under the supervision of the Minnesota Attorney General's Office. They provide no services directly to the public.

BUREAU OF ENGINEERING

Gene Gere, Administrator

1. The Bureau of Engineering provides designs, plans and specifications for all DNR construction projects. The Bureau prepares property plats and conducts land surveys and produces numerous maps, charts, signs and displays used by other DNR units. They provide no services directly to the public.

BUREAU OF FIELD SERVICES

Ike Holden, Bureau Chief

1. The Bureau of Field Services administers the use of all vehicles and equipment used by the Department. They provide no services directly to the public.

DEPARTMENT OF PERSONNEL
3rd Floor, Space Center Building
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-2616

Richard W. Session, Commissioner
(612) 296-8366

MINN. STAT. CH. 43, and Ch. 16.86, 179.61-179.76, 260.311, 355, and Executive Orders 73 and 76.

1. The Department of Personnel manages the personnel system for both classified and unclassified civil service employees in the executive branch of state government. The Department also provides services to the job-seeking public, and to local governments. The Department is divided into five programs headed by three Assistant Commissioners, and the programs are divided into eleven activities. The five programs are:

- A. Personnel Technical Services which provide the framework for personnel administration in state government;
- B. Training and Development which coordinates statewide training and development programs;
- C. Employee, Employer Services which administers the personnel management programs, labor relations and other services to state agencies;
- D. Local Government Services which administers the federal social security program for governmental employees and the Intergovernmental Personnel Act, and provides examining services for local units of government;
- E. General Support which provides administrative services for all department programs.

GOVERNOR'S INTERNSHIP PROGRAM
Merry Elg, Assistant to the Commissioner

1. The Governor's Internship Program acts as a liaison between state agencies and college students. The Director matches internship applications with the agencies' requests and refers prospective interns to the agencies for interviews.

2.A. Each student is required to work with a faculty advisor, whose function is to insure that the internship provides a valid contribution to the intern's education. An agency provides a project with specific goals, which will challenge the intern and provide a valuable service to the agency.

B. For information or to apply for an internship, contact:

Governor's Internship Program
3rd floor, Space Center Building
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-2917

C. Agencies submit a "Request for Student Intern" form, which is obtained from the Program. Students submit an application and a transcript, resume, or list of coursework. These applications are obtainable from the on-campus Intern Coordinator or the Program.

D. There is no fee for this service. Agencies are encouraged to pay interns when possible. Interns are encouraged to seek Work-Study funding, which will pay 80% of a salary for up to twenty hours per week.

E. The student should submit an application at least six weeks prior to the desired

starting date. Agencies should submit requests for interns six weeks before they wish them to start work.

TRAINING AND DEVELOPMENT DIVISION

Mark Sundquist, Manager

1. The Training and Development Division coordinates a system of statewide training through development and administration of state training policy consistent with state law and Personnel Rules. This includes training plans, standards and reports, pre-service training programs and management/supervisory development requirements. The division offers an ongoing curriculum of 15-20 training courses for state employees designed to assist all state agencies in meeting their staff development responsibilities. It also provides technical assistance and resource support to departments in all areas of training and performance appraisal. The division provides no services directly to the public.

CLASSIFICATION, COMPENSATION AND BENEFITS DIVISION

Michael Koebnick, Manager

1. The Classification and Compensation Division provides a competitive compensation and employee benefit program for state employees and maintains a position classification system for state government. The division groups state positions into classes by nature of work, level of difficulty and responsibility, and essential requirements. The division collects salary, benefits and economic data and salary administration practices information. After division staff analyzes this data, they project salary ranges, participate in economic negotiations, draft legislation and prepare support materials for legislative review and approval. They provide no services directly to the public.

INSURANCE DIVISION

Clements Oliver, Manager

1. The Insurance Division advises the Commissioner of Personnel on the selection and administration of employee insurance plans. The division informs state government employees of the benefits, costs and availability of insurance programs. The division interprets insurance contracts for state agencies and personnel. The division investigates claim problems, supervises the payments of premiums, and assures proper settlement of a claim. The division provides these services to state employees.

2.A. For information, contact:

Department of Personnel
Insurance Division
3rd floor, Space Center Building
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-2457

B. There is no fee.

C. Most information requests are handled immediately. Claim settlement problems take varying amounts of time to resolve.

RECRUITING AND SELECTION DIVISION

Julie Vikmanis, Manager

1. The Recruiting and Selection Division publishes notifications of job openings in state agencies, receives applications, examines applicants and refers successful appli-

cants to state agencies. The division ensures that examinations are job-related, and that ratings are awarded according to valid standards. Recruiting and Selection aids the Minnesota County Welfare Merit System and administers the Veteran's Preference Statute. The division assists in the selection of high-level professional classified employees for the state's Career Executive Service. The division also advises regional development commissions, when requested, about personnel policy and procedures.

2. For information contact:

Department of Personnel
Recruiting and Selection Division
3rd floor, Space Center Building
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-3448

RECRUITMENT, APPLICANT SERVICES AND REFERRAL SECTION

John Carlson, Assistant Manager

1. The Recruitment, Applicant Services and Referral Section periodically announces what positions are or will be open, the monthly salary range, location of the vacancy (in some cases), job duties, any previous education or experience which may be required, the method of examination (written test, performance test, experience and training rating, oral examination, and/or in some instances, a promotional rating and length of service credit) and the latest date the department will accept applications.

2.A. The job announcements are published each week in "Minnesota Career Opportunities". This is distributed to all offices of the Minnesota Department of Employment Services. These announcements are also advertised in the six-state editions of the Sunday Minneapolis "Tribune" and the Sunday St. Paul "Pioneer Press" under "Career Opportunities" in the classified ad section. Once a month the Department issues a special edition of the "Opportunities" which lists positions which are open continuously because vacancies are frequent or difficult to fill. The Department estimates when it believes vacancies will occur within a six-month period, and publishes these projected announcements with the "Minnesota Career Opportunities" editions at the end of June and the beginning of January.

B. The Department does not maintain a mailing list for individuals. "Minnesota Career Opportunities" and applications may be obtained from the Personnel reception desk or by calling:

Department of Personnel
Recruitment, Applicant Services and Referral Section
3rd floor, Space Center Building
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-2616

C. No fees are charged.

D. Telephone requests will be acted upon immediately, and announcements and applications can be obtained in person with no delay. The time between the announcement of an examination and the point at which a qualified applicant would be hired will vary according to the complexity of the examination process.

SELECTION SECTION

Carol Stein, Assistant Manager

1. This section screens candidates for classified positions in the state service with a variety of professional job-related examining devices. Most positions in the state

service are "classified", including clerical, technical, services, stenographic, skilled and semi-skilled labor, professional and many management positions.

2.A. When a vacancy occurs in one of these positions, the state fills it by means of an examination, or a series of examinations, designed to discover those applicants with the most appropriate qualifications. For positions open to the public on a competitive basis, the ten highest scorers are referred to the employer for job interviews.

B. This section accepts applications, schedules, administers, and scores examinations, and provides general information related to the selection process.

For information, contact:

Department of Personnel
Selection Section
3rd floor, Space Center Building
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-2616

C. No fees are charged.

D. Applications must be received by the deadline stated on the job announcement. Applicants will be notified of the time and place of the examinations generally within four weeks after the deadline. Scoring and notification of scores takes from four to six weeks, depending on the complexity of the examination process, and the number of participants.

TEST VALIDATION SECTION

Ron Page, *Supervisor*

1. The Test Validation Section develops examination procedures and ensures compliance of existing selection procedures with federal guidelines. This section provides no services directly to the public.

LOCAL GOVERNMENT SERVICES DIVISION

Julie Vikmanis, *Manager*

1. The Local Government Services Division provides examining services for a number of municipal classifications including Police and Fire entry and promotional positions, Dispatcher and Clerical, Accounting and Maintenance positions. The division also provides examining services for Probation and Parole Officer positions.

2.A. (1) The division provides testing materials, scores examinations and combines oral and written scores for a number of municipal classifications including police and fire entry and promotional positions, dispatcher, clerical, accounting and maintenance positions.

(2) For information, contact Carol Stein at:

Department of Personnel
Local Government Services Program
3rd floor, Space Center Building
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-2616

(3) No forms are required. Scored Examinations are mailed to the jurisdictions, or they may be picked up at the division office.

(4) The basic fee is \$50 plus one dollar for each person taking the written test. If less than five candidates for entry level Police Officer are tested, then the fee is \$10 per person.

(5) Materials will be provided as soon as requested. Eligible lists will normally be established within two weeks of the return of test materials.

B. (1) The division schedules, administers, and scores written and oral examinations for County Probation and Parole Officers. These tests are given upon the request of county judicial officials.

(2) For information, contact Lenore Vogt at:

Department of Personnel
Local Government Services Division
3rd floor, Space Center Building
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-2616

(3) No forms are required.

(4) The fee is \$50, plus one dollar for each applicant taking the examination.

(5) Results of examinations will be available within two to three weeks of the original request for services.

INTERGOVERNMENTAL PERSONNEL ACT ADMINISTRATION

George Declouet & Kathryn Hammerlindl

1. The Federal Intergovernmental Personnel Act of 1970 (IPA) provides federal funds to local and state government units to develop personnel policies, improve personnel administration, train staff and provide for transfers of a state employee to the federal government in return for a federal employee moving to the state government. Services are provided in state agencies and local governments.

LABOR RELATIONS DIVISION

Charles Swanson, *Chief Negotiator*

1. The Labor Relations Division negotiates the 21 collective bargaining agreements between state agencies and exclusive representatives (bargaining agents for specific unions). The division assists state agencies in resolving the grievances of exclusive representatives. They represent the state in bargaining unit determination, mediation and interest arbitration. They provide no services directly to the public.

AFFIRMATIVE ACTION DIVISION

Stanley A. Gardner, *State Director, Equal Opportunity*

1. The Affirmative Action Division enforces the state and federal Equal Employment Opportunity/Affirmative Action laws and rules for all state government agencies. The division writes comprehensive Affirmative Action plans, identifies employment problems of protected group individuals, sets goals and time-tables for state compliance, and reviews discrimination charges.

2.A. The division refers qualified protected group individuals to state agencies. The division will also assist local jurisdictions and communities in their Affirmative Action efforts.

B. For information, contact Stanley Gardner, State Director, Equal Opportunity, at:

Department of Personnel
Affirmative Action Division
3rd floor, Space Center Building
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-8931

C. There is no fee, unless the division must incur materials duplication costs to provide the service. The client would be required to pay this amount.

D. No forms are required.

E. The amount of time involved will depend on the service requested. If an immediate response is impossible, then an estimate of the time needed for completion of the service will be furnished.

PERSONNEL SERVICES DIVISION

Edward G. Peetz

1. The Personnel Services Division provides information about the Personnel Department to state agencies; assists in employee recruitment and selection, job classification, salary administration, labor relations, affirmative action and other areas of personnel administration; assists state agencies in improving their personnel programs and practices; reviews personnel transactions to ensure compliance with pertinent laws, rules and labor agreements; and conducts structured reviews and evaluations of department personnel management operations. The staff of this division serves as the primary liaison between the Personnel Department and other state agencies to ensure that required personnel management services are provided in a coordinated manner. Contact with the general public is generally in response to questions or inquiries about job opportunities and requirements in the various state agencies.

SOCIAL SECURITY ADMINISTRATION DIVISION

Harry Groschel, *Director*

1. The Social Security Administration Division receives wage reports from the state and its political subdivisions and reports them to the Federal Social Security Administration. The division receives all social security contributions deducted from these wages and matched by the employer, and sends them to the Federal Social Security Administration. The division acts as liaison between the state and the federal government on matters concerning social security coverage and reviews and audits records of political subdivisions for compliance with applicable federal and state laws and regulations. However, inquiries from the public concerning social security benefits will be referred to the appropriate Federal Social Security District office. They provide no services directly to the non-governmental public.

GENERAL SUPPORT DIVISION

Richard Thorkee, *Manager*

1. The General Support Division provides centralized personnel, office management and accounting services to the Department of Personnel, maintains the central personnel files, and provides word processing and mail services. In addition, the payroll unit processes all employee appointments and changes in the personnel records and certifies to the Finance Department that all state payrolls are in compliance with Minnesota Statutes and Personnel Department Rules relating to appointments and rates of pay.

2.A. The division also supplies job availability and related information and materials to the public.

B. Job applications and job listings in "Minnesota Careers" are available at the reception desk or from the switchboard operator, contact:

Department of Personnel
General Support Division
3rd Floor, Space Center Building
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-6263; (612) 296-2616

C. The department does not maintain a mailing list for individuals. Job announcements and applications may be obtained from the Personnel reception desk or by calling, or at the various state Employment Offices located throughout the state.

D. No fees are charged.

E. These services can generally be provided within the space of a few minutes.

PERSONNEL PLANNING AND DATA SERVICES DIVISION

Richard R. Cottrell, Manager

1. The Personnel Planning and Data Services Division maintains an information system which provides statistics required for personnel research and human resource forecasting by the Department of Personnel, other state agencies and the legislature.

2.A. The Division provides summary information on Minnesota state executive branch employment such as total state employment, employment by department, average monthly salary, turnover rate, median age, and length of service. Information is available back to July 1973. Availability is limited by computer files, program retrieval capability, and data privacy statutes.

B. For information, contact:

Department of Personnel
Personnel Planning and Data Services Division
3rd Floor, Space Center Building
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-8887

C. No forms are required. All requests should be in writing, stating as precisely as possible the information required. The requesting party should include a telephone number in the event it should be necessary to seek a clarification of the request.

D. Charges for information will be limited to the actual cost of computer time required to produce it. Estimates will be provided on the cost of each request. Information on hand will be provided free, subject only to the cost of making copies. A blank magnetic tape must be provided if the information is requested on magnetic tape.

E. Information on hand will be mailed within 24 hours of the request, unless extensive copying is required. Requests that involve special computer programming may require ten or more working days. Information will be mailed when ready or may be picked up at the Division office. An estimate of the waiting period will be provided for any request that cannot be filled within 24 hours.

MINNESOTA STATE PERSONNEL BOARD

Cornell L. Moore, Chairman

1. The Minnesota State Personnel Board advises the Commissioner of Personnel on personnel rules, proposed rules, and proposed alterations of rules. The Board approves the lifting of individual salaries above the base rate of a department head, and may raise the salary for the incumbent of a position whose base salary, established under the provisions of Minnesota Statutes 15A.081, has not been provided with a salary range.

Upon the request of the Governor, the Personnel Board is authorized to establish permanent unclassified positions or to unclassify certain previously classified positions, at the director, or deputy or assistant department head level, which are not directly established by law. The Board also reviews the compensation for all unclassified positions enumerated in Minn. Stat. 15A.081 and 15A.083, and recommends to the Commissioner of Personnel appropriate compensation levels for members of the legislative and unclassified positions in the executive and judicial branches of government.

2.A. The Personnel Board with the Office of Hearing Examiners conducts complaint hearings concerning employment status (demotion, suspension or removal) by or against any officer or employee in the classified state service. Based on the recommendations of the Examiner, the Board may uphold or modify a disciplinary action or reinstate the employee. An employee must file an appeal within 30 days of the disciplinary action.

- B. For information or to file an appeal, contact Mary G. Anderson, Secretary, at:
Minnesota State Personnel Board
3rd Floor, Space Center Building
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-7516
- C. An employee must send a letter describing the need for a hearing to the Board.
- D. There are no fees charged by the Board.
- E. Resolution of a hearing may take three months.

DEPARTMENT OF PUBLIC SAFETY
211 Transportation Building
St. Paul, Minnesota 55155

Edward G. Novak, Commissioner
(612) 296-6642

MINN. STAT. § 299

1. The Department of Public Safety enforces laws relating to drivers, vehicles, traffic, liquor, natural and man-made disasters, criminal activities and fire risks.

TRAFFIC SAFETY SECTION
Thomas Boerner, Director

1. The Traffic Safety Section helps schools, hospitals and local governments plan statewide highway safety projects. Such projects include pedestrian and bicycle safety programs and the release of traffic statistics. Programs developed and administered by the Section affect all citizens. They provide no services directly to the public.

2. For assistance in starting a traffic safety program, contact:

Traffic Safety Section
207 Transportation Building
St. Paul, Minnesota 55155
(612) 296-6953

BUREAU OF MANAGEMENT SERVICES*
Mary M. Williams, Assistant Commissioner

EMPLOYEE RELATIONS DIVISION

James L. Ware, Director

1. The Employee Relations Division provides professional development and training opportunities for department employees and handles the personnel services for employees and job applicants. They schedule interviews, screen job applicants and give some civil service tests.

2.A. (1) The Division handles all job applications for the Department.

(2) Interested applicants can find out about current job openings and request application forms by calling or stopping at:

Employee Relations Division
210 Transportation Building
St. Paul, Minnesota 55155
(612) 296-2905

B. (1) The Employee Relations Division gives a number of civil service tests. Information regarding upcoming tests is available from:

Department of Personnel
3rd Floor, Space Center Building
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-2616

FINANCE DIVISION

Donald Keller, Director

1. The Finance Division maintains all department financial accounts, controls the payroll, and prepares and controls the department's budget. They handle all purchasing for the department. They provide no services directly to the public.

PROGRAM PLANNING AND ANALYSIS*

Richard L. Creighton, Director

MANAGEMENT INFORMATION SYSTEMS SECTION

Section Supervisor

1. The Section provides professional staff support to the department by studying methods and procedures and providing legislative and rule making assistance.

The Section assists the Minnesota Justice Information Systems Advisory Council by developing policies and procedures meeting the requirements of State and Federal law for compiling criminal justice data. They provide no services directly to the public.

SAFETY INFORMATION SECTION

Howard Q. Owen, Director

1. The Safety Information Section provides information and educational services concerning the operations of the Department and safety oriented topics.

2.A. (1) The Section has a variety of pamphlets and written material, including the *Minnesota State Drivers Manual*, available.

(2) To request materials, contact:

Safety Information Section
318 Transportation Building
St. Paul, Minnesota 55155
(612) 296-6652

(3) There is no charge for any of the materials.

B. (1) The Section maintains a safety film library of over 2,000 prints of some 300 separate titles. Topics are largely centered on traffic and highway safety themes including driving, pedestrian, motorcycle and bicycle problems. All films are 16mm with sound. Films are available to schools and interested groups.

(2) To request a film, contact:

Safety Information Section
318 Transportation Building
St. Paul, Minnesota 55155
(612) 296-6119

(3) There is no charge for renting films.

(4) Demand for films is heavy, so borrowers should plan their programs well in advance and make requests as early as possible.

C. (1) The Section will answer specific questions about Minnesota's traffic laws. The Section does not offer legal opinion or interpretation, but can tell an inquirer the applicable state statute.

(2) For information, contact:

Safety Information Section
318 Transportation Building
St. Paul, Minnesota 55155
(612) 296-6652

BUREAU OF SAFETY INVESTIGATION AND LAW ENFORCEMENT*

Assistant Commissioner, vacant

BUREAU OF CRIMINAL APPREHENSION

Paul J. Tschida, Superintendent

1. The Bureau of Criminal Apprehension assists local law enforcement officials and other peace officers of the state in the apprehension of criminals. The Bureau places investigators throughout the state who assist in investigations of major crimes; aid in investigating the illegal sale of possession of narcotics, prohibited drugs and organized criminal activities; conducts police science training courses for peace officers and scientific examination of the crime scenes and laboratory analysis of evidence; and maintains a criminal justice information and telecommunications system.

2.A. (1) The Bureau issues police radio permits to qualified persons. Minnesota Statute Chapter 299C.37 states that no person other than a peace officer within the state shall equip any motor vehicle with radio equipment capable of receiving a police emergency frequency without first obtaining permission to do so from the Superintendent of the Bureau. Persons seeking a radio permit must offer information concerning the frequency to be monitored, the need for such monitoring, the type of equipment to be used and the make of the vehicle in which it is installed. Written authorization bearing the signature of the chief law enforcement official whose frequency is monitored must also be submitted.

(2) Specific information and application forms may be obtained by calling or writing:

Bureau of Criminal Apprehension
Department of Public Safety
1246 University Avenue
St. Paul, Minnesota 55104
(612) 296-6416

(3) There is no fee for this permit.

(4) Application forms are available from the Bureau.

(5) It may take three to five weeks to receive a permit.

B. (1) The Bureau provides statistical information relating to crimes and crime trends in Minnesota.

(2) This information may be obtained by contacting:

Bureau of Criminal Apprehension
Department of Public Safety
1246 University Avenue
St. Paul, Minnesota 55104
(612) 296-6416

(3) There are no fees or forms.

(4) All requests are handled as they are received.

C. (1) The Bureau performs administrative tasks for the Private Detective and Protective Agent Licensing Board. The Board reviews all applications for private detective and protective agent licenses and approves or denies issuance of these licenses. The applicant must have reached the age of majority and not be convicted of a felony.

(2) For information or to request an application and Bond form contact:

Bureau of Criminal Apprehension
Department of Public Safety
1246 University Avenue
St. Paul, Minnesota 55104
(612) 296-2662

(3) The application and Bond form is available from the Bureau. The form must be completed in duplicate. Applications must include:

a) \$5000 surety bond;

b) Two photographs of each person signing the application;

c) At least five notarized certificates for each signer stating they are not related, they have known the signer for more than five years and the signer is of good moral character;

d) A certificate showing that one of the signers for the Private Detective License is regularly employed as a detective, a member of the U.S. government investigative service, a sheriff member of a city police department ranking above a patrolman, or worked in an equivalent occupation for at least three years;

e) a certificate stating that one of the signers for Protective Agent is regularly employed as a detective, a member of the U.S. government investigative service, a sheriff, a member of a city police department ranking above a patrolman, worked in an equivalent occupation for at least three years, or completed a course prescribed by the State Peace Officers Training Board; and

f) a full set of fingerprints for each person signing the application.

(4) Fees are:

Individual private detective license — \$125.00

Partnership or corporation private detective — 250.00

Individual protective agent — 62.50

Partnership or corporation protection agent — 125.00

(5) The Licensing procedure takes at least four weeks.

EMERGENCY SERVICES DIVISION

Wes Lane, *Director*

1. The Emergency Services Division uses state and federal resources to respond to emergency situations anywhere in the state. Many of their programs are aimed at developing civil preparedness in emergencies.

PLANNING AND OPERATIONS SECTION

Robert C. Smith, *Assistant Director*

1. The Planning and Operations Section provides assistance to county and local governments in planning emergency preparedness programs. They help coordinate resources in emergency areas and provide attack and natural disaster warnings to 11 warning points throughout the state.

2.A. (1) The Section maintains a duty officer 24 hours a day to respond to emergency requests.

(2) For assistance, contact:

Department of Public Safety
Emergency Services Division
Room B5, State Capitol Bldg.
St. Paul, Minnesota 55155
(612) 296-2233

ADMINISTRATION AND TRAINING SECTION

Stanley C. Anderson, *Assistant Director*

1. The Administration and Training Section administers state and federal emergency programs such as the Federal Civil Defense Program for state, county and municipal governments. They also train government employees in civil defense related subjects such as first aid.

2.A. (1) The Section maintains a film library that may be used by local civil defense groups. Films deal with natural and man-made disasters and methods of emergency preparedness.

(2) To request a film, contact:

Administration and Training Section
Room B5, State Capitol
St. Paul, Minnesota 55155
(612) 296-2233

(3) There are no forms or fees for borrowing films.

STATE FIRE MARSHAL DIVISION

Wes Werner, *State Fire Marshal*

1. The Minnesota State Fire Marshal Division investigates suspicious and incendiary fire origins, fire fatalities and large loss fires; tabulates fire statistics to aid the Division and local fire departments, and provides education, inspection and training programs for fire prevention. There are 33 Assistant State Fire Marshals (22 Fire/Arson Investigators and 11 Life Safety Surveyors) located in districts around the state. The District Assistant Fire Marshal is assigned a specific area by the Fire Marshal's office.

2.A. A copy of the Minnesota Uniform Fire Code is available from the Building Code Division (see page 12). The Amendments are available from Documents (see page 18). For information relating to fire safety contact:

Department of Public Safety
State Fire Marshal Division
1246 University Avenue
St. Paul, Minnesota 55104
(612) 296-7641

B. The Uniform Fire Code costs \$8.80 tax included and the amendments cost \$2.25 plus tax.

C. The Code and amendments may be received within one week. Telephone inquiries are answered immediately while matters requiring research may take two or three weeks.

FIRE PREVENTION SECTION

1. The Fire Prevention Section provides information regarding the Minnesota Uniform Fire Code, removal of combustible materials, correction of fire hazards, fire prevention and general inquiries about smoke/heat detectors, fire alarms, fire extinguishers, and other fire protection appliances.

2.A. To receive information contact:

Department of Public Safety
State Fire Marshal Division
1246 University Avenue
St. Paul, Minnesota 55104
(612) 296-7647

B. There are no forms or fees.

C. Telephone inquiries are answered immediately while matters requiring research may take two to three weeks.

FLAMMABLE AND COMBUSTIBLE LIQUIDS AND GASES PLAN REVIEW SECTION

1. The Flammable and Combustible Liquids and Gases Plan Review Section evaluates plans for installation subject to Fire Marshal Regulations. Two copies of the plans are required for examination. Plans are given preliminary approval subject to compliance with the provisions of Minnesota Statutes, State Fire Marshal Regulations, and local ordinances and permits. If plans are incomplete or in error, they are returned with appropriate comments. Final approval will be given following an inspection of the facility by either the area Assistant State Fire Marshal or the local fire authority.

2.A. For information or plan review contact:

State Fire Marshal
Flammable and Combustible Liquids and Gases Plan Review Section
1246 University Avenue
St. Paul, Minnesota 55104
(612) 296-7874

B. There are no forms or fees.

C. Plan reviews take two to three weeks.

NATURAL GAS PIPELINE SAFETY ACT SECTION

1. The Natural Gas Pipeline Safety Act Section is governed by the Pipeline Safety Act of 1968. This Act charged the Fire Marshal Division to inspect and keep records of the distribution and transmission of natural gas pipelines in the state. The Division has promulgated minimum safety standards for pipelines and all 22 Assistant State Fire Marshals (Fire/Arson Investigators) are subject to 24 hour call on pipeline activities (any explosions, leaks, etc.) in their respective areas. The public may call the Section and the Section will contact the proper Assistant State Fire Marshal.

2.A. To reach the proper Fire Marshal contact:

Minnesota State Fire Marshal
1246 University Avenue
St. Paul, Minnesota 55104
(612) 296-7648

B. There are no forms or fees.

C. All requests are handled as they are received.

INSPECTION AND INVESTIGATION SECTION

1. The Inspection and Investigation Section organizes Assistant State Fire Marshals' investigation of all fires of suspicious and incendiary origin, large loss fires and fire fatalities. The Section also conducts an on-going inspection of public and parochial schools, state hospitals, convalescent and other special purpose homes, hotels, rooming houses and other multiple dwellings, dry cleaning establishments, motion picture theatres, places of assembly and all installations where petroleum products, L.P. and natural gas are manufactured, stored or distributed. Inspections are conducted by Assistant State Fire Marshals. Fire investigations can be requested only by fire chiefs, police and sheriff departments, county attorneys, and other law enforcement agencies. The section will provide information to the public.

2.A. For information on investigations or inspections contact:

State Fire Marshal Division
 Inspection and Investigation Section
 1246 University Avenue
 St. Paul, Minnesota 55104
 (612) 296-7641

B. There are no forms or fees.

C. All requests are handled as they are received.

DRY CLEANING AND THEATRE LICENSING SECTION

1. The Dry Cleaning and Theatre Licensing Section licenses Dry Cleaners and Theatres. They inspect dry cleaners and theatres to insure that the minimum fire safety standards are met before licensing. The Section must be notified in case of change of ownership or location.

2.A. To apply for a license contact:

State Fire Marshal
 Dry Cleaning and Theatre Licensing Section
 1246 University Avenue
 St. Paul, Minnesota 55104
 (612) 296-7641

B. The Proper Form is provided by the Section.

C. Fees are:

	<i>Calendar year</i>	<i>New Owner or location</i>
Dry Cleaner Jan. 1-Dec. 31	\$10	\$50
Theatre Sep. 1-Aug. 31	5	5

D. Licenses are renewed annually, or newly issued at any time during the calendar year.

FIRE PREVENTION AWARENESS SECTION

1. The Fire Prevention Awareness Section identifies problem fire areas, inspects fires and buildings to guarantee fire safety standards, conducts public awareness programs, and maintains contact with local fire departments. The major program is the statewide fire prevention week. The Section also offers local presentations by division representatives to interested groups. The Section participates at one statewide fire prevention week. The Section also offers local presentations by division representatives to interested groups. The Section participates at one statewide fire school, four

sectional fire schools and 17 regional fire association meetings. The Section writes an annual report containing fire statistics to determine problem fire areas.

2.A. For information or to request a speaker contact:

State Fire Marshal
Fire Prevention Awareness Section
1246 University Avenue
St. Paul, Minnesota 55104
(612) 296-7641

B. There are no forms or fees.

C. All requests are handled as they are received.

LIFE SAFETY SURVEY PROGRAM

Paul G. Williams, Supervisor

1. The Life Safety Survey Program conducts life safety surveys. These surveys are required by the federal government for all health care facilities which participate in the federal Medicare and Medicaid programs. The State Fire Marshal's portion of the survey is concerned that a facility meets the minimum fire safety requirements. They provide no services directly to the public.

STATE PATROL DIVISION

Colonel James C. Crawford, Chief

1. The State Patrol Division is responsible for:

- (a) The provision of emergency first aid and control in accident situations;
- (b) the enforcement of all laws relating to the safe and proper use of highways;
- (c) the direction of traffic when necessary for the safe use of highways;
- (d) the service of warrants, legal documents, and orders of the Commissioner of Public Safety;
- (e) the inspection of all types of motor vehicles on a random basis to insure compliance with all safety and performance regulations;
- (f) the inspection of all public and private school buses at least twice annually and at the instigation of complaints, to insure compliance with all safety and performance regulations;
- (g) the inspection of all stations authorized to test brake and light equipment on motor vehicles; and
- (h) the provision of security and protective services to the Governor and other state officials.

2.A. In cases of emergency, the State Patrol Division can be contacted from anywhere in the state toll-free by dialing 0 and asking the operator for:

Zenith 7000

B. (1) Complaints about unsafe buses or traffic conditions will result in investigations.

(2) To register a complaint, contact the nearest State Patrol office.

Minnesota State Patrol
Highway 52 North, Box 6177
Rochester, Minnesota 56901
(507) 288-2488

Minnesota State Patrol
3725 12th Street North
St. Cloud, Minnesota 56301
(612) 255-4224

Minnesota State Patrol
Box 205
Mankato, Minnesota
(507) 389-1171

Minnesota State Patrol
901 East Central Entrance
(Mailing: 1123 Mesaba Avenue, Box 39)
Duluth, Minnesota 55801
(218) 723-4885

Minnesota State Patrol
1403 East College Drive, Route 3
Marshall, Minnesota 56258
(507) 537-6277

Minnesota State Patrol
2795 Highway 55
St. Paul, Minnesota 55118
(612) 454-3053

Minnesota State Patrol
2055 North Lilac Drive
Golden Valley, Minnesota 55422
(612) 546-2491

Minnesota State Patrol
Zeh and State Avenue
Thief River Falls, Minnesota 56701
(218) 681-3741

Minnesota State Patrol
305 Laurel Avenue
Brainerd, Minnesota 56401
(218) 829-4703

Minnesota State Patrol
1000 Highway 10 West
Detroit Lakes, Minnesota 56501
(218) 847-5633

Minnesota State Patrol
P.O. Box 717
Eveleth, Minnesota 55734
(218) 741-5575

Minnesota State Patrol
1900 West County Road I
New Brighton, Minnesota 55112
(612) 636-4990

(3) There are no forms or fees.

BUREAU OF LICENSING*

James L. Pederson, *Assistant Commissioner*

DRIVER AND VEHICLE SERVICES DIVISION

Kenneth A. Dirkzwager, *Director*

1. The Motor Vehicle Section registers motor vehicles, issues ownership certificates, answers inquiries, returns defective applications received through the mail, licenses motor vehicle dealers, supplies record information to the public and registers bicycles. The Driver License Section tests, evaluates and licenses all drivers throughout the state. The Section maintains accurate records of each individual driver including all violations and accidents occurring anywhere in the United States and Canada; interviews drivers whose record warrants possible revocation, suspension or cancellation; records location of every reported accident; assists in driver education efforts; and administers written and road tests to all applicants.

2. All information requests made by phone are made to a general information phone. This information phone will transfer the caller to the proper unit. Contact:

Driver and Vehicle Services Division
161 Transportation Building
St. Paul, Minnesota 55155
(612) 296-6911

AGENCY SERVICES UNIT

William R. Pogue

1. The Agency Services Unit supervises the Audit Unit, the cashier, partial pay, Driver License audit and advises the public counter cashiers, mail issue cashier and the pro-rate audit.

AUDIT UNIT

Al Wold, Supervisor

1. The Audit Unit examines every application submitted by the Deputy Registrars' Offices to assure payment of fees for license plates or stickers, transfer of vehicles or other services offered by the Deputy Registrars' Offices. They provide no services directly to the public.

DATA SUPPORT SECTION

Al Lindholm, Supervisor

1. The Data Support Section keeps all division records, issues special license plates, provides title security, controls license plate manufacturing at the reformatory and handles computer maintenance for the Division. They provide no services directly to the public.

CUSTOMER SERVICES SECTION

Margaret Barry, Supervisor

1. The Customer Services Section maintains the public counter in the Transportation Building, provides information to the public concerning motor vehicle records or license plate applications and refunds motor vehicle registration tax and excise (sales) tax.

2.A. (1) The Section answers inquiries concerning drivers license, motor vehicle registration, motor vehicle records, and motor vehicle registratioin and excise tax. Information on motor vehicle records may not be given over the phone except to police officers, state troopers or sheriffs. Motor vehicle record information may be obtained by mail or in person at the public counter in the Transportation Building in St. Paul. The Section will send annual tax notices to owners who indicate that they have not received their notice.

(2) For information; write, visit or call;

Driver and Vehicle Services Division

Customer Services Section

161 Transportation Building

St. Paul, Minnesota 55155

(612) 296-6911

(3) There are no forms for information requests.

(4) The Section charges one dollar for record search by license plate number and two dollars for search by name or vehicle identification number.

(5) The Section answers most questions immediately. Record information which is requested by mail requires at least four days.

B. (1) The Section accepts title applications, issues plates/stickers and receipts at the public counter, mails plates/stickers and receipts for applications received by mail and handles title transfers. The Section also handles duplicate title and plate applications. The Section also mails Amateur Radio Operator, Citizen Band and Personalized Plates to qualified applicants.

(2) For information or to make an application, contact:

Driver and Vehicle Service Division

Customer Services Section

161 Transportation Building

St. Paul, Minnesota 55155

(612) 296-6911

(3) Forms used include:

Title and Registration application

Duplicate Title and Plate application

— DPS 2000

— DPS 2067

Grant, Reassign or Release a lien	— DPS 2017
Refund Request form	— DPS 2511
Correct Certificate of Title	— DPS 2025
(4) Taxes and fees are:	
Passenger Vehicles are taxed on their base value with a declining tax over a ten year period. Minimum tax is	— \$12.00
Motorcycle tax	— 5.00
Semi-trailer tax	— 11.00
Pioneer (Antique) car tax	— 6.00
Classic Car tax	— 6.00
Collector-type vehicle tax	— 20.00
Handicapped plates	— no charge
Tax Exempt Plates	— 1.25
Personalized Plates	— 50.00
Amateur Radio Operators and Citizen Band	— 2.50
All other trucks, trailers, recreational vehicles and buses are taxed on basis of gross weight.	
Excies (sales) tax is 4% of vehicle sale price.	
Title fee	— 20.00
File lien on title	— 2.00
Reflectorized Plate fee	
a) a pair	— .50
b) single plate	— .25
Duplicate title	— 4.00
Duplicate title card	— .50
Reassign security interest	— 1.00
Amend registration	— 3.00
PCA (recycling tax)	— 1.00
Filing fee in person	— 1.50
Filing fee by mail	— 1.50

TITLE EXAMINING SECTIONJohn Wildes, *Supervisor*

1. The Title Examining Section regulates the 145 Deputy Registrars located throughout the state who issue plates/stickers and handle title applications and transfers. The Section licenses and bonds motor vehicle dealers in the state. The Section has training officers and inspectors who train Deputy Registrars, monitor licensed dealers and assist motor vehicle owners with registration problems. The Section examines documents submitted to the public counter, a Deputy Registrar or through the mail. The Section will refund motor vehicle registration and excise tax to qualified applicants. For example, if a new car owner destroys the car in an accident, the owner may be entitled to a registration refund.

2.A. All Deputy Registrars are approved by the Commissioner of Public Safety and the Division Director. A list of current Deputy Registrars and their locations is available from the Section. The Section informs applicants of any additional information that must be submitted for registration or title application.

B. For information, contact:

Driver and Vehicle Services Division
 Title Examining Section
 2nd Floor Transportation Building
 St. Paul, Minnesota 55155
 (612) 296-6911

C. Forms and fees are the same as those for the Customer Services Section. Forms DPS 2027, DPS 2024 and DPS 2301 are used by motor vehicle dealers and finance companies.

D. Mailed applications or requests for Section services generally require two to three weeks. In person and phone requests often are handled immediately.

BICYCLE REGISTRATION SECTION

Carl Peaslee, *Supervisor*

1. The Bicycle Registration Section licenses all bicycles for requesting owners. The Section will license bicycles at the central office, and through Deputy Registrars and bicycle dealers appointed as registrars.

2.A. For information, contact:

Driver and Vehicle Services Division
Bicycle Registration Section
161 Transportation Building
St. Paul, Minnesota 55155
(612) 296-6911

B. The proper form is provided by the Section.

C. The license fee is three dollars plus a fifty cent service cost. A duplicate license or registration card costs one dollar plus the fifty cent service fee.

D. The license is good for three years.

PRORATE AND RECIPROCITY SECTION

Andrea Peura, *Supervisor*

1. The Prorate and Reciprocity Section issues plates/stickers to Minnesota based trucks and trailers operating interstate. The Section provides trip permit and temporary authorization for operation in Minnesota.

2.A. For information and applications, contact:

Driver and Vehicle Services Division
Prorate and Reciprocity Section
167 Transportation Building
St. Paul, Minnesota 55155
(612) 296-2138

B. Forms are available from the Section.

C. Fees depend on gross weight of vehicle licensed. The standard filing fees are also charged.

D. Trip permits and temporary authorization may be obtained during the working day (7:30 a.m. to 4:30 p.m.).

PARTIAL PAY UNIT

Ed Kopcinski, *Supervisor*

1. The Partial Pay Unit registers trucks and truck-tractors other than prorate with an annual tax greater than \$300 per unit by accepting a down payment and two installments.

2.A. For information contact:

Driver and Vehicle Services Division
Partial Pay Unit
157 Transportation Building
St. Paul, Minnesota 55155
(612) 296-6911

- B. Forms are supplied by the Unit.
- C. The down payment is \$300 or one third of the tax due whichever is greater and the two installments are each equal to half the remaining balance.
- D. Installment payments are due May first and September first.

LICENSING, RECORDS AND CONTROL SECTION

Ernest Scheidness, Supervisor

1. The Licensing, Records and Control Section processes applications, issues drivers licenses and maintains an accurate record of all violations, accidents and Department actions on an individual basis. They maintain these records for at least five years. These records include all violations and accidents that occur in other states and Canada as well as Minnesota.

2.A. The Section will provide a copy of violation and license status of an individual. The Section also issues donor certificates (allowing the use of all organs for transplants) and non-qualification cards (identification cards for non-licensed residents). The Section also issues provisional class B and class C licenses. A provisional license does not allow a person to drive for hire. License renewals may be made at all Clerk of Court Offices.

B. For license applications, non-qualification cards, donor certificates or the location of the nearest Drivers License Examination Station, contact:

Driver and Vehicle Services Division
Licensing, Records and Control
108 Transportation Building
St. Paul, Minnesota 55155
(612) 296-6911

C. License application forms are the same for class A, B, C, duplicate and provisional. A request for a copy of violation and license status must include name, date of birth, license number and return address.

<i>D. TYPE OF LICENSE</i>	<i>LICENSE FEE</i>
Class A, valid for all types of vehicles	\$15.00
Class B, valid for all single-unit vehicles	10.00
Class C, valid for all single-unit and two axles vehicles under 24,000 pounds gross weight	5.00
Provisional Class B	5.00
Provisional Class C	3.00
Duplicate, all licenses	1.50

There is an additional 50 cent fee charged at state offices and an additional one dollar fee at county offices. A mailed or in person request for a copy of driving record is \$2 and an additional 50 cent charge to certify the copy.

E. Provisional licenses expire on the eighteenth birthday. Regular Class A, B and C licenses expire on the birthday four years after issuance. Normal time for issuance of licenses is three weeks from application. Allow five days for a copy of violation and license status. For an in-person request allow two and a half hours.

DRIVER EVALUATION SECTION

Martin L. Miletich, Supervisor

1. The Driver Evaluation Section interviews individuals whose driving record warrants possible license suspension, cancellation or revocation. The Section holds hearings for drivers with suspended, cancelled or revoked licenses.

2.A. The Section interviews, by appointment, drivers who may possibly lose their licenses. These interviews inform the individual of the possible action that may be

taken if the poor driving habits continue. Interviews are held at either County Clerk of Courts Offices, or Drivers License Examination Stations and the Section offices. The Section will hold a hearing for any person whose license has been revoked, suspended or cancelled. The person may qualify for a limited license. A limited license allows an individual to continue to drive for specific purposes. No appointments are given for license hearings. Requirements for a limited license are shown on the Notice of Withdrawal of the license.

B. For information, a hearing or an interview, contact:

Driver and Vehicle Services Division
Driver Evaluation Section
108 Transportation Building
St. Paul, Minnesota 55155
(612) 296-6911

C. There are no forms or fees.

D. Hearings are held on a first come, first serve basis. Hearings are held during normal office hours; 8:00 A.M. to 4:30 P.M. Generally, a hearing requires a two to three hour wait. Interviews are held Monday through Friday by appointment.

ACCIDENT RECORDS SECTION

Robert Knutson, Supervisor

1. The Accident Records Section maintains a file of accident records, compares all accidents and places them on file, verifies insurance for all vehicles in reported accidents and records location and cause of every reported accident.

2.A. A request for a photo copy of the officer's report may be made only by persons involved in the accident.

B. For accident reporting forms or photo copy of officer's report, contact:

Driver and Vehicle Services Division
Accident Records Section
110 Transportation Building
St. Paul, Minnesota 55155
(612) 296-6911

C. There is a form used to request the officer's report, but it is not required for a request. Using the form enables faster processing. If the form is not used; then this information is required: name of persons involved, date and location of accident and a statement from an involved person authorizing photo copy.

D. The fee for a copy of the officer's report is two dollars.

E. A mailed request takes five working days. An in-person request takes one hour.

NO-FAULT INSURANCE SECTION

Marlene Swanson, Supervisor

1. The No-Fault Insurance Section identifies uninsured motorists by verifying motorist certified insurance statements from motor vehicle registration records and monitoring insurance information from all reported accidents. If the Section has no record of a motorist's insurance, they will contact the motorist. If the motorist does not provide proof of insurance, the Section will suspend the license.

2. For information on license suspension due to lack of insurance, contact:

Driver and Vehicle Services Division
No-Fault Insurance Section
116 Transportation Building
St. Paul, Minnesota 55155
(612) 296-6911

DRIVER EDUCATION SECTION
Rollis Odendahl, Supervisor

1. The Driver Education Section assists county courts with alcohol safety legislation, DWI (Driving While Intoxicated) and driver improvement clinics, driver education programs and licensing commercial driver training schools. The Section will provide locations of all clinics and answer all questions concerning driver education or driver training schools.

2. For information, contact:

Driver and Vehicle Services Division
Driver education Section
314 Transportation Building
St. Paul, Minnesota 55155
(612) 296-6911

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DRIVER EXAMINING SECTION
Harold Peterson, Chief Examiner

1. The Driver Examining Section conducts written and road tests to all persons attempting to qualify for all classes of driver license. Tests are given throughout the state. Contact the local Clerk of Courts Office for location and time of examination in that area. The Section prints a *Driver Manual* which is available to the public.

2.A. For information or to receive the *Driver Manual*, contact:

Driver and Motor Vehicle Services Division
Driver Examining Section
151 Transportation Bldg.
St. Paul, Minnesota 55155
(612) 296-6911

B. There are no forms or fees for regular tests. There is a fee for motorcycle and school bus endorsement tests of \$2.50. The fee for a test required because of DWI is \$2.50.

C. There are no appointments for the written test, but road tests usually require an appointment. The *Driver Manual* may be received immediately from an examining station or Clerk of Courts Office.

LIQUOR CONTROL DIVISION
Joseph V. Novak, Director

1. The Liquor Control Division issues certain licenses, approves others, regulates advertising, assures purity of content of intoxicating liquor and true statements of content, and provides investigative assistance to local enforcement agencies.

ENFORCEMENT AND INSPECTION SECTION
Walter E. Perlt, Liquor Enforcement Chief

1. The Enforcement and Inspection Section answers inquiries on the interpretation of liquor laws, makes investigations of liquor violations and all pre-license and compliance inspections. If the inspection concerns a license issued by the division, the Section has the power to suspend the license or initiate court proceedings against the offender.

2.A. For assistance contact:
 Liquor Control Division
 Enforcement and Inspection Section
 480 Cedar Street
 Hanover Building
 St. Paul, Minnesota 55101
 (612) 296-6979

B. There are no forms or fees.

C. A pre-license inspection usually requires two to five days after papers are received in this office.

LICENSING SECTION

John Muer, Assistant Director

1. The Licensing Section processes all licenses and permits approved by the Liquor Control Division. Some of the licenses are issued directly by the division and some are issued by the County Board or municipality and approved by the division.

2.A. For information, application forms, or bond forms contact:
 Liquor Control Division
 Licensing Section
 480 Cedar Street
 Hanover Building
 St. Paul, Minnesota 55101
 (612) 296-6430

B. All application forms, surety bond forms, or any necessary certificate is available from the Division. For a license which is issued by a municipality or county board, the application forms are available at the city clerk or county auditor's office.

C. The Surety Bond for all licenses is:

 \$1000-3000 off-sale liquor
 3000-5000 on-sale liquor

(1) Licenses issued directly by this division are:

<i>Type of License</i>	<i>Fee</i>
Manufacturers & Wholesalers Liquor License	\$5000.00
Wholesalers of Wine License	500.00
Sacramental Wine License	25.00
Brewers License	1000.00
Import Brewers License	100.00
Wholesale Strong Beer License	200.00
Wholesale 3.2 Beer License	10.00
Common Carriers of Retail Liquor License (Duplicate)	100.00 10.00
Common Carriers of Retail Sunday Liquor License (Duplicate)	50.00 5.00
Import Liquor License	150.00
Transfers of Liquor, Wine Wholesale and Import Licenses	10.00

(2) Permits issued directly by this division.

CONSUMPTION AND DISPLAY OF INTOXICATING LIQUOR PERMITS (C & D PERMIT)

<i>Type of License</i>	<i>Fee</i>
Public and Private Permits	\$ 100.00
Regulatory Permits:	
Distillery and Winery Representative Identification Card	5.00

Retailers or Pharmacists identification card	5.00
Salesmen Identification Card	5.00
Vehicle Permit	5.00
Doctor's Alcohol Permit	5.00
Food Manufacturers Permit	5.00
Hospital or Sanitarium Permit	5.00
Pharmacist purchase Alcohol Permit	5.00
Druggist Medicinal Liquor Permit	5.00

(3) *On-Sale Licenses issued by county board of municipality.*

Club On-Sale-Municipality	\$ 100.00
Club On-Sale	Fee set by county
County Off-Sale	Fee set by county
Wine On-Sale	Fee set by city or county

(4) *Off-Sale Intoxicating Liquor Licenses issued by Municipality.*

Fees are determined by the size of the city.

Cities of the First Class	\$1000.00
Cities with a population of 5000 or less	100.00
Cities between 5000 and 10,000	150.00
Cities over 10,000 with the exception of Cities of the First Class	200.00

BRAND LABELS AND REGISTRATION SECTION

Don Manney, Superintendent of Labels and Imports

1. The Brand Labels and Registration Section registers all alcoholic beverages imported and sold in Minnesota. All distilled spirits and wines imported into the state must come in with a manifest. This manifest shows if the consignee and consignor are properly licensed, if the label is currently registered in this office, and the size and type of cargo in the shipment. If this manifest is in error, the Section can put a Stop Order on sales of the shipment. The Section handles all inquiries from the public and industry regarding registration, importation, and product identification.

2.A. For information contact:

Liquor Control Division
 Brand Labels and Registration Section
 480 Cedar Street
 Hanover Building
 St. Paul, Minnesota 55101
 (612) 296-6936

B. There are no forms or fees.

C. All requests for information are handled as they are received.

DEPARTMENT OF PUBLIC SERVICE

**160 East Kellogg Boulevard
 American Center Building
 St. Paul, Minnesota 55101
 (612) 296-7106**

MINN. STAT. CH. 216, 216A, 216B, 218, 219, 221, 223, 231, 232, 233, 236, 237, 239, 336, and 458.

The Public Service Department is an arm of the executive branch of government and is divided into two sections: the administrative division and the Public Service Commission.

SECRETARY OF THE COMMISSION
(612) 296-7107

1. The Minnesota Public Service Commission regulates telephone, gas and electric utilities, weights and measures devices, transportation rates and authority, public grain warehouses and general storage warehouses with the exception of cold storage.

The Commission conducts investigations, holds hearings, prescribes rules and issues orders governing the conduct of regulated industries. The Commission supervises the management and customer service of these industries, determines proper tariffs, fares, charges and rates, prescribes uniform accounting systems, and authorizes the issuing of franchises, permits or certificates of public convenience and necessity.

2.A. The public may file with the Secretary of the Commission a complaint against any regulated industry, a request for a license, permit or other authority sought, or a request for exemption from any public service law. All public requests (petitions) are sent to the responsible division to be handled. Final authority rests with the Commission and they act on each petition as it is received.

B. All public petitions or complaints must be filed with the Secretary of the Commission by contacting in writing:

Department of Public Service
Secretary of the Commission
160 East Kellogg Boulevard
American Center Building
St. Paul, Minnesota 55101

C. All petitions are handled as they are received.

ADMINISTRATIVE DIVISION
Larry Anderson, *Department Director*

The Administrative Division of the Department of Public Service is responsible for enforcing orders and directives of the Commission. Staff of this division are responsible for utility service, rate investigations, and customer complaints. The director is responsible for developing administrative policies and procedures. The administrative division is comprised of five divisions, each headed by a division director. These divisions are: Utilities Division, Commission Support Division, Warehouse Division, Weights and Measures Division, and Research and Planning.

COMMISSION SUPPORT DIVISION
Leo J. Ambrose, *Director*

1. The Commission Support Division sends all official filings received by the Secretary of the Commission to the appropriate department division. The Division serves all Commission orders relating to gas, electric and telephone utilities, warehouses (other than cold storage), transportation rates, motor vehicle transportation and weights and measure rules.

DOCKET CONTROL SECTION
Sharon Schmidt

1. The Docket Control Section maintains a schedule of all evidentiary hearings, oral arguments, and meetings of the Commission. The Section publishes a weekly calendar of hearings and decisions of the Commission. The Section keeps a copy of all hearing transcripts available to the public. The Section provides information to the public on the specific documents needed to file a petition with the Secretary of the Commission.

2. For information on the Commission's schedule, filing of specific documents, subscription to the calendar, or to inspect a docket file contact:

Department of Public Service
Commission Support Division
790 American Center Building
160 East Kellogg Boulevard
St. Paul, Minnesota 55101
(612) 296-7124

3. There are not forms for these services.

4. The subscription fee for the weekly calendar is \$54.00 per year. The year begins April 1 and ends March 31. All subscriptions starting after April 1 will be pro-rated on a monthly basis.

5. All requests are handled as they are received. Many questions can be handled immediately over the phone. The docket files are available for public inspection between 8 a.m. and 4:30 p.m. weekdays.

MOTOR BUS AND TRUCK SECTION

Jack Moran

1. The Motor Bus and Truck Section provides information to the public concerning motor bus and truck matters ruled on by the Commission. All requests are handled immediately and without charge.

2. For information contact:

Department of Public Service
Motor Bus and Truck Section
160 East Kellogg Boulevard
St. Paul, Minnesota 55101
(612) 296-2349

TRANSPORTATION RATES SECTION

Jerry Pedersen

1. The Transportation Rates Section provides information to the public concerning transportation rates ruled on by the Commission. All requests are handled immediately and without charge.

2. For information contact:

Department of Public Service
Transportation Rates Section
160 East Kellogg Boulevard
St. Paul, Minnesota 55101
(612) 296-2349

POLICY ANALYSIS SECTION

Steve Finn

1. The Policy Analysis Section provides information to the public relating to Commission policy and case precedents. A case precedent is a previous case ruled upon which may aid the presentation of a similar case. All requests are handled immediately and without charge.

2. For information contact:

Department of Public Services
Policy Analysis Section
160 East Kellogg Boulevard
St. Paul, Minnesota 55101
(612) 296-8304

QUALITY CONTROL ANALYSIS SECTION

Penny McCarron

1. The Quality Control Analysis Section provides information on recommended orders submitted by the Office of Hearing Examiners referring to a contested case. All requests are handled immediately and without charge.

2. For information contact:

Department of Public Service
Quality Control Analysis Section
160 East Kellogg Boulevard
St. Paul, Minnesota 55101
(612) 296-8304

WEIGHTS AND MEASURES DIVISION

1015 Currie Avenue
Minneapolis, Minnesota 55403

1. The Weights and Measures Division tests all weighing and measuring devices used in commercial transactions; inspects pre-packaged items to insure proper weight and number of product; and maintains accurate testing standards. A testing standard is the unit of measure used as the base for all like measurements. For example, they maintain the pound that is the standard weight for a pound in Minnesota.

WEIGHTS AND MEASURE DEVICE ACCURACY DETERMINATION SECTION

Edward Skulzacek, *Section Chief*

1. The Weights and Measures Device Accuracy Determination Section annually inspects heavy-duty scales, hopper scales, and L.P. gas dispensers. Livestock and hopper scales may be inspected on a semi-annual basis, but a fee is charged for the second visit. The Section inspects each light-duty scale and petroleum dispenser once every 18 months. The Section also inspects all new heavy and light duty scale installations. There is a fee charged for this inspection. A heavy-duty scale is any scale with a capacity over 4000 pounds. Any other scale is a light-duty scale. This Section answers consumer complaints and inquiries regarding weights and measure activities. Complaints can be made by phone or in a letter to the Division. The Section has the authority to put a scale out of operation.

2. To obtain fee schedules and specific information, or register complaints, contact:

Weights and Measure Division
1015 Currie Avenue
Minneapolis, Minnesota 55403
(612) 333-3249

3. There are no specific forms to request an inspection.

4. Inspection fees vary with the size and type of scale and the time needed to conduct the inspection.

5. Inspections, tests or complaint investigations will be handled within one week of request.

COUNT AND MEASUREMENT VERIFICATION SECTION

George MacDonald, *Section Chief*

1. The Count and Measurement Verification Section inspects packaged consumer goods to insure proper weight or amount, investigates complaints involving weights

and measures, and enforces proper methods of sale and business practices. The Section has the power to take a business to court where they may be fined.

2. To register complaints or obtain information, contact:

Weights and Measure Division
1015 Currie Avenue
Minneapolis, Minnesota 55403
(612) 333-3249

A. There are no forms or fees. Complaints may be made by phone, but are preferred in writing.

B. Usually complaints are resolved within three days in the Twin City metropolitan area and one week in the rest of the state.

MAINTENANCE OF TESTING STANDARD EQUIPMENT SECTION

Raymond Tharalson, *Metrologist*

1. The Maintenance of Testing Standards Equipment Section calibrates field standards (models used in inspection) of length, mass and volume for all Minnesota law enforcement agencies and industries. The Section can furnish proof that all field standards have their origin from the National Bureau of Standards. The National Bureau of Standards maintains the models of measures for the nation. The Section licenses repairpersons with placing-in-service authority. Placing-in-service authority is required before a scale that has been taken out of operation by the Accuracy Determination Section may be used. The Section also calibrates all field standards used to repair a defective scale.

2.A. Information on field standards and application forms for becoming a repairperson can be obtained at:

Weights and Measure Division
1015 Currie Avenue
Minneapolis, Minnesota 55403
(612) 333-3249

- B. A repairperson application form is required.
- C. The annual repairperson license fee is \$10.
- D. All requests are handled as they are received.

UTILITIES DIVISION

Robert Carlson, *Director*

1. The Utilities Division regulates all telephone, electric and gas utility rates, customer service, service areas, accounts, records, construction, acquisition and answers consumer complaints. Municipal utilities are exempt from most of the rate provisions of the law, but are included in account systems, service areas, complaints, acquisition and construction.

UTILITY RATES SECTION

Richard McMillen, *Section Chief*

1. The Utility Rates Section processes tariff and rate matters relating to Minnesota telephone, electric, and gas utilities (excluding municipalities), investigates filings for rate changes by utilities and maintains updated files on all utility rates by class and utility's rate and service policies. They provide no services directly to the public, but represent the public position in rate proceedings.

FINANCIAL EVALUATION SECTION
William Deppe, Section Chief

1. The Financial Evaluation Section evaluates financial data concerning request for rate changes, certifies utility security assurance, affiliated interests and capital structure filings, monitors fuel adjustments, purchase power adjustments and purchase gas adjustments according to Public Service Commission policy, and assists regulated utilities in the filing procedure for requesting rate changes. They provide no services directly to the public, but represent the public position in utility rate proceedings.

ENGINEERING SECTION

Cliff Swedenburg
Ted Odenwald

1. The Engineering Section evaluates utility capacity, estimates the worth of utility constructions, handles utility depreciation, and depreciation certification, and handles electric and telephone utility service area disputes. They provide no services directly to the public, but represent the public interest in utility rate and boundary proceedings.

RATES AND SERVICE INVESTIGATION UNIT

Betty Ware

1. The Rates and Service Investigation Unit answers consumer inquiries and complaints against regulated gas, electric and telephone utilities, mediates disputes between customers and utilities which have reached an impasse and provides information on utility service rules and standards.

2.A. Any person with questions or complaints regarding service, rates or billing should contact:

Utilities Division
160 East Kellogg Boulevard
St. Paul, Minnesota 55101
(612) 296-7126

B. There are no forms or fees.

C. A complaint takes a varying amount of time to resolve. It depends on the complexity of the complaint and the response of the utility. The Unit does try to respond to the complaint within one week of the complaint.

CENTRAL FILES SECTION

Lorraine Pelton

1. The Central files Section stores all completed files on matters under the jurisdiction of the Department. Central Files makes available to the public copies of the governing statute, rules established by the Public Service Commission, a history of the establishment and evolution of rules for regulated utilities, orders from the PSC covering authority, areas of service, rates and service to the public and also records of annual financial reports, tariffs, completed hearing dockets and transcripts. Central Files has work space and viewing booths available for public use. The public may receive a service map showing the area a specific utility serves (service area) and copies of records from Central Files. Central Files has copies of precedent orders (an initial decision in an area previously not dealt with by the PSC) available to the public.

2. For information or to order a service, contact:

Utilities Division
Central Files
160 East Kellogg Boulevard
St. Paul, Minnesota 55101
(612) 296-7100

3. There are no specific order forms.
4. Service maps cost one dollar each. All Xerox copies are 25 cents per page. Printouts from microfilm are two dollars for the first page and one dollar for each additional page if researched by the department personnel. If the order is researched by the client, then additional pages are only 50 cents. When certified copies are required, there is an additional charge of two dollars per certification.
5. Requests are processed within 24 hours. Often, they can be handled immediately.

WAREHOUSE DIVISION

Gene O'Brien, *Director*

1. The Warehouse Division licenses grain warehousepeople, grain and hay buyers, commission merchants and general storage warehouses. There are nine specific licenses:

- 1) A Public Local Grain Warehouseman stores grain for others and receives compensation from this service;
- 2) A Private Local Grain Warehouseman is licensed to buy grain, but not to store the grain.
- 3) A Grain Bank is a feed processing plant. They receive grain and return it to the owner as livestock feed;
- 4) A Grain Buyer is any person, firm or corporation (other than a licensed warehouseperson) who buys grain for resale;
- 5) A Truck Grain Buyer is any person who buys grain and uses trucks or tractor-trailers to haul the grain;
- 6) A Commission Merchant receives or solicits shipments of grain, hay or straw for resale;
- 7) A Flax Straw, Flax Tow or Hay Buyer buys flax straw, flax tow or hay for resale;
- 8) A Public Terminal Warehouseman operates a terminal warehouse (a warehouse located within the limits of a terminal point; usually a railroad);
- 9) General Storage Warehouses are buildings or parts of buildings used for storing goods, wares or other merchandise (except grain and cold storage) for compensation.

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

2.A. To receive an application form or file for a license contact:

Warehouse Division
7th Floor, American Center Building
St. Paul, Minnesota 55101
(612) 296-8543

For questions dealing with general storage warehouses contact:

E. E. Henderson
7th Floor, American Center Building
St. Paul, Minnesota 55101
(612) 296-8543

B. Each different license has a specific application form available from the Warehouse Division. The Division may require additional information depending on the license.

1. Public Local Warehousepersons must submit to the Division a list of charges, a copy of legal warehouse receipts, and the scale ticket to be issued;
2. Private Local Warehousepersons must submit a sample of the legal scale ticket to be issued;
3. Grain Bank Operators must submit a tariff (a list of charges) and a sample of the legal grain bank warehouse receipt to be issued. An applicant must be licensed as a Public or Private Local Grain Warehouseman;
4. Truck Grain Buyers must obtain a license for each vehicle used;
5. Public Terminal Warehousepersons must publish their tariff in the local newspaper and submit a copy of the tariff to the Division;
6. Warheousepersons must submit tariffs for approval and issue warehouse receipts as provided in title 7 of the Uniform Commercial Code Chapter 336.

C. All licenses require a license fee and a bond. If there is more than one elevator or location, then each must be licensed. If the Grain Storage Bond is set as a minimum, then the bond must be maintained at all times in an amount equal to 50 percent of the local market value of all grain outstanding on warehouse receipts up to the maximum amount set by the Commission.

(1) Public Local Grain Warehousepersons:

License fee:

Under 100,000 bushels capacity	— \$30
100,000 bushels or over, but under 500,000 bushels	— \$45
500,000 bushels or more	— \$60

Bond:

Condition No. 1 (grain storage)	— Minimum of \$10,000
Condition No. 2 (grain buying)	— \$5,000

(2) Private Local Grain Warehousepersons:

License Fee:	\$25
Bond:	\$5,000

(3) Grain Bank:

License Fee:	\$25
Bond:	Minimum of \$5,000

(4) Grain Buyer:

License Fee:	\$20
Bond:	\$5,000

(5) Truck Grain Buyer:

License Fee:	\$20 per truck or tractor-trailer unit
Bond:	\$3,000 per truck
	\$5,000 per tracktor-trailer unit

(6) Commission Merchant:

License Fee:	\$50
Bond:	\$25,000 minimum for grain \$8,000 minimum for hay or straw

(7) Flax Straw, Flax Tow or Hay Buyer:

License Fee:	\$25
Bond:	\$2,000

(8) Public Terminal Warehousepersons:

License Fee:	\$50
Bond:	\$50,000 minimum based on the capacity of the warehouse at the rate of 15 cents per bushel

(9) General Storage Warehouses:

License Fee:	\$150 for 20,000 sq. ft. or less
	\$200 for over 20,000 sq. ft. and including 100,000 sq. ft.

\$250 for over 100,000 sq. ft. to and including 200,000 sq. ft.
\$300 for over 200,000 sq. ft.

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

Bond: Minimum of \$10,000. The bond must be provided by a surety acceptable to the Commission and in an amount prescribed by the Commission. Legal actions against the bond may be brought only with the consent of the Commission and the Attorney General, and brought in the name of the state.

D. License terms are from July 1 to June 30 of each year except Commission Merchant licenses which run from June 1 to May 31 of each year, and General Storage Warehouse licenses which run from October 1 to September 30 of each year.

DEPARTMENT OF PUBLIC WELFARE

**Commissioner's Office
Centennial Office Building
St. Paul, Minnesota 55155
(612) 296-6117**

**Commissioner
(612) 296-2701**

MINN. STAT. CHAPTERS 245-261

1. The Department of Public Welfare develops and administers a public welfare program that will meet the needs of Minnesota residents by providing financial and medical care to low income persons, social services, rehabilitative and residential services to the mentally ill, mentally retarded, chemically dependent and physically handicapped as provided in federal regulations and state law. Requests for assistance or information should be directed to your county welfare office.

MINNESOTA COUNTY WELFARE DEPARTMENTS

Aitkin County Family Service Agency
(aids) (218) 927-2141
(soc. serv.) (218) 927-3744

Anoka County Social Services
(612) 421-4760

Becker County Welfare Department
(aids) (218) 847-5628
(soc. serv.) (218) 847-5684

Beltrami County Welfare Department
(aids) (218) 751-4310
(soc. serv.) (218) 679-3325

Benton County Social Service Agency
(612) 968-6256

Mahnomen County Welfare Department
(218) 935-2568

Marshall County Welfare Department
(218) 748-5481

Martin County Social Service
Department
(507) 238-4447

Meeker County Social Service
Department
(612) 693-2418

Mille Lacs County Family Service and
Welfare Dept.
(612) 983-6161

Big Stone County Family Service Center (612) 839-2555	Morrison County Social Services (612) 632-9201
Blue Earth County Welfare Department (aids) (507) 625-3031 (soc. serv.) (507) 387-4111	Mower County Welfare Department (507) 433-3416
Brown County Family Service Center (507) 354-8246	Murray County Family Service Center (507) 836-6144
Carlton County Human Services Center (218) 879-4583	Nicollet County Welfare Department (507) 931-1170
Carver County Family Service Department (612) 448-3661	Nobles County Family Service Agency (507) 372-2157
Cass County Department of Social Services (218) 547-1340	Norman County Social Service Center (218) 784-7136
Chippewa County Family Service and Welfare Dept. (612) 269-6581	Olmsted County Department of Social Services (507) 285-8384
Chisago County Welfare and Family Service Dept. (612) 257-1300	Otter Tail County Social Services (218) 739-2271
Clay County Welfare Department (218) 236-0900	Pennington County Social Service Center (218) 681-2880
Clearwater County Social Service Dept. (aids) (218) 694-6512 (soc. serv.) (218) 694-6164	Pine County Welfare and Family Service Dept. (aids) (612) 629-2544 (soc. serv.) (612) 245-2313
Cook County Family Service Department (aids) (218) 387-2900 (soc. serv.) (218) 387-1484	Pipestone County Family Service Center (507) 825-3357
Cottonwood County Family Service Agency (507) 831-1891	Polk County Social Service Center (218) 281-3127
Crow Wing County Social Service Center (218) 829-0311	Pope County Family Service Department (612) 634-4591
Dakota County Welfare Department (612) 451-1741	Ramsey County Welfare Department (612) 298-5351
Dodge County Social Services (507) 635-2211	Red Lake County Welfare Department (218) 253-4131
	Redwood County Welfare Department (507) 637-2926

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Douglas County Social Welfare Center (612) 763-5183	Renville County Family Service Department (612) 523-2202
Faribault County Social Service and Welfare Dept. (507) 526-3265	Rice County Welfare Department (507) 334-4357
Fillmore County Welfare Department (507) 765-3821	Rock County Family Service Agency (507) 283-4481
Freeborn County Welfare Department (507) 373-6482	Roseau County Social Service Center (218) 463-2411
Goodhue County Welfare Department (aids) (612) 388-2891 (soc. serv.) (612) 388-7195	St. Louis County Welfare Department (Duluth) (218) 727-8231 (Hibbing) (218) 262-1008 (Virginia) (218) 741-3500
Grant County Social Service Department (218) 685-4417	Scott County Human Services (612) 445-7750
Hennepin County Welfare Department (612) 348-8125	Sherburne County Social Services (612) 441-1711
Houston County Social Services (507) 724-3344	Sibley County Social Services (aids) (612) 237-2351 (soc. serv.) (612) 237-5266
Hubbard County Welfare Department (218) 732-3339	Stearns County Social Service Center (612) 251-3272
Isanti County Family Service and Welfare Dept. (aids) (612) 689-4900 (soc. serv.) (612) 689-1711	Steele County Social Service Center (507) 451-6740
Itasca County Social Services (218) 326-9441	Stevens County Welfare and Family Service Agency (612) 589-1481
Jackson County Welfare Department (507) 847-4000	Swift County Welfare and Family Service Agency (612) 843-3160
Kanabec County Family Service Department (aids) (612) 679-3465 (soc. serv.) (612) 679-4740	Todd County Social Services (612) 732-6181
Kandiyohi County Family Service Dept. (aids) (612) 235-3014 (soc. serv.) (612) 235-8317	Traverse County Family Service Department (612) 563-8255
Kittson County Welfare Department (218) 843-6741	Wabasha County Department of Social Services (612) 565-4544

Koochiching County Family Services
(218) 283-8405

Lac qui Parle County Family Service
Center
(612) 598-7594

Lake County Welfare Department
(aids) (218) 834-2134
(soc. serv.) (218) 834-2136

Lake of the Woods County Social Service
Dept.
(218) 634-2642

LeSueur County Welfare Department
(toll free-Metro area)
(612) 445-7543
(612) 357-2251

Lincoln County Family Service Center
(507) 694-1452

Lyon County Welfare Department
(507) 532-2201

McLeod County Social Service Center
(612) 864-5551

MEDICAL DIRECTOR' OFFICE
Ronald C. Young, M.D.

1. The Medical Director provides medical consulting services to state hospitals and health care facilities. The Medical Director chairs the Department's Mental Health Medical Policy Committee, which advises the Commissioner on all phases of medical policy in programs operated or funded by the Department. They provide no services directly to the public.

PERSONNEL OFFICE
Barbara Sundquist, *Director*

1. The Personnel Office provides personnel services to all Department employees. They develop training programs, and recruit new employers.

2.A. (1) The Office manages a program for the recruitment, selection, retention and training of central office, state institution, and certain county welfare agency employees.

(2) For information regarding state employment opportunities, contact:
Personnel Office
Department of Public Welfare
4th Floor, Centennial Office Building
St. Paul, MN 55155
(612) 296-2706

B. (1) The Affirmative Action Section helps promote equal opportunities in the

Wadena County Social Service
Department
(218) 631-2832

Waseca County Welfare Department
(507) 835-3240

Washington County Welfare Department
(612) 439-6901

Watonwan County Social Service Center
(507) 375-3329

Wilkin County Family Service Agency
(218) 643-8561

Winona County Department of Social
Services
(507) 452-8200

Wright County Social Service
Department
(612) 339-6881

Yellow Medicine County Family Service
Center
(612) 564-2211

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Department's central office and state institutions, and provides advice and consultation to county welfare departments, area mental health boards and day activity centers.

(2) For information about affirmative action standards and programs, contact:

 Affirmative Action Director
 Department of Public Welfare
 4th Floor, Centennial Office Building
 St. Paul, MN 55155
 (612) 296-3510

C. (1) The Minnesota Merit System supervises the personnel system for county welfare departments, and local and county emergency services and public health agencies, which includes the classification of positions, recruitment, examination and certification of candidates for employment; administration and review of the compensation plan; and development and administration of personnel policies. The Merit System Council, appointed by the Governor, hears appeals on personnel matters, establishes examination policies, and reviews and makes recommendations on proposed changes in the rules and regulations.

(2) For information regarding county employment opportunities, contact:

 Merit System
 Department of Personnel
 4th Floor Centennial Office Building
 St. Paul, MN 55155
 (612) 296-2706

LABOR RELATIONS OFFICE

Herbert Gardner, Director

1. The Labor Relations Office serves as the Department of Public Welfare's management representative in labor relations with union representatives regarding conditions of employment, and the interpretation and administration of the labor agreements resulting from the negotiations. The Director represents the Commissioner in meetings with union representatives and county welfare board members and directors on matters relating to county labor agreements. They provide no services directly to the public.

LEGAL SERVICES OFFICE

Paul Zerby, Deputy Attorney General

1. The Legal Services Office provides all in and out of court legal services required by the Department of Public Welfare. They provide no services directly to the public.

CONTROLLER'S OFFICE

David H. Jensen, Controller

1. The Controller acts as financial consultant to the Department of Public Welfare for the Department of Finance. He is responsible for overseeing the fiscal operations of the Department of Public Welfare and advising the Commissioner on matters relating to the Department's budget. He provides no services directly to the public.

EVALUATION OFFICE

Webster C. Martin, Jr., Director

1. The Evaluation Office monitors the effectiveness and efficiency of the Department's programs and services. Staff members establish standards for the evaluation of programs and conduct research projects. They have also developed an outcome information system, based upon the comments of recipients. They provide no services directly to the public.

AUDIT OFFICE

Robert J. Rau, Director

1. The Audit Division conducts desk and field verifications of annual cost reports submitted to the Department for nursing home and residential services to welfare clients. The Division is also responsible for conducting desk audits of annual inpatient hospital cost reports. They provide no services directly to the public.

SPECIAL SERVICES OFFICE

Ronald Lang, Director

1. The Special Services Office provides office management services for the Central Office, including library services, coordination of the rule-making process, release of policy and instructional material, and implementation of the Minnesota Data Privacy Law for the statewide welfare system.

2.A. (1) The Welfare library provides books, audiovisual material and other materials to the public on welfare subjects. To borrow material and books, identification with signature must be shown and phone number and address must be given.

(2) For information, contact:

Department of Public Welfare
1st Floor, Centennial Office Building
St. Paul, Minnesota 55155
(612) 296-2269

(3) Their only fees are for return postage.

B. (1) Photocopies of medical and psychiatric articles from various health periodicals are available upon request.

(2) For information or to make requests, contact:

Department of Public Welfare
1st Floor, Centennial Office Building
St. Paul, Minnesota 55155
(612) 296-2269

(3) Charges are 25¢ for the first two pages and 15¢ for each additional page.

C. (1) The Department issues ten manuals in the following areas: Administrative, Income Maintenance, Social Service, Institutions, Welfare Information System, Food Stamp, Medical Assistance and Early Periodic Screening, Diagnosis and Treatment. These manuals are designed to help county, state and other agencies carry out their responsibility for public welfare programs. These manuals set forth the fundamental policies, practices and procedures necessary to carry out the work of these agencies.

(2) For further information contact:

Manuals Section
Department of Public Welfare
4th Floor, Centennial Office Building
St. Paul, Minnesota 55155
(612) 296-2794

(3) Organizations may purchase Department manuals at a fee of \$10 per manual. The check should be made out to:

Treasurer, State of Minnesota

Individuals are encouraged to review or study the manuals at local county welfare agencies, the State Department of Public Welfare or city libraries in Minneapolis, St. Paul and Duluth.

SYSTEMS AND DATA FLOW OFFICE
G. Warren Peterson, *Director*

1. The Systems and Data Flow Division assists the Department of Public Welfare in the use of computers to process data and prepare reports. They help to identify data processing needs, analyze procedures and forms, and develop systems and controls. They provide no services directly to the public.

APPEALS OFFICE

Susan Conners, *Appeals Referee*
Donald S. Gralnek, *Appeals Referee*
Everett J. Hedman, *Appeals Referee*

1. The Appeals Office is responsible for conducting appeals where the issue concerns the promptness of a county welfare department's action on a request for assistance or services, eligibility, or termination of assistance or services. Programs within the jurisdiction of the Office of Appeals are Aid to Families with Dependent Children, Minnesota Supplemental Assistance, Medical Assistance, Food Stamps and Social Services.

2. In order to file an appeal or for information contact the local welfare agency or write directly to:

Appeals Office
Department of Public Welfare
1st Floor, Centennial Office Building
St. Paul, Minnesota 55155

BUREAU OF INCOME MAINTENANCE
Robert C. Baird, *Assistant Commissioner*

1. The Income Maintenance Bureau is responsible for programs administered by county welfare departments which provide cash or direct services to eligible residents of Minnesota.

2. For information on these services, contact your local county welfare department.

ASSISTANCE PAYMENTS DIVISION
Barbara T. Stromer, *Director*

1. The Assistance Payments Division is responsible for development and coordination of financial assistance programs. The county welfare agencies determine eligibility and issue payments to individual recipients under guidelines established by this Division. The Section provides no services directly to the public.

AID TO FAMILIES WITH DEPENDENT CHILDREN SECTION
Richard Grabko, *Supervisor*

1. The Aid to Families with Dependent Children Section provides financial assistance to families in which a parent is absent, dead, or incapacitated or in which the father is unemployed and where income and resources are insufficient to meet the family's needs. The county welfare agency determines eligibility for the program. The Section provides no services directly to the public.

CORRECTIVE ACTION SECTION
Joel Kvamme, *Supervisor*

1. The Corrective Action Section analyzes findings of error (Quality Control) if

AFDC, Medical Assistance and food stamp cases, conducts studies, determines the causes of errors, and recommends and implements the policies and procedures to reduce or correct the errors. They provide no services directly to the public.

**EARLY PERIODIC SCREENING, DIAGNOSIS AND TREATMENT SECTION
(EPSDT)**

Nancy Feldman, Supervisor

1. The EPSDT (Early Periodic Screening, Diagnosis and Treatment) Section provides comprehensive health care for all eligible children in the State of Minnesota. Children receive periodic health ascreening to detect health problems at the earliest possible date. More detailed diagnosis and treatment are provided as appropriate. They provide no services directly to the public.

FOOD STAMPS SECTION

Julie Morris, Supervisor

1. The Food Stamp Section enables low-income persons to buy more food of greater variety in order to improve their diets. Participants purchase food stamps at a rate based on their family size and net monthly income. Stamps can then be spent like money at authorized food stores. The Section provides no services directly to the public.

**GENERAL ASSISTANCE-GENERAL ASSISTANCE MEDICAL CARE
(GA-GAMC) SECTION**

Clarence Terpstra, Supervisor

1. The General Assistance and the General Assistance Medical Care Section provides financial help and medical care to people and families whose income and resources are insufficient to meet their needs. Both programs are state and county funded. Applicants must meet property and income limits in order to participate in these programs. The Section provide no services directly to the public.

MINNESOTA SUPPLEMENTAL AID SECTION (MSA)

Neil McKellips, Supervisor

1. The Minnesota Supplemental Aid Section provides cash to individuals who are aged, disabled or blind and meet other eligibility requirements. The Section provides no services directly to the public.

CHILD SUPPORT AND COLLECTION DIVISION

Charles C. Schultz, Director

1. The Child Support and Collection Division is responsible for the policymaking and standard-setting for the child support enforcement activities carried out by units located within each of Minnesota's county welfare departments. The purpose of the Child Support and Collection program is to ensure that those persons having a duty and the ability to support their minor children do so. The Division provides no services directly to the public.

INVOICE PROCESSING DIVISION

Bradley J. Stoneking, Director

1. The Invoice Processing Division processes claims for payment of medical services provided to welfare recipients under the Title XIX Medicaid Program of the

Federal Social Security Act. This Division enrolls and trains the providers of medical services in program requirements. The Division provides no services directly to the public.

MEDICAL ASSISTANCE DIVISION

Robert G. Randle, Director

1. The Medical Assistance Division provides medical assistance to persons whose financial resources are insufficient to meet the cost of necessary medical care and provides rehabilitation and other services to help such persons attain or retain capability for independence or self-care. The Division supervises the Medical Assistance Program administered by Minnesota's 87 county welfare agencies.

2.A. (1) The Division reduces tax dollars spent for the Medical Assistance Program. They pursue collection of health insurance benefits, Worker's Compensation benefits, and auto insurance benefits for welfare recipients. They are also responsible for assuring that a settlement, satisfactory to the Department of Public Welfare, is made in any civil action taken by a recipient where Medical Assistance has made payment for the medical expenses.

(2) Further information concerning the Benefit Recovery Program can be obtained by contacting:

Department of Public Welfare
690 North Robert Street
Box 30170
St. Paul, Minnesota 55175
(612) 296-6964

B. (1) The Division provides professional health care consultation to the entire Medical Assistance program for the State of Minnesota by reviewing all procedures requiring prior authorization, the billings of medical service procedures, and by providing professional advice on the administration of the Medicaid program.

(2) Inquiries should be directed to:
Department of Public Welfare
Medical Advisory Unit
690 North Robert Street
P.O. Box 30170
St. Paul, Minnesota 55175
(612) 296-8822

SURVEILLANCE AND UTILIZATION REVIEW DIVISION

Thomas A. Gaylord, R. Ph., Director

1. The Surveillance and Utilization Review Division operates a statewide system to identify misuse of the Medical Assistance program by both providers and recipients, and, where appropriate, to take corrective action. The Division also uses a computerized system to reveal potential defects in the level of care or quality of service provided in the program. Cases originate from recipients, providers, county welfare departments, special computer reports and the public.

2.A. The Division handles all documented evidence of recipient or provider fraud or abuse.

B. To file a complaint, or for information, contact:
Department of Public Welfare
690 North Robert Street
P.O. Box 30170
St. Paul, Minnesota 55175
(612) 296-2680

CATASTROPHIC HEALTH EXPENSE PROTECTION PROGRAM (CHEPP)
SECTION

Paul H. Forseth, *Supervisor*

1. The purpose of the Minnesota Catastrophic Health Expense Protection Program (CHEPP) is to provide financial assistance for the cost of catastrophic out-of-pocket medical expenses incurred by people who are not eligible for other programs of welfare medical assistance.

2. For information or to apply for benefits, contact the local county welfare office or:

CHEPP-Public Welfare
P.O. Box 43170
St. Paul, Minnesota 55164
(612) 296-4729

BUREAU OF COMMUNITY SERVICES

Michael J. Weber, *Assistant Commissioner*

1. The Bureau of Community Services, administered by the county welfare agencies, oversees services to families, child welfare, services to adults, services under Title XX of the Federal Social Security Act, the work incentive program (WIN), mental health and mental retardation programs. The county departments provide referral services to the aged under the Older Americans Act and to alcohol and drug abuse programs. The Bureau directly administers Blind Services including vocational rehabilitation for the blind. The Bureau also administers all program grant-in-aid funds, oversees departmental licensing activities, supervises state guardianship, and provides the long-range planning, coordination, and supervision of authorized child welfare and social services.

2. For information, contact your local county welfare department.

AGING PROGRAM DIVISION

Gerald A. Bloedow, *Director*

1. The Aging Program Division, in addition to planning and funding programs for senior citizens and conducting analysis of existing programs, also administers the Minnesota Nutrition Program for the Elderly, the state Foster Grandparent Program; the state Senior Companion Program, and an experimental Dental Care Program for Senior Citizens. The Governor's Citizens Council on Aging advises the Department in administering programs for the aged.

2.A. The Division provides assistance in planning programs for older people, information on aging and services available to the old, and a bimonthly newsletter which is available to the interested public. Elderly people should contact county welfare departments, community service programs funded by the Council on Aging through Title III of the Older Americans Act, and nutrition centers in order to receive services directly. Grant applications and information on funding from the Older Americans Act can be obtained directly from Area Agencies on Aging.

B. For further information, contact:

Aging Program Division
Room 204, Metro Square Building
St. Paul, Minnesota 55101
(612) 296-2770

CHEMICAL DEPENDENCY DIVISION

James T. Wrich, *Director*

1. The Chemical Dependence Division plans, funds and evaluates programs and services for the treatment of chemical dependency. Particular emphasis is placed on prevention, early identification and rehabilitation services.

A. 1. The Division provides technical assistance to mental health centers and public and private agencies in planning, maintaining and evaluating chemical dependency programs. They also provide informational brochures on alcohol and drug abuse to the general public.

2. For information on these services, contact your local county welfare department and/or:

Chemical Dependency Division
Department of Public Welfare
4th Floor, Centennial Office Building
St. Paul, Minnesota 55155
(612) 296-3991

COMMUNITY PROGRAMS DIVISION

Edward Constantine, *Director*

1. The Community Programs Division is responsible for allocating matching grant-in-aid funds to community-based programs such as daytime centers for mentally retarded children, adults and cerebral palsied individuals; area mental health, mental retardation, and inebriety programs; and mental retardation and cerebral palsied residential construction.

2. For information, contact:

Community Programs Division
Department of Public Welfare
4th Floor, Centennial Office Building
St. Paul, Minnesota 55155
(612) 296-3139

FAMILY AND GUARDIANSHIP DIVISION

Shirley Bengston, *Acting Director*

1. The Family and Guardianship Division provides administrative direction and consultative services to staff at county welfare departments, state hospitals, and other agencies and groups serving developmentally disabled individuals.

2.A. The Division has a public Information and Referral Service to direct individuals to residential settings serving mentally retarded and developmentally disabled persons, and handles inquiries and complaints related to specific local agency services for mentally retarded persons.

A. For information or to register complaints, contact:

Family and Guardianship Division
Department of Public Welfare
4th Floor, Centennial Office Building
St. Paul, Minnesota 55155
(612) 296-2682

LICENSING DIVISION

Barbara Kaufman, *Director*

1. The Licensing Division is responsible for licensing and monitoring all out-of-

home care and residential programs for children and handicapped adults to ensure that these programs meet minimum requirements for the protection of their clients. This responsibility is carried out in cooperation with health and safety inspectors from the Minnesota Department of Health and the Office of the State Fire Marshal. The Division is also responsible for the development and revision of licensing rules and regulations.

2.A. (1) The Division provides information and assistance to people who want to operate day care centers, nursery schools, Head Start programs, and day activity programs. The Day Care Licensing Section inspects, licenses and monitors all licensed group day-care programs in Minnesota. The Day Care Licensing Section also investigates all complaints concerning group day care programs in the state.

(2) For information or to file a complaint, contact:

Day Care Licensing Section
Department of Public Welfare
4th Floor, Centennial Office Building
St. Paul, Minnesota 55101
(612) 296-3768

(3) The licensing fees range from \$0 to \$150 per program per year.

B. (1) The Residential Licensing Section provides information and assistance to people who want to operate group residential programs for children, mentally retarded persons, mentally ill persons, chemically dependent persons, and physically handicapped persons. The Residential Licensing Section also investigates all complaints concerning group residential programs in the state.

(2) For information or to file a complaint, contact:

Residential Licensing Section
Department of Public Welfare
4th Floor, Centennial Office Building
St. Paul, Minnesota 55105
(612) 296-4037

(3) Licensing fees range from 0 to \$150 per program per year.

C. (1) The Family Care Licensing Section monitors the work of local public voluntary agencies in licensing and supervising family foster homes and family day care homes.

(2) For information contact:

Family Care Licensing Section
Department of Public Welfare
4th Floor, Centennial Office Building
St. Paul, Minnesota 55155
(612) 296-3024

(3) There is no fee for a family care license.

D. (1) The Information Section mails packets of information on licensing, lists of licensed programs, and copies of licensing regulations to any interested person, without charge. The Licensing Information Section also accepts inquiries and complaints for investigation by mail or phone.

(2) For information, assistance or licensing forms, contact:

Licensing Information Section
Department of Public Welfare
4th Floor, Centennial Office Building
St. Paul, Minnesota 55155
(612) 296-3971

MENTAL HEALTH PROGRAM DIVISION

James T. (Terry) Sarazin, *Director*

1. The Mental Health Program Division has responsibility for designing, organizing and coordinating the statewide program for mentally ill persons. They provide consultation, information, interpretation and staff training regarding policies, rules and regulations to mental health centers, county welfare departments, state hospitals, and other mental health providers. They provide no services directly to the public.

2. For information, contact your local county welfare department.

MENTAL RETARDATION DIVISION

Ardo Wrobel, *Director*

1. The Mental Retardation Division has responsibility for the planning, development and coordination of programs for mentally retarded and otherwise developmentally disabled persons.

2. For information about mental retardation services, contact your local county welfare department and/or:

Mental Retardation Division
Department of Public Welfare
4th Floor, Centennial Office Building
St. Paul, Minnesota 55155
(612) 296-5650

SERVICES FOR THE BLIND

C. Stanley Potter, *State Administrator*

1. The Services for the Blind Division provides services to visually handicapped persons of all ages whose vision represents a handicap to education, self-care, or employment. The Division provides services for children, vocational rehabilitation programs and self-care and independent living services. Services to blind children and their parents include counseling, and special training. Services to older blind persons are intended to help them remain independent.

2.A. (1) The Business Enterprises Program provides services to blind persons who have business ability in order to establish vending enterprises in state, federal and private buildings. State and federal funds are used to establish these enterprises. Any person who wishes to enter this program must be a vocational rehabilitation client of State Services for the Blind, as well as being legally blind.

B. (1) Communication Center services are available to blind persons of all ages to expose them to current materials, such as newspapers, magazines and current best sellers. This is accomplished through a closed circuit radio network which reaches most of the population of Minnesota. In addition, the Center provides educational materials to blind persons in elementary, secondary, colleges, and vocational schools in tape or in braille. The Center's engineering staff develops specialized equipment to augment job placement and job development services for vocational rehabilitation efforts.

(2) For information, contact:

State Services for the Blind & Visually Handicapped
1745 University Avenue
St. Paul, Minnesota 55104
(612) 296-6038

SOCIAL SERVICE DIVISION

Gary Haselhuhn, Director

1. The Social Services Division is responsible for public social services throughout the state, as required by state law and Title XX and IV of the Social Security Act. Social services are specifically designed to help individuals to achieve or maintain self-support and economic independence or to secure protection from neglect, abuse or exploitation for those unable to protect their own interests. They are administered by county welfare departments and human service agencies throughout the state.

2.A. (1) Funds, through grants, are made available to individuals and groups for the purpose of establishing a child day care facility, operating a child day care facility, providing staff training, establishing a steady fee schedule program, or for general facility planning.

(2) For information contact:

Day Care Unit
Department of Public Welfare
4th Floor, Centennial Office Building
St. Paul, Minnesota 55155
(612) 296-3910

B. (1) The following services area available based on need:

- a. Adoption services to provide for children who are without legally responsible parents.
- b. Day care services to provide personal care during the day;
- c. Employability services to help persons obtain and improve employment;
- d. Family planning services;
- e. Foster care services (children);
- f. Mental health services;
- g. Protection services to correct hazardous living conditions for adults who are unable to protect themselves;
- h. Protection services for children who are the victims of negligence, abuse or exploitation; and
- i. Residential treatment services.

(2) Optional services are available at the discretion of local welfare or human service boards:

- a. Chore service;
- b. Counseling service for families and individuals;
- c. Day care service (adults);
- d. Educational assistance service;
- e. Foster care service (adults);
- f. Health service;
- g. Home delivered and congregate meals service;
- h. Housing service;
- i. Information and referral services;
- j. Legal service;
- k. Money Management service;
- l. Residential treatment;
- m. Social & recreational service;
- n. Transportation service; and
- o. Homemaking service.

(3) To obtain any of these services, contact your local county welfare department.

BUREAU OF RESIDENTIAL SERVICES
Wesley G. Restad, Assistant Commissioner

1. The Bureau of Residential Services manages and supervises all state residential facilities under the jurisdiction of the Department of Public Welfare including those facilities and programs that provide direct care and services for the mentally ill, mentally retarded, chemically dependent, elderly, deaf, blind, as well as special direct services for handicapped children and adults.

ADMINISTRATIVE MANAGEMENT DIVISION
James Walker, Director

1. The Division of Administrative Management provides direction and management regarding budgets, capital improvement requests, staff allocations, building maintenance and renovation, procurement of supplies and equipment, surplus property, and Occupational Health and Safety/Life Safety Programs for the 14 residential facilities. They provide no services directly to the public.

COLLECTIONS-REIMBURSEMENT ADMINISTRATION SECTION
Duane Cooney, Director

1. The Collections-Reimbursement Administration Section of the Division collects revenue due the State of Minnesota for the cost of care and treatment provided to clients in state hospital facilities. Major sources of reimbursement include individuals, private insurance and federal financial assistance programs. They provide no services directly to the public.

PROGRAM AND HEALTH SERVICES DIVISION
Dennis Boland, Director

1. The Division of Program and Health Services provides overall coordination of state residential facilities for the mentally ill, chemically dependent, mentally retarded, and hearing impaired. The Division is responsible for obtaining program and policy compliance by state hospitals including health services monitoring, utilization and review, patient seclusion and restraint, and the medical records system management. They provide no services directly to the public.

STANDARDS COMPLIANCE AND CLIENT SERVICES DIVISION
Thomas Eberhart, Director

1. The Standards Compliance and Client Services Division is responsible for review and development of Bureau policies related to Federal and state health care licensing and certification regulations, Joint Commission on Accreditation of Hospitals certification requirements, and Department program standards. The Division is also responsible for monitoring all Federal and state Regulations related to the education of handicapped persons within the state hospitals and nursing homes. Supervision of the Services for the Deaf program is provided, as well as coordination of state residential facility services for hearing impaired individuals who are hospitalized for mental illness, mental retardation or chemical dependency.

2. A. The Services for the Deaf Section provides; information and referral services related to deafness and hearing impairment; counseling and social casework services to hearing impaired individuals and their families; and consultations to public and private organizations and agencies relative to deafness and hearing impairment.

B. For information on Services for the Deaf, contact:

Services for the Deaf
Department of Public Welfare
1st Floor, Centennial Office Building
St. Paul, Minnesota 55155
(612) 296-3472

DEPARTMENT OF REVENUE

Centennial Office Building

658 Cedar Street

St. Paul, Minnesota 55145

Arthur C. Roemer, Commissioner of Revenue

(612) 296-3401

MINN. STAT. CHAP. 270-299

1. The Department of Revenue administers taxes due the state by collecting individual income and corporation taxes; sales and use taxes; inheritance and gift taxes; motor fuel taxes; excise taxes on liquor and tobacco, and mortgage registration and deed transfer taxes. The Department also collects telephone and railroad earning taxes and taxes paid by the iron ore and taconite mining companies.

The Department makes special state aid payments to cities, towns and counties; evaluates the revenue impact of suggested tax law changes for the governor and legislature.

George Winter, Deputy Commissioner

1. The Deputy Commissioner provides the overall management of the department's daily activities and budget, including planning, directing and monitoring its programs, budget and cost improvement program and the reviewing of Employee Suggestion System.

OFFICE OF THE ATTORNEY GENERAL

C. Hamilton Luther, Deputy Attorney General

1. The Deputy Attorney General provides legal counsel to the Department by representing it in court actions and interpreting tax laws.

OFFICE OF THE RESEARCH ATTORNEY

Dorothy McClung, Research Attorney

1. The Research Attorney provides legal advice to the Commissioner and his staff on tax questions, prepares proposed legislation and regulations, and acts as the representative of the Department at hearings and meetings. The Office provides no services directly to the public.

RESEARCH OFFICE

Daniel Salomone, Director

1. The Tax Research Office develops and publishes information on the state tax structure and state tax collections. It also prepares revenue estimates of state tax collections for use by the governor and the legislature in establishing the state's biennial budget and prepares studies on the financial impact of proposed law changes.

2.A. A variety of free publications are available to the public on state taxes or state tax collections. These include:

(1) 1976 Minnesota Tax Guide, a booklet about all types of state and local taxes, licenses and permits;

(2) Quarterly Sales and Use Tax Report, a statistical bulletin on the amount and source of quarterly sales and use tax collections;

(3) Individual Income Tax, an annual statistical bulletin on state income tax collections; and the

(4) Corporation Income Tax, an annual tabulation of business income tax collected in Minnesota.

B. For copies of above publications, contact:

Department of Revenue
Research Office
Centennial Office Building
St. Paul, Minnesota 55145
(612) 296-3425

OPERATIONS AUDITING OFFICE

Robert Turnquist, *Director*

1. The Operations Auditing Office determines methods to increase the effectiveness of the Department. They provide no services directly to the public.

FINANCIAL SERVICES OFFICE

Richard Ristow, *Director*

1. The Financial Services Office helps the Deputy Commissioner in the preparation and review of the department's budget. They provide all fiscal services to the Department.

2. They provide no services directly to the public.

PERSONNEL OFFICE

Ron Todd, *Director*

1. The Personnel Office recruits, places and trains personnel for the Department, directs the Affirmative Action Program and Employee Performance Appraisal System, represents the Department in labor relations and coordinates actions between the Departments of Personnel and Revenue. They provide no services directly to the public.

SYSTEMS OFFICE

Leroy Mullerleile, *Director*

The Systems Office analyzes data processing needs of the Department. The Office also coordinates the Departments' forms control program and printing requirements to meet their standards. They provide no services directly to the public.

ADMINISTRATIVE SERVICES DIVISION

Jon Schaefer, *Acting Director*

1. The Administrative Services Division provides services for divisions within the Department including the processing of tax returns, accounting, new business applications and securing office space, supplies, equipment and miscellaneous services.

CASHIER SECTION

Dennis Louis, *Supervisor*

1. Taxpayers may bring their tax return for payment in person to the Cashier Section.

2. To pay your tax in person, contact:

Department of Revenue
Cashier Section
1st Floor, Centennial Building
658 Cedar Street
St. Paul, Minnesota 55145

REFUND SECTION

Anne Pierce, *Supervisor*

1. The Refund Section controls, records and issue tax refunds.

2.A. Refund checks payable to a deceased person may be reissued to a sister or brother on request. Duplicate refund checks may be released if a refund is lost or stolen.

B. For forms and assistance concerning refunds, contact:

Department of Revenue
Refund Section
Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55145
(612) 296-2041

C. Forms needed for reissuing a refund are:

(1) Form 506, Statement of Claim to Refund due Deceased Taxpayer.

(2) Form 506-A, A Waiver of Claimant to Refund Due on Behalf of Deceased Taxpayer.

(3) An Affidavit Concerning a State of Minnesota Warrant must be completed before a duplicate warrant can be issued to replace a lost or stolen refund check.

ACCOUNTS SECTION

1. The Accounts Section processes transactions and maintains tax accounts for the Department of Revenue.

2.A. For information on repayment of estimated taxes, or assistance about a prior year's refund, contact:

Department of Revenue
Accounts Section
Centennial Office Building, Room 183
658 Cedar Street
St. Paul, Minnesota 55145
(612) 296-3432

B. (1) Before contractors or subcontractors can be paid for work preformed for state or any of its subdivisions, a statement verifying that their withholding taxes are paid, must be obtained from the Accounts Section.

(2) For information or affidavit forms, contact:

Department of Revenue
Accounts Section
Centennial Office Building, Room 185
658 Cedar Street
St. Paul, Minnesota 55145
(612) 296-6242

(3) The form needed is Form IC-134, Affidavit for Obtaining Final Settlement of Contract.

MASTER FILE SECTION

Janet Opsahl, Supervisor

1. The Master File Section registers all tax identifications numbers used by businesses in the state.

2.A. (1) Before doing business in Minnesota, a taxpayer must register for a tax identification number.

(2) For information and to obtain forms, contact:

Department of Revenue

Master File Section

Centennial Office Building, Room 185

St. Paul, Minnesota 55145

(612) 296-2863

(3) The form needed for a tax identification number is Form MB-A.

INCOME TAX DIVISION

Gerome Caufield, Director

1. The Income Tax Division administers all individual income taxes including withholding and fiduciary income taxes, property tax refunds, corporation excise, bank excise and employer's excise taxes. An individual income tax return (Form M-1) must be filed with the state if a person's annual Minnesota gross income exceeds a certain amount with respect to whether a person is single or married, 65 years or older, or is blind.

2.A. (1) The Division provides information and assistance to taxpayers. For help with income tax questions or forms, persons may call one of the phone numbers listed on the front cover of the income tax instruction booklet or go to one of the 11 district offices listed on the inside cover.

(2) For assistance or forms, including Withholding Tax Instructions and Tables and Sales Tax Instructions, contact:

Department of Revenue

Income Tax Division

Centennial Office Building

St. Paul, Minn. 55145

(612) 296-3781 or 3445

(3) Forms may also be obtained from any of the 11 district state offices.

(4) Income tax laws and regulations may be obtained from the Documents Section, Centennial Office Bldg., St. Paul, Minn. 55145.

FIELD OPERATIONS DIVISION

Chauncey Peterson, Director

1. The Field Operations Division performs field audits for the Income Tax and the Sales and Use Tax Divisions. They also make field collections for the Tax Compliance Division. They provide no direct service to the public.

SALES AND USE TAX DIVISION

Donald S. Mundahl, Director

1. The Sales and Use Tax Division administers the state sales and use taxes. They issue sales tax permits to businesses which collect state sales taxes for the Department.

They also issue certificates of exemption from paying sales taxes to religious, educational, and charitable organizations and certain types of businesses.

2.A. (1) All business engaged in retail sales need a Minnesota sales and use tax permit. If a business has more than one retail sales location, it must have a separate permit for each location.

(2) For information or forms, contact:

Department of Revenue
Sales and Use Tax Division
Capitol Square Building
11th and Cedar Streets
St. Paul, Minnesota 55145
(612) 296-6181

(3) To get a sales tax permit, a business must file Form MB-A.

(4) The permit fee is \$1.00.

B. (1) A sales and use tax return has to be filed monthly by retail businesses. If a business has an average monthly tax of less than \$100 over the last six months, it can request to file quarterly returns. If the average tax is less than \$10.00 in the past 12 months, a business can request to file annual returns.

(2) For information or forms, contact:

Department of Revenue
Sales and Use Tax Division
Capitol Square Building
11th and Cedar Streets
St. Paul, Minnesota 55145
(612) 296-6181

(3) Forms used include:

- a. Monthly return, Form ST-1
- b. Quarterly or annual filing return Form ST-12

C. (1) Religious, educational and charitable organizations and certain businesses are exempt from paying sales tax on purchases they make. However, they must file an application for an exemption certificate and receive approval before being granted exemption from paying the sales tax.

(2) For information or forms, contact:

Department of Revenue
Sales and Use Tax Division
Capitol Square Building
11th and Cedar Streets
St. Paul, Minnesota 55145
(612) 296-6181

(3) Some of the commonly used exemption certificate forms are:

a. Form ST-3. All businesses buying materials for use or consumption in agricultural or industrial production must file this form before their purchases are exempt. Also, all exempt types of businesses and certain organizations, except charitable organizations, must use this form.

b. Form ST-4. Purchasers of electricity, gas, steam or other fuels used or consumed in agricultural or industrial production must use this form.

c. Form ST-5. All purchasers of items who intend to resell, lease or rent the items in their business must use this form.

d. Form ST-17. Organizations operating solely for charitable reasons use this form. However, to get this certificate, a charitable organization has to first get approval as an exempt organization by filing form ST-16.

D. (1) The Division publishes a free booklet entitled, "Minnesota Sales and Use

Tax — General Information and Instructions for Filing Returns". This booklet describes the kinds of items taxed, all the types of forms businesses need to file, where forms are obtained, how to fill out forms and information on sales and use tax forms.

(2) For copies of this booklet, contact:

Department of Revenue
Sales and Use Tax Division
Capitol Square Building
11th and Cedar Streets
St. Paul, Minnesota 55145
(612) 296-2896

E. Copies of the Minnesota Sales and Use Tax Law (Code no. 2-22) and copies of the Minnesota Sales and Use Tax Regulations (Code no. 3-52) are available for \$2.00 and \$5.00 plus tax, respectively, from the Documents Section (see page 18).

SERVICE AND INFORMATION GROUP

Clarence Ganje, *Group Chief*

1. The Service and Information Group answers written inquiries about the sales and use tax, helps with phone-in questions or persons coming in for assistance. The group contacts persons who apply for permits and assists them in filling out the forms.

2.A. For help with sales and use tax questions and for all types of forms, contact:

Service and Information Group
Department of Revenue
Sales and Use Tax Division
Capitol Square Building
St. Paul, Minnesota 55145
(612) 296-6181 or
(612) 296-6431

TAX COMPLIANCE DIVISION

Garfield Smith, *Director*

1. The Tax Compliance Division collects the balance of any unpaid taxes assigned to the Department of Revenue, except for alcohol, cigarette and tobacco taxes.

REVIEW AND INFORMATION UNIT

Robert Zehoske, *Supervisor*

1. The Review and Information Unit examines all delinquent tax accounts for determining the best method of collection. They decide if it is best to telephone or write the person, to visit their home, or take immediate legal action against the person. The Unit also reviews income tax refunds to corporations before mailing them to see if the firms have paid their taxes. They provide no services directly to the public.

COMMUNICATIONS UNIT

Dorothy Bratager, *Supervisor*

1. The Communication Unit calls or writes persons who owe delinquent taxes to inquire if the persons are making an effort to pay the late taxes. The Unit answers questions from persons concerning the type of late tax owed, interest and penalties on late taxes, and action taken if the late taxes are not paid.

2.A. For questions about delinquent taxes, contact:

Department of Revenue
Tax Compliance Division

Communications Unit
Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55145
(612) 296-7042

ACTIONS UNIT

Don Trimble, *Supervisor*

1. The Action Unit takes the needed administrative, enforcement or legal steps to insure that delinquent taxes are paid. The Unit reviews requests to have the amount of penalty for late payment of withholding or sales taxes reduced.

2.A. Requests for reduction in penalty for the late payment of taxes should be made in writing to:

Commissioner of Revenue
Centennial Office Building
685 Cedar Street
St. Paul, Minnesota 55145

PROPERTY EQUALIZATION DIVISION

Lyle Ask, *Director*

1. The Property Equalization Division provides the overall supervision of the State's local property tax administrators and agencies. They issue guidelines to insure that property tax laws are administered uniformly by local governmental units and that assessments of property are made on an equitable basis throughout the state. They provide no services directly to the public.

PROPERTY APPRAISAL SECTION

1. The Property Appraisal Section supervises local and county assessors and boards of review; provides technical assistance for the appraisal of unique or complex properties; and assesses the taxable value of the Minneapolis-St. Paul International Airport. They provide no service directly to the public.

ABATEMENTS AND STATE DEEDS UNIT

Pat Zentzis, *Supervisor*

1. The Abatement and Deeds Unit issues deeds to persons who buy tax-forfeited land after the Unit has been notified by the county auditor involved that the land was sold. Each County Board of Commissioners administers the sale of tax-forfeited land within its county. The Unit also processes applications for reductions of property taxes or of assessed values of real and personal property. Applications for these reductions must be made to the county auditor and be approved by the county board of commissioners before being sent to the Unit for final approval.

2. For information about buying tax-forfeited land in any county or for applications and information about reductions in property taxes or property values, persons should contact their county auditor's office.

STATE ASSESSED PROPERTY SECTION

James G. O'Brien, *Manager*

1. The State Assessed Property Section assesses certain properties not assessed by county or local assessors, including commercial airflight property minerals and unmined ore, public utilities and pipeline companies. They also administer the royalty,

occupation and production taxes on iron ore, taconite and copper-nickel. They provide no services directly to the public.

CLASSROOM EDUCATION SECTION

John Krueger, *Manager*

1. The Classroom Education Section develops and conducts instruction in assessment procedures and appraisal theories portions of which are applicable to the licensing of qualified assessors by the State Board of Assessors. The classes also provide continuing education for qualified assessors and knowledge of new property tax laws.

2. For information about classes and application forms, contact:

Department of Revenue, Classroom Education Section
Property Equalization Division
Centennial Office Building
St. Paul, Minnesota 55145
(612) 296-5145

EDUCATIONAL INFORMATION SECTION

Ralph Pavek, *Manager*

1. The Educational Information Section provides local tax authorities with assistance and information on current property tax laws and new legislation and revised county property tax forms.

2. A. For information and assistance, contact:

Department of Revenue
Property Equalization Division
Educational Information Section
Centennial Office Building
St. Paul, Minnesota 55145
(612) 296-5138

INHERITANCE AND GIFT TAX DIVISION

Michael N. Lyons, Jr., *Director*

1. The Inheritance and Gift Tax Division collects taxes on real estate and personal property received by beneficiaries because of an inheritance or gift made to them. A person who has to pay a federal estate tax, levied on an estate left by a deceased person, may also have to pay a Minnesota estate tax.

2. A. For information or help with inheritance tax questions and forms, or to obtain a free information booklet on inheritance taxes, contact:

Department of Revenue, Inheritance and Gift Tax Division
Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55145
(612) 296-3475

A detailed booklet about inheritance taxes is also available for \$.50 from the Documents Section (see page 174).

B. (1) A person receiving real or personal property from a deceased person must file an inheritance tax return within one year after the deceased's death.

(2) For forms or information, contact:

Department of Revenue, Inheritance and Gift Tax Division
Centennial Office Building
658 Cedar Street

St. Paul, Minnesota 55145
(612) 296-3475

(3) The form needed is Form IG-1.

C. (1) Persons receiving property as a gift from another person must file a gift tax return no later than April 15 of the year after the gift is received.

(2) For information or forms, contact:

Department of Revenue, Inheritance and Gift Tax Division
Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55145
(612) 296-3475

(3) The form needed is Form IG-100.

ALCOHOL, TOBACCO, AND SPECIAL TAXES DIVISION

Howard Anderson, *Director*

1. The Alcohol, Tobacco and Special Taxes Division administers and collects taxes on alcohol and tobacco, and administers gross earning taxes on certain types of companies. The Division also administers the rural electric cooperative tax, the boxing exhibitions tax, the mortgage registry tax, and the deed transfer tax.

BEER AND LIQUOR TAX SECTION

John McDonald, *Section Chief*

1. The Beer and Liquor Tax Section collects taxes on wines, distilled spirits and fermented malt beverages imposed at the wholesale distribution level.

2. A. (1) There are a number of forms which must be filed by operators of wholesale beer and liquor concerns. To obtain forms, contact:

Department of Revenue, Alcohol, Tobacco, and Special Taxes Division
Beer and Liquor Tax Section
Capitol Square Building
St. Paul, Minnesota 55101
(612) 296-3482

(2) Forms used include, among others:

- a) Form LB-52-C, filed monthly by beer wholesalers.
- b) Form LB-300, Manifest of Liquor Shipment, filed by wholesalers shipping liquor into Minnesota.

CIGARETTE AND TOBACCO TAX SECTION

Howard Nustad, *Section Chief*

1. The Cigarette and Tobacco Tax Section administers the cigarette and tobacco tax laws and issues licenses for cigarette and tobacco distributers and subjobbers.

2. A. For information and forms which must be filed by cigarette and tobacco products businesses, contact:

Department of Revenue, Alcohol, Tobacco and Special Taxes Division
Cigarette and Tobacco Tax Section
Capitol Square Building
St. Paul, Minnesota 55101
(612) 296-3482

- B. Forms used include, among others:
 - (1) Form CT-101, license application for distributors and subjobbers of cigarettes and tobacco.
 - (2) Form CT-206, information return filed by common carriers transporting tobacco products into Minnesota.
- C. The following license fees are required annually.
 - (1) Tobacco Products Distributor Fee is \$37.50 per year.
 - (2) Cigarette Distributor Fee is \$150 per year, plus; Assessment Fee is \$100 per year.
 - (3) Subjobbers: Tobacco Fee is \$10 per year.
 - Cigarette Fee is \$12 per year, plus cigarette
 - Assessment Fee is \$43.75 per year.

GROSS EARNINGS TAX SECTION

- 1. The Gross Earnings Tax Section administers various gross earnings taxes from 4 to 7 percent depending on type of company.

- 2.A. For information and forms, contact:

Department of Revenue, Alcohol, Tobacco and Special Taxes Division
Gross Earnings Tax Section
Capitol Square Building
St. Paul, Minnesota 55101
(612) 296-3482

- B. The following forms are used in the administration of the gross earnings taxes:

SP-830	Railroads Transporting Taconite
SP-831	Freight Line Companies
SP-832	Trust Companies
SP-833	Telegraph Companies
SP-834	Express Companies
SP-835	Telephone Companies
SP-836	Telephone and Rural Switching Companies
SP-837	Railroads

LOCAL GOVERNMENT AIDS AND ANALYSIS DIVISION

Wallace Dahl, *Director*

- 1. The Local Government Aids Division conducts yearly assessment/sales ratio studies to determine the adjusted assessed valuations of school districts which are used by the Department of Education to calculate state aids to school districts. The Division also collects data on property tax valuations, mill rates and levies from county auditors and assessors to judge the quality of the appraisal work done by assessors and for use in studies used in the determination of certain state aids to local governmental units. It also calculates property tax levy limitations for some local units of government. The studies are used by the Commissioner of Revenue for correcting grossly unfair and inequitable assessments of properties made by local assessors, and for determining that cities and counties don't spend more than the limits set by the state legislature.

- 2.A. The Division publishes a number of annual bulletins: a bulletin combining information on local government aids and levy limitations; a bulletin of tax levy authorizations and limitations for cities, counties, towns, school districts in the state; a property tax bulletin summarizing the tax valuation data collected; a real estate assessment/sales ratio study and a bulletin on the adjusted assessed values by school district.

B. For information and copies of the publications, contact:

Department of Revenue
Local Government Aids and Analysis Division
Centennial Office Building
St. Paul, Minnesota 55145
(612) 296-2246

PETROLEUM DIVISION

James F. Dagen, Director

1. The Petroleum Tax Division collects motor fuel and aviation fuel taxes, issues certain distributor, special fuel and motor carrier licenses and makes inspections of petroleum products to insure compliance with state law. The tax is collected from distributors, special fuel dealers, bulk purchasers and licensed motor carrier operators.

LICENSE SECTION

1. The License Section issues and renews licenses for distributors, special fuel and motor carriers of petroleum products. The Section also receives the financial statements and surety bonds required for filing with the license application.

2.A. For information on Minnesota's petroleum operations or a free information packet describing the types of taxes or licenses, contact:

Department of Revenue, Petroleum Division
License Section
1276 University Avenue
St. Paul, Minnesota 55145
(612) 296-3511

B. Licenses, permits and fees issued by this section are:

(1) Motor Carrier License — \$10 fee annually

If a motor carrier is used less than four times a year, a trip permit may be obtained in place of a motor carrier license. The fee is \$5 for each trip permit.

(2) Dealer Registration — No fee is required.

A business buying and selling petroleum products in Minnesota must obtain this permit annually.

(3) Petroleum Distributors License — \$5 fee annually.

This license is required for a distributor of petroleum products in Minnesota.

(4) Petroleum Transport permit. There is no fee required.

Businesses transporting petroleum products in Minnesota must obtain this permit annually.

(5) Special Fuel and Bulk Purchases license — \$5 fee annually.

Dealers in special fuel or bulk purchasers need this license.

COLLECTION SECTION

Donald Sahlin, Supervisor

1. The Collection Section collects all types of motor fuel and aviation fuel taxes received from tax returns filed by distributor, special fuel dealers, bulk purchasers and operators of motor carriers.

2.A. For necessary gasoline and special fuel tax forms and help in filling out forms, contact:

Department of Revenue, Petroleum Division
Collection Section
1276 University Avenue

St. Paul, Minnesota 55145

(612) 296-3518

B. Tax returns and dates for filing are listed below.

(1) Form PDA-46, Gasoline Tax and Inspection Fee Return.

This form must be filed monthly by distributors who sell or deliver gasoline and special fuel to storage facilities of a licensed bulk purchaser no later than the 23rd of each month after sale or delivery is made.

(2) Form PDA-49, Special Fuel Tax Return.

This form must be filed no later than the 23rd of the following month by special fuel dealers and bulk purchasers of special fuel.

(3) Form PDA-70, Road Tax Return.

This form must be filed no later than the last day of the following month by motor carriers licensed in other states who travel in Minnesota. However, motor carriers licensed in North Dakota, Pennsylvania and Wisconsin do not have to file a return.

REFUND SECTION

Keith Nelson, Supervisor

1. The Refund Section receives gasoline tax refund forms and processes and issues refunds.

2.A. For refund application forms and assistance in filing forms, contact:

Department of Revenue, Petroleum Division

Refund Section

1276 University Avenue

St. Paul, Minnesota 55145

(612) 296-3515

B. Types of forms needed for refunds are:

(1) Form PDR-1, Claim for Refund of Gasoline Tax.

Persons who use gasoline-powered vehicles off-the-road, like motor boats, snowmobiles, tractors and trucks, must file this form within one year after purchasing gasoline to get a tax refund.

(2) Form PDR-1-AU, Claim for Refund-Aviation Fuel Tax.

Purchasers of aviation fuel must file this form no later than April 15 of the current year to get a refund of tax paid on fuel bought the previous year.

(3) Form PDR-19, Motor Carrier Claim for Refund.

Licensed motor carriers who buy motor fuel in Minnesota, but pay taxes on that fuel in another state, must file this form for refund of taxes paid on that fuel in Minnesota. This form must be filed within 30 days after the tax is paid to the other state.

(4) Form PDR-402, Claim for Refund of Minnesota Tax Paid.

Purchasers of gasoline or special fuel in Minnesota, but who pay taxes on that fuel in another state, must file this form within 30 days after tax is paid to other state, for a refund of taxes paid on that fuel in Minnesota.

C. There are no fees.

INSPECTION SECTION

Lionel G. Brattland, Supervisor

1. The Inspection Section inspects all kinds of petroleum products wherever they are processed, held, stored or offered for sale or use. This section also receives applications and issues certificates for dealer registration.

2.A. An inspection fee must be paid by all distributors selling or delivering gasoline to storage facilities operated by licensed bulk purchasers.

B. For information about dealer registration applications or inspection programs, contact:

Department of Revenue, Petroleum Division
Inspection Section
1276 University Avenue
St. Paul, Minnesota 55145
(612) 296-3545

C. The form needed is Form PDA-46.

D. The inspection fee rate is \$2.50 for each 10,000 gallons a distributor sells or delivers.

AUDIT SECTION

Larry K. Trimble, Supervisor

1. The Audit Section conducts periodic audits of all petroleum product distributors, special fuel dealers, special fuel bulk purchasers and motor carriers paying the road tax. This section also attempts to find persons operating without required state licenses and teaches new license applicants the proper record keeping methods and instructs them about the reports they have to file.

2. For information on record keeping and preparing reports, applicants for a license may contact:

Department of Revenue, Petroleum Division
Audit Section
1276 University Avenue
St. Paul, Minnesota 55145
(612) 296-6112

DEPARTMENT OF TRANSPORTATION

**Transportation Building
St. Paul, Minnesota 55155
(612) 296-3131**

**Jim Harrington, Commissioner
(612) 296-3000**

Minn. Stat. Ch. 16, 104-106, 117, 160-165, 167, 169, 173, 174, 216A, 218, 219, 222, 360 & 505.

1. The Department of Transportation (DOT) develops and administers transportation policies, plans and programs for the state. The Commissioner also serves on the State Geographic Board and the Environmental Quality Council.

GOVERNMENT AND COMMUNITY RELATIONS DIVISION

Ellen Temple, Assistant Commissioner

1. The Government and Community Relations Division provides Department policy and operations information to the public and to news media. The Division acts as liaison for the legislature; federal, regional, county and municipal bodies and officials; transportation related organizations and individuals.

OFFICE OF COMMUNICATIONS

Patricia T. McKinnie

1. The Office of Communications writes, edits and oversees the preparation of news releases, feature articles, reports and brochures concerning Department activities. The Office produces audio visual presentations and maintains a Speaker's Bureau. The Office prepares a monthly employee magazine, *DOT/Scene*.

2.A. The Office of Communications distributes the *Official Transportation Map of Minnesota* to the public and the *Mn/DOT Dateline* to all news media. The Office provides information to the public in the main lobby of the Transportation Building.

B. For information, a copy of the state map or a sample copy of *Dateline*, contact:

Department of Transportation
Office of Communications
Room 410, Transportation Building
St. Paul, Minnesota 55155
(612) 296-3581

C. There are no forms or fees.
D. Requests are handled as they are received.

ADMINISTRATION DIVISION

Barney U. Uhlig, *Assistant Commissioner*

1. The Administration Division provides central financial accounting, budgeting, purchasing and personnel services for the Department. The Division plans internal information, organizational and managerial improvements.

OFFICE OF MANAGEMENT AND BUDGET

James H. Alexander, *Office Director*

1. The Office of Management and Budget provides central auditing, management improvement, budgeting, and information services.

AUDIT SECTION

Harold C. Vogland, *Section Chief*

1. The Audit Section provide internal and external audit services for the Department. The Section renders opinions on contract proposals and costs claimed under contracts. The Audit Section works with the Legislative Audit Commission on audit matters. They provide no services directly to the public.

MANAGEMENT PLANNING AND REVIEW SECTION

Gerald F. Tessman, *Section Chief*

1. The Systems and Information Services Section assists the Department in developing information systems with an emphasis on automatic data processing use. They provide no services directly to the public.

OFFICE OF FINANCE AND SUPPORT SERVICES

Max Zamanzky, *Office Director*

1. The Office of Finance and Support Services provides accounting and administrative services for the Department. The Office also provides central purchasing and disposable inventory control.

FINANCIAL ADMINISTRATION SECTION

John M. Schorn, Section Director

1. The Financial Administration Section provides accounts payable services, accounts receivable services, federal aid reimbursements, payroll services, general ledger, cost accounting, State aid accounting and financial reports. They provide no services directly to the public.

ADMINISTRATIVE SUPPORT SERVICES SECTION

Lee J. Nelson, Section Director

1. The Administrative Support Services Section provides clerical supplies and office facilities; DOT building space allocation and office facilities; travel regulation; motor pool; typing pool; manual organization; photo, blueprint and reproduction services; fixed asset inventory control and mail and messenger services. The Section stocks maps used in Transportation planning. These maps are available to the public.

2.A. The Section has county maps depicting road types, culture and drainage; municipal maps depicting corporate boundaries and all public roads; street series maps showing the seven county metropolitan area on 50 separate sheets; a large 5' × 5' map of the entire street series; a metropolitan area map depicting the Twin Cities and surrounding areas showing major highways, corporate boundaries and major drainage; traffic flow maps showing average annual daily traffic and commercial volume for all trunk highways in the state; half scale county maps indicating traffic volumes on rural roads; municipal traffic flow maps showing traffic volume on designated roads; street series maps of the 7 county metropolitan area showing traffic volume on system 70, municipal-state aid streets and other designated roads; plat maps for every incorporated municipality except cities in the metropolitan areas depicting lots, blocks, dimensions and right-of-way; state work maps showing trunk highways, county boundaries, county seats and cities situated at trunk highway junctions and the Official Transportation 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. Cities over 5000 population are shown on separate map sheets while cities under 5,000 population are generally shown with several cities per sheet.

B. For information or to request a map, contact:

Department of Transportation
Administrative Support Services Section
Room B-20, Transportation Building
St. Paul, Minnesota 55155
(612) 296-3161

C. There are no order forms.

D. Fees are:

Type	Cost
COUNTY MAPS	
1" = mile Full Scale	.75 per blue line print
1" = 2 miles Half Scale	.25 per printed sheet
MUNICIPAL MAPS	
24" × 36"	.35 per blue line print
STREET SERIES MAPS	
Standard Sheets 24" × 36"	.35 per blue line print
Six sheet composite 42" × 83"	1.50 per blue line print

Preprinted black line 18" x 26"	.25 per sheet
Preprinted 53 sheet set	13.25
1" = mile Mosaic	3.00 for both strips
2" = mile Mosaic	3.50 for both strips
METRO AREA MAPS	
36" x 56"	.75 per sheet
18" x 28"	.25 per sheet
TRAFFIC FLOW MAPS	
State 16" x 19"	.15 per sheet
State 32" x 37"	.45 per sheet
County 18" x 28"	.25 per sheet
Municipal 11" x 17"	.05 per sheet
"System 70" 18" x 27"	.25 per sheet
PLAT MAPS	.35 per blue printed line
COUNTY OUTLINE MAPS	
All Counties 8½" x 11"	Not stocked — Order
All Counties 11" x 14"	Not stocked — Order
All Counties 17" x 20"	Not stocked — Order
All Counties 18" x 28"	.25
All Counties 36" x 56"	.75
STATE WORK MAPS	
48" x 60"	1.00
38" x 48"	.75
16" x 20"	Not stocked — Order
8½" x 11"	Not stocked — Order
OFFICIAL TRANSPORTATION MAP	
1" = 16 miles 26" x 30"	Free to the public
1" = 10 miles 20" x 46"	1.00 (includes sales tax & mailing charge)

With the exception of the Official Transportation Map, each price is subject to the 4% Minnesota sales tax and mailing charges.

E. The Section will send out maps as soon as the request and proper fee are received.

PURCHASING AND FISCAL STUDIES SERVICES SECTION

Richard R. Swanson, *Section Director*

1. The Purchasing and Fiscal Studies Section provides central purchasing for the Department, disposable inventory control and audit follow up and statistical reporting services. They provide no services directly to the public.

OFFICE OF TRANSIT ADMINISTRATION

Richard L. Brown, *Office Director*

1. The Office of Transit Administration administers the Supplemental Transit Aid, Transit Demonstration Program, Federal Demonstration Program, federal aid to or-

ganizations providing transportation to the elderly and handicapped and federal aid to small urban areas for transit planning, improvement studies and management assistance. The Office promotes commuter ride sharing programs.

2.A. Supplemental transit aid to existing systems is limited to a maximum of two-thirds of the operating deficit. This program allows no capital purchases. The Transit Demonstration Program, which is aid to demonstrate and develop new transit systems, is limited to 75% of the operating deficit plus equipment. Federal aid is given on a proportion with part of the total cost being paid by the local government or organization. The Office works with the state and local governments on developing commuter ride sharing programs.

B. For information or application forms,

Department of Transportation
Office of Transit Administration
Room B-9A Transportation Building
St. Paul, Minnesota 55155
(612) 296-2533

OFFICE OF TRANSPORTATION RATES AND REGULATION

Ronald L. Anderson, *Director*

1. The Office of Transportation Rates and Regulation has the responsibility of providing a "for hire" motor carrier service for the transportation of passengers and freight within the State of Minnesota to adequately and safely meet the needs of the public. A motor carrier provides a distinct transportation service for passengers or freight. The classifications are:

- (a) Regular Route Common Carrier (RRCC) which carries passengers or freight between fixed boundaries;
- (b) Petroleum Carrier (PC) which carries only petroleum products;
- (c) Irregular Route Common Carrier (IRCC) which is usually restricted by commodity and area;
- (d) Contract Carrier (CC) which is designed to meet the specialized service needs of shippers or receivers of freight;
- (e) Charter Carrier of Passengers (CCP) which usually restricted to specified origin points;
- (f) Livestock Carrier (LS);
- (g) Reciprocity Carrier (RC) which is an interstate carrier with a company or corporation located in states reciprocal to Minnesota;
- (h) Local Cartage Carrier (LCC) which operates entirely within the seven county Metro Area of Minneapolis and St. Paul;
- (i) Interstate Carrier (IC) which are interstate carriers with company or corporate offices located in states non-reciprocal to Minnesota.

2.A. The Office maintains insurance records, accident reports, arrest summons, compliance reports and warnings issued including the courts decision for all "for hire" motor carriers. The Office registers all interstate reciprocal and non-reciprocal motor carriers operating in the state. The Office annually renews all motor carrier certificates and permits and issues an identification card (cab card) for each piece of equipment registered with the Office. The Office makes recommendations to the Department on proposed transportation rates and charges, rules and supplements filed by Railroads, RRCC's, PC's and Bus Companies. The Office has seven outstate Motor Transportation representatives.

B. For information or application forms, contact:
 Department of Transportation
 Office of Transportation Rates and Regulation
 Transportation Building
 St. Paul, Minnesota 55155
 (612) 296-7120

C. All forms are available from the Office. Rules may be obtained from the documents section (see page).

D. There are no fees for forms obtained from the office, but there is a charge on all rules received from Documents. Other fees are:

(a) Filing fees:	
Permit Carriers	\$ 25.00
Certified Carriers	75.00
Less than 10 mile extension	25.00
Petroleum carriers	75.00
Local cartage carriers	50.00
(b) Registration of interstate carriers:	
Filing fee	25.00
Stamp fee for each vehicle	5.45
Renewal stamp fee for each vehicle	5.45
(c) Annual renewal fees:	
Certificate or permit carriers	20.00
Local cartage carriers	
Less than 5 vehicles	75.00
Each vehicle	5.00
Between 5 and 14 vehicles	100.00
Each vehicle	5.00
More than 14 vehicles	150.00
Each vehicle	5.00

E. Any registration that does not require a correction, investigation or a public hearing will be processed in ten working days.

TECHNICAL SUPPORT SERVICES DIVISION

Francis C. Marshall, *Assistant Commissioner*

1. The Technical Support Services Division provides central engineering services to the Department of Transportation. The Division will work with local and state government agencies as well.

OFFICE OF OPERATIONS MANAGEMENT

Douglas H. Differt, *Office Director*

1. The Office of Operations Management provides recommendations and control procedures to the Bureau of Operations in the areas of project development, construction and the uses of value/cost engineering and technology introduction and use. They provide no services directly to the public.

OFFICE OF DESIGN SERVICES

Leo A. Korth, *Office Director*

1. The Office of Design Services develops and prepares projects for bid presentation. The Office does mapping and surveying for other agencies and the Department. The Office also is responsible for obtaining the necessary property rights for the state's transportation program.

BRIDGE AND STRUCTURE DESIGN SECTION

Keith V. Benthin, *Bridge Engineer*

1. The Bridge and Structure Design Section provides designs, plans and specifications; constructions and maintenance direction; bridge rating, load posting and special load permit analysis; and structural metals inspection for bridges and miscellaneous structures on the state trunk highway system. The Section provides direction and plan specification review and structural metals inspection for bridges and structures on the county and municipal state aid system. The Section directs the statewide bridge inspection program.

2.A. The Section certifies welders who work on structures being built for the Department. The Section has several booklets available for bridge design and construction according to Department specifications.

B. For information, booklets or questions on welder certification, contact:

Department of Transportation
Bridge and Structure Design Section
Room 610 Transportation Bldg.
St. Paul, Minnesota 55155
(612) 296-3187

C. Welder's certification requires a standard test which may be administered by the Section. It may also be taken at an approved private testing site.

D. The booklets cost \$5 each. A person requesting welding certification must pay whatever expenses incurred by the testing.

E. The Section issues the Welder Certification Card upon successful completion of the standard welding test.

DESIGN SECTION

Leonard G. Elts, *Director*

1. The Design Section conducts preliminary design activities and supervises the development and processing of detailed construction plans, special provisions, estimates, and proposals for contract lettings. The Section is concerned with uniform application of design criteria and standards. The Section works with state agencies and local governments.

2.A. The Section will answer questions concerning design policy and procedures. Questions concerning specific projects should be referred to the local District Office.

B. For information, contact:

Department of Transportation
Design Section
Room 604 Transportation Bldg.
St. Paul, Minnesota 55155
(612) 296-3036

TRAFFIC ENGINEERING SECTION

Richard H. Sullivan, *Traffic Engineer*

1. The Traffic Engineering Section determines standards, guidelines and preferred practices for the usage and installation of traffic control devices in the state. The Section prepares standards for application of traffic control devices by means of manuals, drawings, specifications and related documents. The Section works closely with state agencies and local governments on traffic engineering problems.

2.A. The Section has several pamphlets available to the public. The public may buy design plans and contract plans and proposals. If a question deals with a specific site, the public should contact the appropriate District Office.

- B. For information, pamphlet or plans, contact:
Department of Transportation
Traffic Engineering Section
Room 309 Transportation Bldg.
St. Paul, Minnesota 55155
(612) 296-6164
- C. To order Contract plans and proposals, use form 21120.
- D. Fees for the contract plans and proposals vary according to the project. Fees for the pamphlets are:
 - (a) Minnesota Manual on Uniform Traffic Control Devices — \$5.20
 - (b) Standard Signs Manual Parts 1 and 2 — 10.40
 - (c) A Guide to Establishing Speed Limits in School Zones — free
- E. The Section will handle in-person requests immediately.

SURVEYING AND MAPPING SECTION

Earl R. Larson, *Section Chief*

- 1. The Surveying and Mapping Section is a technical service unit that provides geodetic survey control data, photogrammetric mapping, aerial photography and land survey services to other units within the Department. Upon request, the Section provides certain information collected to other government agencies. They provide no services directly to the public.

RIGHT OF WAY OPERATIONS SECTION

Robert G. Brennan, *Section Chief*

- 1. The Right of Way Operations Section acquires the necessary property rights needed to accommodate the state's transportation program. The Section leases and sells property rights no longer used for transportation purposes. The Section acquires billboards, junkyards and property rights needed to screen or move junkyards in order to comply with the Beautification Act. The Section works with the Area Maintenance Engineer in locating and relocating utility facilities along trunk highway rights of way.
- 2. A. The Section provides information to the public on all phases of property rights acquisition, utilities relocation and status or property in the path of future highways. There are two pamphlets available, *Minnesota Highways and Your Property* and *Relocation Assistance*. Prints of project plans or right of way maps are also available to the public.

- B. For information, pamphlets or prints, contact:
Department of Transportation
Rights of Way Operation Section
Room 511 Transportation Bldg.
St. Paul, Minnesota 55155
(612) 296-3221
- C. There are no fees. Any forms needed are furnished to the applicant when necessary. There is a form, Form 2525 — Application for Utility Permit on Trunk Highway Right of Way, available in person or by mail.
- D. Forms are available immediately. Prints of plans or maps are sent out as soon as they are printed. A permit application requires approximately four weeks to process.

OFFICE OF MATERIALS, RESEARCH AND STANDARDS

Frederick W. Thorstenson, *Director*

- 1. The Office of Materials, Research and Standards provides engineering research, specifications and technical assistance to local governments.

MATERIALS ENGINEERING SECTION

Blaine F. Himmelman, *Materials Engineer*

1. The Materials Engineering Section inspects and tests all materials used in the construction of the state transportation system. The Section provides technical assistance to state, county and municipal engineers and administrators on the use, acceptability and durability of the materials involved. The Section prepares materials specifications; provides standards and design criteria for pavements, bases and roadbeds; provides design recommendations for structure and embankment foundations, soils, bases, pavements, bituminous and concrete paving mixtures; does geologic studies and field investigations; inspects sand and gravel aggregate deposits; studies erosion control and turf establishment; evaluates the in-service performance life of pavements, bases, roadbeds, structures, culverts, and other materials used. They provide no services directly to the public.

RESEARCH COORDINATION SECTION

Paul J. Diethelm, *Section Chief*

1. The Research Coordination Section conducts research project on various subjects, usually in the area of construction and maintenance materials and methods, at the request of Department sections and the Minnesota Local Road Research Board. The Section also conducts numerous research projects funded by the Federal Highway Administration. The research reports are distributed to state, county and municipal engineers. They provide no services directly to the public.

ENGINEERING STANDARDS SECTION

Raymond A. Adolfson, *(Acting) Section Chief*

1. The Engineering Standards Section establishes standards for bridge and road construction and maintenance, road design and right of way operations. The Section works with federal, state and municipal agencies in drafting technical standards and reports.

2.A. The Section has 17 manuals used primarily by government agencies as guides to bridge and road construction and maintenance that are available to the public. The Section will answer any questions concerning standards. Questions concerning a specific plan or construction project should be referred to the appropriate District Office.

B. For information or to receive a manual, contact:

Department of Transportation
Engineering Standards Section
529 Jackson Street
St. Paul, Minnesota 55155
(612) 296-2383

C. There are no forms.

D. The manuals cost \$5 plus 4% sales tax with the exception of the manual, *Specifications for Highway Construction*, which costs \$10 plus 4% sales tax.

E. It takes approximately one to two weeks to receive a manual by mail.

OFFICE OF STATE AID

Gordon M. Fay, *State Aid Engineer*

1. The Office of State Aid administers the distribution of 38% of the Highway User Tax Distribution Fund to Counties and Municipalities including County and Municipal Turnback Funds, Bridge Bonding Fund and the Town Bridge Account. The Office

supervises the letting of construction contracts using Federal Aid Highway Funds. The Office works with representatives of the counties and cities in establishing standards for highway and street construction. They provide no services directly to the public.

OFFICE OF CONSTRUCTION — MAINTENANCE

Edward J. Heinen, *Director*

1. The Office of Construction-Maintenance directs the activities of the construction and maintenance sections of the Department. The Office develops the building program of the Department. The Office purchases and manages the equipment and vehicle fleet. The Emergency Services Office of the Department of Public Safety and the Office of Construction — Maintenance develop the emergency services of the Department of Transportation.

CONSTRUCTION SECTION

Ralph O. Kipp, *Construction Engineer*

1. The Construction Section administers all trunk highway construction contracts. The Section ensures that contracts comply with Department specifications and recommends final payment after inspection of a completed contract. The Section compiles information on claims filed against the Department of Transportation.

2.A. The Section will answer any questions concerning final approval of contracts, partial and final payments on contracts, wage and employment practices of contractors, and claims filed against the Department.

B. For information, contact:

Department of Transportation
Construction Section
G - 4 Transportation Bldg.
St. Paul, Minnesota 55155
(612) 296-3420

MAINTENANCE OPERATIONS SECTION

Curtis W. Christie, *Maintenance Engineer*

1. The Maintenance Operations Section directs the maintenance activities of the 16 Area Maintenance Offices. The Section develops the Department Building Program and controls the building budget; assists the Area Maintenance Offices in roadway and roadside maintenance; purchases materials used in road maintenance; rents necessary equipment; establishes specifications for vehicles purchased by the Department; supervises repair programs; maintains an inventory of vehicles and sells surplus vehicles; and maintains and repairs all vehicles used by Central Office divisions.

2.A. The Section with the Emergency Services Office and the Civil Defense organizes and administers the state emergency or natural disaster program. The Section issues policies and instructions concerning permitted axle weights on state highways. There is a 24 hour road information service provided during October through May.

B. For information, contact:

Department of Transportation
Transportation Building G-17
St. Paul, Minnesota 55101
For road information, call: (612) 296-3076, 3077, 3078 & 3079
For emergency operations, call: (612) 296-3072
Any other questions: (612) 296-6761

C. There is no charge for road information.

OFFICE OF ELECTRONIC COMMUNICATIONS

Samuel F. Gargaro, *Director*

1. The Office of Electronic Communications designs and maintains the state government's telecommunication system. They provide no services directly to the public.

AERONAUTICS DIVISION

Lawrence E. McCabe, *Assistant Commissioner*

1. The Aeronautics Division administers and enforces statutes and rules relating to airports, aircraft, and operator licensing. The Division provides technical assistance to municipalities in airline route proceedings prosecuted before the Civil Aeronautics Board.

OFFICE OF AIRPORT DEVELOPMENT ASSISTANCE

Richard B. Keinz, *Director*

1. The Office of Airport Development Assistance directs airport construction and maintenance by federal, state, regional and local agencies.

AVIATION ECONOMICS DEVELOPMENT AND RESEARCH SECTION

Kenton R. Hooper, *Chief*

1. The Aviation Economics Development and Research Section provides technical assistance to Minnesota communities in airline route development proceedings. The Section appears before the Civil Aeronautics Board in airline route development proceedings; assists in Commuter Air Carrier route development planning; develops statewide aeronautics forecasts, airport activity analyses, and traffic counts; prepares aeronautics surveys and studies in passenger traffic, aircraft ownership and aeronautics economics; and maintains the Department's specialized aeronautics information collection (library).

2.A. The Section prepares aviation information for public release and publishes the Department's newsletter, *Aviation Safety Technical Bulletin*.

B. For information or to be placed on the mailing list for the newsletter, contact:
Department of Transportation
Aviation Economics Development and Research
417 Transportation Bldg.
St. Paul, Minnesota 55155
(612) 296-2547

C. There is no charge for the newsletter.

AERONAUTICS PRECONSTRUCTION SECTION

L. Hames Fortman, *Chief*

1. The Aeronautics Preconstruction Section prepares the Department's Aviation Development Guide, the aeronautics portion of the state transportation plan. The Section aids Minnesota communities in preparing Airport Master Planning Grant Applications and Federal Construction Grant Applications. The Commissioner of Transportation rules on all applications.

2.A. In an application, the municipality must prove availability of funds; the project will be completed without undue delay; and the municipality has legal authority to submit the application. The proposed airport must be able to handle air traffic safely and adequately. If the application is approved, the Section will aid communities in developing airport layout plans, selecting a site, preliminary engineering, project development, preconstruction project monitoring, airport zoning and regional and A-95 review procedures.

2.A. For information on airport applications, contact:

Department of Transportation
Aeronautics Preconstruction Section
Transportation Bldg.
St. Paul, Minnesota 55155
(612) 296-7899

B. Forms are provided as needed by the Section. There are no fees.

AIRPORT LIGHTING AND ELECTRICAL SECTION

Jack W. Tweedale, *Chief*

1. The Airport Lighting and Electrical Section assists communities in the design of electrical and mechanical systems needed to operate a municipal airport. State-Local projects (such as temporary airport lighting systems) require a resolution by the governing body authorizing the project and naming the individual authorized to administer the project. The Section prepares news releases which are intended to be of interest to airport operators and local officials involved in the field. They provide no services directly to the public.

AERONAUTICS CONSTRUCTION SECTION

Henry Mehmen, *Chief*

1. The Aeronautics Construction Section assists counties, municipalities and airport commissions in airport development, operation and maintenance. The Section will, upon approval of a construction contract, conduct site investigations; review plans, specifications and estimates as well as support documentation; monitor all construction progress; approves change orders, partial cost estimates, final cost estimates and related contract documents; approves paint striping of runways and taxiways under the plan; and approves all eligible reimbursement payments for maintenance and operating costs. They provide no services directly to the public.

OFFICE OF AERONAUTICS OPERATIONS

George Holey, *Director*

1. The Office of Aeronautics Operations enforces Minnesota law and rules pertaining to airports, aircraft, and commercial operation's licensing and registration; installs and maintains radio navigational aids so they complement the Federal Airway System; inspects airports and commercial operators offering aviation to the public; and inspects flight training courses.

AIRCRAFT REGISTRATION SECTION

Thomas W. Andrews, *Chief*

1. The Aircraft Registration Section maintains aircraft ownership and tax records, collects aircraft registration taxes, ensures mandatory provisions of the Aircraft Insurance Act are met, and makes field verification of aircraft registration.

2.A. To register an aircraft, contact:

Department of Transportation
Aircraft Registration Section
Room 417 Transportation Bldg.
St. Paul, Minnesota 55155
(612) 296-6898

B. The Section will provide the necessary forms and the amount of the required fee. The fee will vary depending on the size and type of aircraft to be registered.

C. The notice of registration will usually be sent in the return mail and may take less than a week.

AVIATION SERVICES SECTION

Larry R. Myking, Chief

1. The Aviation Services Section inspects and makes licensing recommendations for airports and commercial operators; approves flight schools, related courses and the training of veterans; sponsors safety and educational seminars; assists in search and rescue activities involving missing aircraft, investigates aircraft accidents involving fatalities and maintains a film library.

2.A. (1) The Section maintains a film library on aviation which is open to all Minnesota residents.

(2) For information on the aviation film library, contact Cindy Stream at:
Department of Transportation
Aviation Services Section
Room 417 Transportation Bldg.
St. Paul, Minnesota 55155
(612) 296-8202

(3) There is no charge to residents. The only request is that films be taken out for no more than two weeks.

B. (1) The Section licenses airports, seaplane bases, heliports, commercial operators and approves flight training schools. The Section and the Department of Agriculture license commercial operators who are involved in aerial spraying. The Section and the Department of Health license commercial operators with an air ambulance endorsement.

(2) For information or a license application, contact:
Department of Transportation
Aviation Services Section
Room 417 Transportation Bldg.
St. Paul, Minnesota 55155
(612) 296-8059

(3) There is a \$5 fee for a public or private airport, seaplane base or heliport license. There is no fee for personal-use licenses. There is a \$10 fee for a commercial operators license. If the commercial operations license includes an aircraft dealer endorsement, there is an additional \$5 fee for each dealer tag requested.

(4) Receiving a license requires from three to five weeks.

RADIO NAVIGATIONAL AIDS SECTION

Robert R. Engelhardt, Chief

1. The Radio Navigational Aids Section picks sites, constructs and maintains VHF, omnidirectional radio range stations (VOR's), distance measuring equipment, instrument landing systems and "H" markers. The Section provides scheduled routine inspections and maintenance of radio navigational aids at municipal airports and state owned VOR stations.

2.A. Any questions concerning radio navigation, contact:
Department of Transportation
Radio Navigational Aids Section
Room 417 Transportation Bldg.
St. Paul, Minnesota 55155
(612) 296-4741

AIR TRANSPORTATION SERVICES SECTION

James G. Baker, *Chief*

1. The Air Transportation Services Section provides air transportation for state officers traveling on state business in state owned aircraft. The Section will authorize and schedule the use of these aircraft upon written application. Forms are supplied to agency heads upon request. They provide no services directly to the public.

OFFICE OF PERSONNEL

Donald G. Wicklund, *Office Director*

1. The Office of Personnel has a close working relationship with the State Department of Personnel concerning recruiting and selection, job classification, salary determinations, training, labor relations and affirmative action. The Office of Personnel works within rules and guidelines established by the State Department of Personnel. The Office helps the Personnel Board when appeals of DOT disciplinary actions are heard by the Board. In these instances, the Office works with Department supervisors and the Attorney General's Office to provide appropriate information and testimony. Occasionally, the Office receives assistance from the Department of Employment Services in the recruitment of qualified candidates for DOT positions.

AFFIRMATIVE ACTION SECTION

Kenneth O. Wofford, *Section Director*

1. The Affirmative Action Section develops a program so that protected class members (women, ethnic minorities, handicapped persons between the ages of 40 to 65, etc.) have an equal opportunity to be considered for positions and promotions with the Department. The Section encourages protected class members currently employed to seek positions at higher levels within the organization.

2.A. The Section works closely with the Civil Rights unit of the Federal Highway Administration Division Office on matters concerning DOT's Affirmative Action Program. The Section helps the Department of Human Rights in investigating any alleged discrimination in the Department of Transportation.

B. For information on the Department's Affirmative Action program, contact:

Department of Transportation
Affirmative Action Section
Room 312 Transportation Bldg.
St. Paul, Minnesota 55155
(612) 296-4660

EMPLOYEE SAFETY

Vacant

1. The Employee Safety develops an employee safety program which is given to supervisors and employees. The programs objective is to reduce on-the-job accidents and injuries. The Section will confer with Department of Health officials concerning the physical well being of DOT employees. They provide no services directly to the public.

LABOR RELATIONS SECTION

Jack C. Davis, *Section Director*

1. The Labor Relations Section assists the State Labor Negotiator in negotiating contracts covering employees who work for DOT. The Labor Relations staff assists supervisors throughout the state in the administration and interpretation of the various

labor contracts. The Section aids the Department of Labor and Industry in processing Workers Compensation claims. Based on information submitted by the Section, the Department of Labor and Industry determines whether the employee is eligible for compensation. The Section provides information to the Bureau of Mediation Services concerning issues under negotiation with labor unions and matters concerning the bargaining unit determination. The bargaining unit determination decides the grouping of employees to be represented by a union. They provide no services directly to the public.

STAFF DEVELOPMENT AND TRAINING SECTION

Gunnar P. Pederson, *Section Director*

1. The Staff Development and Training Section with the Department of Administration contracts with professional instructors to present training programs and classes for DOT employees. The Section develops the training program and secures the services of a qualified instructor. The Department of Administration approves the contract. The training programs are to increase the employees opportunities for promotion within the Department. The Section provides informal counseling to all employees who seek assistance regarding problems affecting their work performance. The Section has professionally trained counselors.

2.A. The Section has a Department Training Center for programs. Training Center facilities, including classrooms and dormitory, are available to the public for meetings. These facilities are also used by employees of cities and counties within the state who participate in short courses conducted at the Center.

B. For information or to reserve the Training Center, contact:

Department of Transportation
Training Center
1900 W. County Road I
New Brighton, Minnesota 55112
(612) 633-6360

C. The Training Center will provide a reservation form.

D. Rental fees are \$25 per day for the small classrooms and \$35 per day for the large classrooms. The dormitory rental is \$7 per night per bed and \$14 per night per room.

E. Reservation requests should be made at least three months in advance.

PERSONNEL ADMINISTRATION SECTION

Roger A. Durbahn, *Director*

1. The Personnel Administration Section recruits qualified candidates to fill full-time, part-time and temporary positions in the Department. The Section develops guidelines and assists Department supervisors in interviewing and selecting persons for vacant positions. The Section conducts screening interviews for positions and may refer applicants to Department supervisors for employment consideration. The Section assists management and employees in preparing job descriptions and placing jobs in the proper classifications. The Section obtains approval from the Department of Finance Controller to fill vacant positions. The Controller certifies that funds are available. The Section also provides the State Retirement System with information on retired employees and obtains information on the System for current employees of the Department.

2.A. On occasion, the Section places job openings in magazines and newspapers. Most often job candidates are obtained from the eligible lists furnished by the State Department of Personnel.

- B. For information on job openings, contact:
Department of Transportation
Office of Personnel
Room 312 Transportation Bldg.
St. Paul, Minnesota 55155
(612) 296-3103

- C. The job application form is the State Department of Personnel form.

- D. Employment interviews are generally delayed until applicants have had an opportunity to take civil service examinations and have their name placed on eligible lists.

BUREAU OF POLICY AND PLANNING

Harry A. Reed, Deputy Commissioner

- 1. The Bureau of Policy and Planning develops statewide transportation programs and policies. The Bureau conducts studies to analyze state highway needs and allocate funds to cities and counties for all types of transportation (model planning). The Bureau also conducts environmental studies for proposed highway programs.

DIVISION OF TRANSPORTATION DEVELOPMENT

Peter A. Fausch, Division Director

- 1. The Division of Transportation Development formulates all highway construction programs, manages all federal-aid highway programs and develops a state-wide transportation plan and state-wide policies. The Division prepares short, intermediate and long range transportation improvement programs on a multi-model basis (for different types of transportation). The Division prepares data showing forecasted expenditures by model fund and categorical project.

- 2.A. The Division has information on federal-aid highway legislation, federal-aid systems and the federal-aid highway annual program.

- B. For information, contact:

Department of Transportation
Division of Transportation Development
818 Transportation Building
St. Paul, Minnesota 55155
(612) 296-8532

OFFICE OF PLANNING DEVELOPMENT

Office Director, Vacant

- 1. The Office of Planning Development formulates a multi-model statewide transportation plan, monitors the execution of the plan, develops similar plans for major urban areas including the Twin Cities and revise plans as conditions require. They provide no services directly to the public.

MODAL PLANNING SECTION

Section Chief, Vacant

- 1. The Modal Planning Section receives all planning data from the different Offices within the Department. From this data, the Section prepares Status Statements for each type of transportation concerning the mode's physical characteristics, performance characteristics, system demand characteristics, system needs and cost estimates. The Section prepares historical and current descriptions that describe source and application of funds, constraints to fund utilization and analysis of funding successes and failures.

The Section makes suggestions on possible methods to satisfy current mode needs and consequences to the public if the needs are not met. The Section works with other government agencies, the different modes of transportation and DOT directors. They provide no services directly to the public.

PLAN MANAGEMENT SECTION

Section Chief, Vacant

1. The Plan Management Section prepares the work program and study design for the development of the state transportation plan and major urban areas transportation plans. The Section monitors the "continuing comprehensive" highway planning process mandated by the U.S. Department of Transportation and the Congress. They provide no services directly to the public.

OFFICE OF PROGRAM DEVELOPMENT

Office Director, Vacant

1. The Office of Program Development formulates and updates all highway construction programs including Federal Aid Interstate, Trunk Highway, Safety Improvement Resurfacing, Bridge Replacement and Improvement, Bicycle Trail and Federal Aid Urban. The Office manages federal-aid programming and data pertaining to proposed highway construction. In addition, the Office has programs for non-highway modes and establishes a transportation funding management system for federal and state money.

PROGRAM ADMINISTRATION SECTION

Vacant, Section Chief

1. The Program Administration Section works with all federal, state, regional and local units of government answering individual project and program information requests pertaining to needs and funding. The Section works with all modes of transportation. All construction programs are submitted to the Department of Natural Resources and the State Planning Agency for review and comment. They provide no services directly to the public.

DIVISION OF TRANSPORTATION SERVICES

Kermit K. McRae, Division Director

1. The Division of Transportation Services develops environmental policy, conducts analyses of highway and state-aid needs and evaluates the needs and allocation of funds for all modes of transportation.

OFFICE OF ENVIRONMENTAL AFFAIRS

Vacant, Office Director

1. The Office of Environmental Affairs develops and carries out environmental policy through the preparation of statewide planning projects. The planning projects assess natural and aesthetic resources. The Office serves as staff to the Commissioner's role as member of the Environmental Quality Council.

ENVIRONMENTAL POLICY AND LIAISON SECTION

Vacant, Section Chief

1. The Environmental Policy and Liaison Section develops environmental policy for the Department. The Section promulgates standards and guidelines used in the

preparation of environmental documents by the Department. The Section works with the Environmental Quality Council, the Minnesota Departments of Agriculture, Economic Development, Historical Society, Natural Resources and the State Planning Agency. The Section periodically meets with the Center for Urban Affairs at the University of Minnesota to discuss land use planning and transportation issues. Government councils and the counties are asked for project review.

2.A. The Section works with public interest groups interested in transportation policy and planning. The Section will provide information on environmental policy to the public.

B. For information, contact:

Department of Transportation
Environmental Policy and Liaison Section
Room 807 Transportation Bldg.
St. Paul, Minnesota 55155
(612) 296-7974

ENVIRONMENTAL PLANNING AND DEVELOPMENT SECTION

Vacant, *Section Chief*

1. The Environmental Planning and Development Section prepares long-term state-wide projects and makes conceptual studies for transportation site location, scenic highways and parkways. The Section processes and reviews environmental reports and related documents. The Section approves manuals, plans and specifications, documents and reports relating to environmental concerns. The Section represents the Department of Transportation on state-wide issues that require environmental studies. They provide no services directly to the public.

OFFICE OF TRANSPORTATION ANALYSIS

Vacant, *Director*

1. The Office of Transportation Analysis collects data on all roads in Minnesota for special reports, mileage summaries, control section records, construction, mileage logs, gasoline consumption and taxes and all roads, bridges and railroad crossings in the state. The Office prepares mileage summaries and maps for public distribution. The Office forecasts traffic and related air pollution data for the planning and design of future highways.

2.A. The Office has a map index and price list available to the public. The public may request any of the information compiled by the Office.

B. For information or the map index, contact:

Department of Transportation
Office of Transportation Analysis
818 Transportation Bldg.
St. Paul, Minnesota 55155
(612) 296-3161

BUREAU OF OPERATIONS

Richard P. Braun, *Deputy Commissioner*

1. The Bureau of Operations maintain the state's highways and regulated all forms of transportation used in the state. The Bureau assists municipalities in developing transportation programs and services.

OPERATIONS COORDINATOR

Robert J. McDonald

1. The Operations Coordinator aids the Deputy Commissioner in supervising the four divisions of the Bureau of Operations. The Coordinator provides no services directly to the public.

HIGHWAYS DIVISION

William C. Merritt, *Assistant Commissioner*

1. The Highways Division is divided into nine District Offices. The Division administers all trunk highway operations and programs. The Division supervises construction of roadways, maintains transportation facilities and gives aid to other state and federal agencies concerning transportation development.

2.A. The District and Area Maintenance Offices are:

District 1-A
1123 Mesabi Avenue
Box 39
Duluth, MN 55811
(218) 723-4803

District 2-B
1301 S. Main Street
P.O. Box 617
Crookston, MN 56716
(218) 281-3503

District 4-A
1000 W. Hwy. 10
Box 666
Detroit Lakes, MN 56501
(218) 847-4401

District 6-A
N. Highway 52
Box 6177
Rochester, MN 55901
(507) 288-2661

District 7-B
P.O. Box 272
Windom, MN 56101
(507) 831-1666

District 9-A&B
3485 N. Hadley Avenue
Box 2050
North St. Paul, MN 55109
(612) 770-2311

District 4-B
2 South Street
P.O. Box 410
Morris, MN 56267
(612) 589-1515

District 6-B
W. Trunk Hwy. 14
P.O. 307
Owatonna, MN 55060
(507) 451-1215

District 8-A
Tenth & Pacific Streets
Box 758
Willmar, MN 56201
(612) 235-4554

District 2-A
Washington & 4th St. S.
Box 727
Bemidji, MN 56601
(218) 755-3815

District 3-B
3725 N. 12th Street
P.O. Box 370
St. Cloud, MN 56301
(612) 255-4231

District 5-A&B
2055 N. Lilac Drive
Golden Valley, MN 55422
(612) 545-3761

District 1-B
Hoover Road
P.O. Box 959
Virginia; MN 55792
(218) 741-9322

District 3-A
301 Laurel Ave.
Box H
Brainerd, MN 56401
(218) 829-3553

District 7-A
501 S. Victory Drive
Mankato, MN 56001
(507) 626-6261

District 8-B
220 S. Sixth Street
P.O. Box 29
Marshall, MN 56258
(507) 537-6146

B. Generally, each District Office is organized in the same manner. For information or assistance on any of the Department's programs, contact the local District Office.

DISTRICT STATE AID OFFICE

1. The District State Aid Office assists county boards, city councils, directors of public works and county and city engineers in selecting and revising state and federally aided highway routes. The Office reviews city and county state and federal aid road plans and construction procedures. The Office must certify all highway programs before they can receive state or federal funds. The Office inspects construction operations and highway programs to ensure continued compliance with Department rules.

2.A. For information on state assistance to highway programs contact the local District Office.

PRELIMINARY ENGINEERING OFFICE

1. The Preliminary Engineering Office conducts trunk highway corridor studies, surveys, design and right of way acquisition. Corridor studies include route location and alternate studies, cost analysis and comparison reports, environmental studies and impact statements, project development reports and location and design public hearing data. Surveys include land surveys, topographic surveys, hydrologic surveys and boundary surveys. Design and right of way activities comprise geometric and preliminary plans, detail design for both construction and maintenance projects and right of way acquisition planning. The Office assists the District in formulating annual, biennial and five year construction and maintenance needs reports.

2.A. The Office is the public information section for the District Office. For information, contact the local District Office.

CONSTRUCTION FIELD OPERATIONS

1. The Construction Field Operations office provides construction supervision and inspection on all state highway construction, reconstruction, building and related contracts. The Assistant District Engineer — Post Letting obtains work contracts conforming to plans, specifications and estimates of the Department. All contracts require a bond which the Assistant District Engineer sets and approves. The office supervises all bridge inspection and reviews all hydraulic studies.

2.A. The office inspects every bridge on trunk highways at least once a year. Each District is responsible for inspection, inspection reporting and posting of bridges within its boundaries.

B. Instructions relating to the actual inspection of bridges, use of the inspection

forms and reporting procedures are covered in a manual on bridge inspection which may be inspected in any District Office.

AREA MAINTENANCE OFFICE

1. The nine District Offices are subdivided into sixteen Maintenance Areas and are further subdivided into approximately 60 maintenance sub-areas. The sixteen Area Maintenance Offices take care of state roadways, roadsides, structures and other facilities.

2.A. (1) The Area Maintenance Offices preserve and maintain state roadways, clean rest areas and roadsides, insure unobstructed drainage facilities, repair bridges and other structures, install signs, signals, barricades and striping, remove snow and ice, report winter road conditions, remove snow for government subdivisions and prevent snow drifting.

(2) To receive information on any of these services, contact the local Area Maintenance Office or:

Minnesota Department of Transportation
Road Travel Information — G-17
Transportation Building
St. Paul, Minnesota 55155
(612) 296-3076

B. (1) The Area Maintenance Offices issue permits for special use of all Minnesota highways. Permits issued include:

- (a) Drainage;
- (b) Access Driveway or Entrance;
- (c) Transportation and House Moving;
- (d) Utility or Obstruction on Trunk Highway Right of Way;
- (e) Outdoor Advertising Device and Junkyard Control.

The person issued the permit shall furnish all signal lights; warning lights; warning flags; wide load, oversize load or long load signs; and escort vehicles required by the permit.

- (2) For information on specific permits, contact the local District Offices.
- (3) Forms used include:
 - (a) Form 2188 — Drainage;
 - (b) Form 1721 — Access Driveway or Entrance Permits;
 - (c) Form 1720 — Application for Transportation Permit and the official permit;
 - (d) Form 1720A — Permit sticker which is affixed to Form 1720;
 - (e) Form 1720B — Similar to Form 1720A;
 - (f) Form 1724 — Supplemental Transportation Permit;
 - (g) Form 17293 — Similar to 1720A, but used for annual Refuse Compactor permits;
 - (h) Form 1722 — Application for Permit to Move Buildings;
 - (i) Form 1758 — Loading Data for Buildings;
 - (j) Form 1796 — Special Requirements for Movement of Buildings;
 - (k) Form 17284 — Permits for twin trailers;
 - (l) Forms 17284A, B, C, D, — Validation stickers to be attached to Form 17284
 - (m) Form 1723 or Form 2525 — Permit to construct or modify utility facilities or place an object on state lands.

(4) The Drainage and Access Driveway or Entrance Permit require a bond which ranges from \$100 to \$1000. Form 1720A costs \$5; Form 1720B costs \$25; and Form 17293 costs \$50. Form 17284A costs \$10; Form 17284C costs \$20; Form 17284B costs \$75; and Form 17284D costs \$200. Utility Permits or Obstruction on Trunk Highway Right of Way Authorization may require a bond ranging from \$500 to \$100,000. Outdoor Advertising Device Permits and Junkyard Control fees range from \$2 to \$20.

(5) A permit may be revoked for conviction of any violation of the terms of the permit or for furnishing false information in the application.

OFFICE OF RIGHT OF WAY

1. The Office of Right of Way through qualified real estate appraisers and other trained personnel provides title inspection, property appraisals, relocation assistance for individuals and families, land acquisition through direct purchase and assistance in eminent domain procedures. The Office aids the Area Maintenance Office in the review, inspection and recommendation of Utility Permits or Authorized Obstructions on Trunk Highway Right of Way, Access Driveway Permits, Outdoor Advertising Device Permits, and Junkyard Screening and Acquisition.

2.A. The Office will provide information on Right of Way Deeds, status of acquisition procedures, reconveyance of excess right of way, eminent domain procedures, possible effects of Transportation projects on Watershed districts and county ditches, and special use permits for joint use of Trunk Highway Right of Way. The Office has available the booklets, *Minnesota Highways and Your Property* and *Relocation Assistance*.

B. For information or a booklet, contact the local District Office or:

Minnesota Department of Transportation
Office of Right of Way
Transportation Building
St. Paul, Minnesota 55155
(612) 296-3131

OFFICE OF TRAFFIC

1. The Office of Traffic investigates problem traffic locations and makes recommendations for correction; supervises installation of traffic signals, signing, pavement markings and highway lighting; conducts speed surveys and makes recommendations for changes in speed limits; initiates studies, prepares traffic reports, plans and preliminary reports for traffic signals, highway illumination, special signing and railway crossing protection; maintains regular surveillance of traffic on all highways in the District and makes recommendations on applications for private entrances, special permits for over-size loads and utility structures on highway right of way.

2.A. District Traffic Engineers will give aid to local authorities concerning local traffic matters. The District Traffic Engineer cannot spend Trunk Highway funds for anything other than trunk highways. The Engineers may recommend a qualified private consultant engineer or firm.

B. For information, contact the local District Office.

OFFICE OF MATERIALS

1. The Office of Materials will provide information on the quality and use of materials used on highway construction and maintenance projects. The District Materials Office has a materials laboratory and with the approval of the staff, they will

provide materials testing to government units. The Office will conduct frost heave surveys, independence insurance sampling, culvert inspection, bridge beam and timber inspection, stake inspection and nuclear testing of materials.

2.A. The Office will provide information on gravel pits, Benkelman beam, condition ratings, road restrictions and soil.

B. For information, contact the local District Office.

PUBLIC TRANSPORTATION DIVISION

Sherri Y. Alston, Assistant Commissioner

1. The Public Transportation Division administers regulatory, operational, improvement and maintenance programs for public transportation modes and participates in the development of policy, programs and legislation needed to establish a balanced statewide transportation system.

OFFICE OF RAILROADS, PORTS AND PIPELINE ADMINISTRATION

Lawrence F. McNamara, Office Director

1. The Office of Railroads, Ports and Pipeline Administration administers the Minnesota Rail Service Improvement Program, the Amtrak Program, the Railroad Track Inspection Program, the Railroad Crossing Safety Program, the Federal Highway Safety Act concerning grade crossing safety and the Rail Service Continuation Program. The Office negotiates with railroads operating in Minnesota for highway construction right of way. The Office regulates waterway transportation and transportation of products and materials via pipeline.

2.A. The Office regulates grade crossing safety, track removals, clearance variances and agency service. The Office negotiates right of way and facility changes with railroads to accommodate Trunk Highway construction. The Office arranges all hearings and negotiations. The Office will provide a pamphlet, *Minnesota Rail Service Improvement Program*, to the public.

B. For information or to receive the pamphlet, contact:

Department of Transportation
Office of Railroads, Ports and Pipeline Administration
Room B-9A Transportation Building
St. Paul, Minnesota 55155
(612) 296-8628

C. Generally, all services require the interested party to petition for the service to the Commissioner of Transportation. Forms are available from the Office.

DEPARTMENT OF VETERANS AFFAIRS

Veterans Service Building

St. Paul, Minnesota 55155

(612) 296-2562

Russell R. Green, Commissioner

(612) 296-2783

MINN. STAT. §§ 196.01-198.265

1. The Department of Veterans Affairs assists Minnesota's 547,000 veterans and their dependents to obtain the benefits and services provided by the U.S. Veterans Administration and the state of Minnesota.

VETERANS BENEFITS DIVISION

1. The Veterans Benefits Division administers a variety of benefit programs and services available to veterans or their dependents.

2.A. (1) Disabled veterans and their dependents are eligible for temporary financial assistance during the time the veteran is disabled. Food, shelter and medical assistance may be provided if the veteran meets residency, income, disability and veteran status eligibility requirements. Application for assistance usually requires a personal appearance so that all necessary forms can be completed. A copy of the veteran's discharge papers from military service and medical proof of disability must be available.

(2) To request information, begin application procedures or receive a detailed explanation of eligibility requirements, contact: a County Veterans Service Officer, usually located in the courthouse of each Minnesota county or:

The Department of Veterans Affairs
Veterans Benefits Division
Veterans Service Building
St. Paul, Minnesota 55155
(612) 296-2562

(3) No fees are charged for this service.

(4) A minimum of seven days is required for processing a new application if all required documents and supporting data is available (i.e. medical proof of a disability). The financial assistance is sent to the applicant upon approval.

B. (1) War Orphans Educational Program. All children of Minnesota veterans who died from injuries incurred in military service are eligible for "tuition free status" at any state college institution except the University of Minnesota. An additional \$250 per year is available for school related expenses. Eligibility requirements stipulate that the deceased veteran must have been a Minnesota resident upon entry into the service and the dependent must have been a Minnesota resident for 2 years.

(2) To request information or application forms, contact:
The Department of Veterans Affairs
Veterans Benefits Division
Veterans Service Building
St. Paul, Minnesota 55155
(612) 296-2562

(3) No fees are charged for this service.

(4) A minimum of seven days is required for processing a new application if all necessary documents are available.

C. (1) Veterans Educational Assistance Program. A one-time tuition grant of \$250 is available to Minnesota veterans who were Minnesota residents upon entry into the service. Veterans must have exhausted their federal educational benefits prior to the 10 year limitation before being eligible to apply for state veterans educational assistance.

(2) To request information or application forms, contact a County Veterans Service Officer or;

The Department of Veterans Affairs
Veterans Benefits Division
Veterans Service Building
St. Paul, Minnesota 55155
(612) 296-2562

(3) The forms needed for this service are:

- a) application form
- b) proof of an honorable discharge from military service,

(c) statement from the U.S. Veterans Administration that federal educational benefits have been exhausted.

(4) There is no charge for this service.

(5) A minimum of seven days is required for processing a new application if all required documents and supporting data is available. Educational assistance will be provided by mail upon approval of the application.

D. (1) Bronze Flag Holders are provided for the graves of deceased veterans buried in Minnesota. No formal application is necessary, however all requests should be made in person or in writing to a County Veterans Service Officer.

(2) To request information, contact a County Veterans Service Officer, or:

The Department of Veterans Affairs

Veterans Benefits Division

Veterans Service Building

St. Paul, Minnesota 55155

(612) 296-2562

(3) There are no fees for this service.

(4) Flag holders are distributed to the County Veterans Service officer upon request each spring.

E. (1) Information-Referral and Bonus Records. This service helps veterans or their dependents to apply for state or federal veterans benefits. The service offers general information about available benefits and directs applicants to the proper state or federal agency. Bonus records (after each war, the state of Minnesota has paid bonuses to eligible veterans) from each war are also available from this service. Application forms should be requested in person so that supporting information or documentation required for approval of the benefit can be provided to the appropriate agency.

(2) To request information, contact a County Veterans Service Officer or:

The Department of Veterans Affairs

Veterans Benefits Division

Veterans Service Building

St. Paul, Minnesota 55155

(3) The length of time necessary for the applicant to receive the benefit will depend upon the federal or state agency providing the veteran benefits.

CLAIMS DIVISION

Phillip D. Nygren, Supervisor

1. The Claims Division professionally represents veterans and their dependents who claim benefits from the U.S. Veterans Administration. The division acts as advocate of the Veteran/dependent for claims involving compensation, pensions, insurance or educational benefits, etc.

2.A. This service is available to any veteran and/or dependent.

B. To begin application procedures, contact:

Department of Veterans Affairs

Claims Division

174 Federal Building

Fort Snelling

St. Paul, Minnesota 55111

(612) 726-9229

C. The form required by the Claims Division for this service is: V.A. Form 23-22 (authorization for the Department to represent the claimant on all matters regarding the claim).

D. There is no fee for this service.

E. Claims representatives are available at all times during the business hours.

MINNESOTA VETERANS HOME

William Gregg, *Administrator*

1. The Minnesota Veterans Home provides care to Minnesota veterans of all wars, their spouses and parents. The Home also provides nursing care for those residents who require it.

2.A. To request information, application forms, or a detailed explanation of eligibility requirements, contact:

The Minnesota Veterans Home
51st Street and Minnehaha Avenue
Minneapolis, Minnesota 55417
(612) 729-9325

B. The cost of care is in direct proportion to available income.

C. Admission to the Veterans Home is made on a space available basis with consideration given to the type of care necessary.

BIG ISLAND VETERANS CAMP

R. J. Lavell, *Deputy Commissioner*

1. Big Island Veterans Camp occupies 58 acres on the east end of Big Island in Lake Minnetonka and from June 15 to Labor day each year is used as a recreational facility for disabled and other needy veterans. The camp offers limited cabin space and food service; however, each year nearly 200 veterans and their families enjoy the excellent beach facilities.

2.A. Application for admission will be approved on the following priority basis:

1. disabled veterans,
2. veterans currently in the Veterans Administration Hospitals or the Minnesota Veterans Home,
3. all honorably discharged veterans,
4. unremarried surviving spouses of honorably discharged veterans,
5. income available to the applicant.

B. To request information or application forms, contact:

The Department of Veterans Affairs
Veterans Service Building
St. Paul, Minnesota 55155
(612) 296-2562

C. To obtain a fee schedule for utilization of the Big Island Veterans Camp, contact:

The Department of Veterans Affairs
Veterans Service Building
St. Paul, Minnesota 55155
(612) 296-2562

D. Applications will be accepted until March 15 of each year and notice of acceptance or rejection will be mailed to each applicant by April 15 of each year.

ADMINISTRATIVE SERVICES DIVISION

R. J. Lavell, *Deputy Commissioner*

1. The Administrative Services Division is responsible for fiscal and personnel management in the Department of Veterans Affairs. The Division answers questions concerning payments received by individuals, governmental subdivisions, and businesses from the department.

- 2.A. To request information, contact:
The Department of Veterans Affairs
Administrative Services Division
Veterans Service Building
St. Paul, Minnesota 55155
(612) 296-2345
- B. There are no forms or fees required for this service.
- C. Information requested concerning payments is handled immediately.

GUARDIANSHIP SERVICES SECTION

Ivan Berg, Jr., Guardianship Officer

1. The Commissioner of Veterans Affairs is appointed by various probate courts in Minnesota as fiscal guardian of the estates of incompetent veterans receiving veterans benefits from the U.S. Veterans Administration. The Section makes application for all benefits which the incompetent veteran should receive and manages the veterans estate to ensure that funds are utilized to provide food, shelter, medical treatments or other requirements. Probate laws and procedures are followed in the administration of each guardianship case including an annual accounting to the probate court of all funds received and all expenditures made on behalf of each case.

2.A. The appointment of the Commissioner of Veterans Affairs as guardian is approved by the U.S. Veterans Administration after the appropriate medical authority has determined that the veteran is incompetent and the probate court approves the appointment of a guardian.

B. Questions concerning any guardianship case under the control of the Commissioner of Veterans Affairs should be directed to:

The Department of Veterans Affairs
Guardianship Services Section
Veterans Service Building
St. Paul, Minnesota 55155

C. There are no forms or fees necessary for this service.

FIELD SERVICES DIVISION

Raymond D. Schultz, Supervisor

1. The Field Services Division provides assistance to veterans who feel their rights have been violated under the State Veterans Preference statutes. A formal hearing determines actions the Commissioner of Veterans Affairs will take to resolve the matter. The division is also responsible for the operation of branch offices in Moorhead and Duluth. These offices are an extension of services available at the St. Paul and Ft. Snelling offices. The training of County Veterans Service Officers is also provided by this division.

2.A. Veterans who feel their rights have been violated under the State Veterans Preference Statutes are eligible for this service if they have been employed by or have applied to work for a Minnesota state, county or city government. Veterans who require services of a general nature relating to veterans benefits should contact the branch officer.

B. To request forms or information, contact:

Department of Veterans Affairs
Field Service Division
Veterans Service Bldg.
St. Paul, Minnesota 55155
(612) 296-2562

Moorhead Branch Office
34 North, 3rd Street
P.O. Box 157
Moorhead, MN 55560
(218) 236-2824

Duluth Branch Office
Courthouse
Duluth, Minnesota 55802
(218) 723-4668

C. There are no fees charged for this service.

D. The length of time needed to process a petition for review by the Commissioner of Veterans Affairs will vary according to the individual case. Branch offices are open during normal business hours.

ETHICAL PRACTICES BOARD

**41 State Office Building
St. Paul, Minnesota 55155
(612) 296-5148**

**B. Allen Clutter, Director
(612) 296-5148**

MINN. STAT. CH. 10A

1. The Ethical Practices Board, established under the 1974 Ethics in Government Act, administers programs providing disclosure of lobbying activities, campaign financing, personal economic interests, and public financing of state candidates. The Board handles complaints alleging violations of the law.

2.A. (1) Brochures and copies of the Ethics In Government Act, rules, and advisory opinions issued by the Board are available free of charge. Advisory opinions are issued only to individuals seeking to guide their personal conduct. Requests for advisory opinions under this law are printed in the *State Register* before adoption by the Board. When approved, advisory opinions are printed in the *State Register*.

(2) For copies of Minn. Stat. 10A, the rules or the advisory opinions or for further information, contact:

Ethical Practices Board
41 State Office Building
St. Paul, Minnesota 55155
(612) 296-5148

(3) There is no charge for brochures, law, rules or advisory opinions.

B. (1) An annual report, summary information and reports compiled by the Board are available to the public.

(2) To obtain an annual report or summary information, contact:
Ethical Practices Board
41 State Office Building
St. Paul, Minnesota 55155
(612) 296-5148

(3) There is no charge for annual reports. Charges may be made for summary reports.

- (4) Annual Reports are issued at the close of the fiscal year.
- C. (1) Notices of Board meeting and meeting minutes are mailed upon request.
 - (2) To be placed on the mailing list, contact:
Ethical Practices Board
41 State Office Building
St. Paul, Minnesota 55155
(612) 296-5148
 - (3) There are no fees.
- D. (1) Reports and statements filed with the Board are available for public viewing and photocopying.
 - (2) To arrange for photocopying material, or for further information, contact:
Ethical Practices Board
41 State Office Building
St. Paul, Minnesota 55155
(612) 296-5148
 - (3) Photocopying charges are 10¢ per page for self-service; if the staff photocopies the material, charges are 50¢ per page.
 - (4) Material may be viewed or photocopied within 48 hours of receipt by the Board.
- E. (1) Complaints concerning possible violations of the Ethics In Government Act (*Minn. Stat. 10A*) may be filed with the Board, which has the power of investigation, audit and subpoena to determine if a violation has occurred. Copies of the findings of the Board in response to a complaint are available to the public.
 - (2) To register a complaint, or for a copy of a finding of the Board, contact:
Ethical Practices Board
41 State Office Building
St. Paul, Minnesota 55155
(612) 296-5148
 - (3) There is no charge for copies.
 - (4) Findings are made within 30 days of the receipt of a complaint, unless by a vote of four Board members the time is extended.
- F. (1) The Board monitors a system of lobbyist registration and reporting of lobbying expenditures by individuals who seek to influence legislative or administrative actions by communicating with or urging others to communicate with public officials. The definition of a "public official" includes state legislators; constitutional officers of the executive branch and their chief deputies; persons employed the executive branch specified in *Minn. Stat. 15A.081*; members of the state boards and commissions or agencies with rulemaking authority; the secretary of the senate, the chief clerk of the House, the legislative auditor, the revisor of statutes, attorneys and researchers in the office of legislative research; and members of metropolitan boards and commissions.
 - (2) Any person who is paid to lobby *and* who spends in excess of 5 hours in any month or more than \$250.00 each year to influence legislative and administrative actions by communicating with or urging others to communicate with public officials must register as a lobbyist. Registered lobbyists must report their lobbying expenditures during five separate reporting periods per year.
 - (2) For lobbyist registration or for further information, contact:
Ethical Practices Board
41 State Office Building
St. Paul, Minnesota 55155
(612) 296-5148
 - (3) There is no registration fee.

G. (1) An alphabetical listing updated each year, of all registered lobbyists and the associations they represent is available to the public.

(2) To order the listing, contact:

Documents Section/Administration
140 Centennial Office Building
St. Paul, Minnesota 55155
(612) 296-2874

(3) Costs must be prepaid.* Make checks payable to "State of Minnesota".

* February, 1977 list/\$5.20

(H) (1) The Board requires every candidate, association or fund which raises or spends more than \$100 per year to influence the nomination or election of candidates for governor, lieutenant governor, attorney general, secretary of state, state treasurer, state auditor, state senator, state representative, and district and supreme court judgeships to register with the Board.

Reporting forms and instructions are mailed out to registered committees and funds automatically before each of the reporting periods.

Manuals of regulations and accounting instruction are provided by the Board.

(2) For manuals or forms, or for further information, contact:

Ethical Practices Board
41 State Office Building
St. Paul, Minnesota 55155
(612) 296-5148

(3) There are no fees for manuals or forms.

I. (1) The Board monitors a system of reporting personal economic interest of and by public officials and candidates for governor, lieutenant governor, attorney general, secretary of state, state treasurer, state auditor, state senator and state representative.

Statements of economic interest must be filed by candidates for the elected offices listed above within 14 days after filing for office. Statements must also be filed by appointed public officials within 60 days of accepting the office. In addition, statements must be filed before April 15 each year, unless the public official has previously filed a statement in that calendar year.

(2) For economic interest forms and instruction, or for further information, contact:

Ethical Practices Board
41 State Office Building
St. Paul, Minnesota 55155
(612) 296-5148

(3) There are no fees for forms.

J. (1) The Board provides a procedure for public officials to remove themselves from decision making when the decision would substantially affect their financial interests or those of a business with which they are associated. If a potential conflict of interest occurs, a conflict of interest must be filed by the public official with the Board and the immediate superior of the public official, or if a legislator, with the presiding officer of the house in which the legislator serves.

(2) For conflict of interest forms, or for further information, contact:

Ethical Practices Board
41 State Office Building
St. Paul, Minnesota 55155
(612) 296-4158

(3) There are no fees for forms.

K. (1) The Board requires a public official who represents a client for a fee

before any board or commission which has rulemaking authority in a contested case hearing to disclose participation in the action within 14 days after the appearance.

(2) For representation disclosure statement form, or for further information, contact:

Ethical Practices Board
41 State Office Building
St. Paul, Minnesota 55155
(612) 296-4158

(3) There are no fees.

L. (1) The Board administers the program of public financing of candidates, with funds derived from the voluntary checkoff system by taxpayers on the state income tax form. Public financing is available for candidates for governor, lieutenant governor, attorney general, secretary of state, state treasurer, state auditor, state senator, and state representative in election years. Candidates who wish to participate must return an agreement, provided them by the Board by September 1 of election years.

(2) For further information, contact:

Ethical Practices Board
41 State Office Building
St. Paul, Minnesota 55155
(612) 296-5148

(3) There is no charge for forms.

GOVERNOR'S MANPOWER OFFICE
690 American Center Building
150 East Kellog Blvd.
St. Paul, Minnesota 55101
(612) 296-6050

Emil W. Marotzke, Executive Director
(612) 296-7923

Executive Order No. 79 & No. 125 (1974)

1. The Governor's Manpower Office provides employment and training to the unemployed, underemployed and disadvantaged individuals who reside in the state's development regions 1, and 6 through 10. The Office coordinates manpower programs administered by other state agencies and local prime sponsors within the state of Minnesota. The Office is funded by the Department of Labor through the Comprehensive Employment and Training Act (CETA) and the Federal Community Services Administration. The Office provides manpower training and job opportunities. Similar opportunities are provided to Minnesotans in Regions 2,3,4,5, and the Metro Area through local cities, counties and non-profit agencies (prime sponsors). A prime sponsor is a local unit of government responsible for planning and operating CETA programs.

BALANCE OF STATE DIVISION
Calvin Finch, Director

1. The Balance of State Division is divided into an Administrative Office and 14 outstate CETA Service Centers providing employment and training services. The Administrative Office monitors and evaluates CETA employment and training services

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in 54 counties in Regions 1, 6E, 6W, 7E, 7W, 8, 9, and 10 (Balance of State or BOS).

2.A(1) The Office offers information on the service available to eligible individuals in the BOS and data concerning services delivered to areas or population groups in the BOS.

(2) For information contact Larry Simmons, Program Support Manager at:

Balance of State Division
Administrative Office
690 American Center Building
150 East Kellogg Blvd.
St. Paul, Minnesota 55101
(612) 296-6066

(3) There are no forms or fees.

(4) Most requests can be handled immediately.

2.B. (1) The fourteen outstate CETA Service Centers offer on-the-job training, classroom training, work experience, and Public Service Employment. The Centers also provide job-related supportive services including:

a. supportive service funds to overcome employment barriers such as lack of housing, medical care, tools, transportation and living costs;

b. counseling;

c. job development to find the employment opportunity that will satisfy the eligible individual's capabilities and needs;

d. special programming for youth, ex-offenders, minority groups and other population groups that require special help.

On-the-job training pays private employers to train and retrain eligible individuals. Classroom training pays the educational costs and the subsistence needs of eligible individuals. Work experience provides temporary employment with public and non-profit agencies at minimum wage. Public Service Employment provides longer term employment training with public or non-profit agencies at the prevailing wage. Eligible individuals are unemployed or underemployed. A person must meet the economic guidelines by the Department of Labor.

(2) For information or to receive a specific service, contact the CETA Service Center in your region:

<i>ADDRESS</i>	<i>COUNTIES SERVED</i>	<i>SUPERVISOR</i>
Crookston CETA Center P.O. Box 422 216 South Main Street Crookston, Minnesota 56716 (218) 281-5135	Polk, Red Lake Norman	Roger Wittenberg
Thief River Falls CETA Center P.O. Box 403 School Dist. 564 Building Zeh and Labree Thief River Falls, Minnesota 56701 (218) 681-7350	Kittson, Roseau Marshall, Pennington	Roger Wittenberg
Willmar CETA Center P.O. Box K 1009 N. Lakeland Dr. Willmar, Minnesota 56201 (612) 235-6766	Meeker, Kandiyohi Renville, McLeod	Gary Erickson

Governor's Manpower Office / 211

Montevideo CETA Center P.O. Box 449 127 West Nichols Montevideo, Minnesota 56265 (612) 269-5561	Big Stone, Swift Lac Qui Parle, Yellow Medicine, Chippewa	Eldon Kirgiss
Mora CETA Center P.O. Box 4 47 North Park Mora, Minnesota 55051 (612) 679-4511	Pine, Mille Lacs, Kanabec, Chisago, Isanti	Ralph Wheaton
St. Cloud CETA Center P.O. Box 1442 908 St. Germain Street St. Cloud, Minnesota 56301 (612) 255-4262	Benton, Stearns, Sherburne, Wright	Richard Furcht
Marshall CETA Center P.O. Box 245 Woitalewicz Building 700 North Seventh Street Marshall, Minnesota 56258 (507) 537-7166	Lincoln, Lyon, Redwood, Pipestone	Ron Labat
Worthington CETA Center P.O. Box 704 922 Diagonal Road Worthington, Minnesota 56187 (507) 376-3113	Murray, Cottonwood, Rock, Nobles, Jackson	Don Johnson
Mankato CETA Center P.O. Box 3145 709 North Front Street Mankato, Minnesota 56001 (507) 389-6073	Blue Earth, Waseca LeSueur	Leigh Heilman
New Ulm CETA Center P.O. Box 696 26 North Broadway New Ulm, Minnesota 56073 (507) 359-2031	Brown, Sibley, Nicollet	Leigh Heilman
Fairmont CETA Center P.O. Box 32 118 South Main Fairmont, Minnesota 56031 (507) 238-4214	Martin, Faribault, Watonwan	Leigh Heilman

Watonna CETA Center P.O. Box 669 1929 South Cedar Watonna, Minnesota 55060 (507) 451-8906	Rice, Steele, Mower, Freeborn	Jane Saunders
Rochester CETA Center P.O. Box 6656 205 19th St. NE at Broadway Rochester, Minnesota 55901 (507) 288-7309	Dodge, Olmsted, Goodhue, Wabasha	Reider Tommeraas
Winona CETA Center P.O. Box 803 Benson Building 67 Main Street Winona, Minnesota 55987 (507) 452-1341	Winona, Fillmore, Houston	Mary Brunkow

Other information may be obtained by contacting Gail Ueland, Program Manager at:

Balance of State Division
Administrative Offices
690 American Center Building
150 East Kellogg Blvd.
St. Paul, Minnesota 55101
(612) 296-2971

(3) Forms are available from the offices.
(4) There are no fees.

(5) There is no waiting time for the initial interview in any of the CETA centers. Within a week after the initial interview, the individual is notified of acceptance or rejection into the program. Once an individual's needs are defined, the length of service will vary to fit those needs.

STATEWIDE MANPOWER COORDINATION DIVISION

James Dredge, *Director*

1. The Statewide Manpower Coordination Division recommends to the Governor, Legislature and Congress state and federal policy concerning Minnesota's unemployment situation. The Division develops more effective procedures for employment and training programs. They also design programs to serve special groups such as unemployed farmers or women. The Division coordinates the activities of ten prime sponsors operating local CETA programs, and provides staff support for the Governor's Council on Employment and Training.

2.A. The Division provides consulting services such as

- (1) answering consumer inquiries or providing data about the CETA program and other employment or training programs operating in the state;
- (2) assisting employers in arranging on-the-job training programs with the local CETA program sponsors;
- (3) assisting the general public, employers and state and local officials in interpreting the Comprehensive Employment and Training Act;
- (4) assisting the general public and employers in locating data regarding the labor market; and

(5) assisting unemployed, underemployed and disadvantaged individuals in locating the appropriate local CETA office for employment and training services.

B. For information or assistance, contact Dave Newman, Policy Program Planning Supervisor at:

Statewide Manpower Coordination Division
690 American Center Building
150 East Kellogg Blvd.
St. Paul, Minnesota 55101
(612) 296-6060

C. There are no forms or fees.

D. Requests for information are handled immediately. If the request requires research; it may take two to three weeks to answer.

GOVERNOR'S COUNCIL ON EMPLOYMENT AND TRAINING

A. Edward Hunter, Chairperson

1. The Governor's Council on Employment and Training (GCET) advises the Governor on statewide manpower policy, program development and coordinates CETA prime sponsors, state agencies and related manpower organizations. A Subcommittee on Youth advises the Governor and the Legislature on youth and unemployment legislation and programs.

2.A. GCET publishes an annual report on manpower issues and recommendations for policy and programs and publishes brochures describing CETA programs. The Council has 2 CETA movie and slides available for those interested in CETA programs. The Council also sponsors conferences and workshops to discuss manpower issues. The bi-monthly GCET meetings provide a forum for the public interested in manpower issues.

B. For information or to request the annual report, films, brochures or location and dates of workshops, contact Sheryl Adams, GCET Coordinator at:

Governor's Council on Employment and Training
690 American Center Building
150 East Kellogg Blvd.
St. Paul, Minnesota 55101
(612) 296-2072

For specific information on youth programs, contact Susan Erkel, Youth Program Coordinator at:

(612) 296-8357

C. There are no forms or fees.

D. The Council sends all information as soon as it is requested. There may be a waiting list for the film or the slides.

WORK EQUITY DIVISION

Fred Matson, Acting Director

1. The Work Equity Division, with a grant from the U.S. Department of Labor, is developing a plan for an eighteen month demonstration project called Work Equity. The demonstration project is to provide social service policy makers with information concerning alternative ways to structure and use welfare and employment training programs. The Work Equity Demonstration Project will encompass a forty-six county area in Southern Minnesota (Economic Development Regions 6E, 6W, 7E, 7W, 8, 9 and 10) and St. Paul, in an effort to test the concept in both a rural and urban setting. Initial estimates are that the project will involve 15,000 people and \$25 million. The program is being designed through a cooperative effort of the Governor's Manpower

Office, the Minnesota Department of Public Welfare, the Minnesota Department of Employment Services and the City of St. Paul. They provide no services directly to the public.

DIVISION OF ECONOMIC OPPORTUNITY

Beverly J. Gleeson, *Director*

1. The Division of Economic Opportunity provides technical assistance to 27 Community Action Agencies and other local anti-poverty agencies. The Division researches anti-poverty activities and develops alternative programs to aid the poor and disadvantaged in Minnesota. This Division is funded by Congress with match requirements from the State Legislature. Community Action Agencies are local anti-poverty agencies of non-profit corporation status and governed by Boards of Directors.

2.A. The Division of Economic Opportunity acts as an advocate for the poor and disadvantaged. The Division offers information about poverty and anti-poverty efforts in Minnesota. A list of the 27 Community Action Agencies is available from the Division.

B. For information or the list of Community Action Agencies, contact:

Division of Economic Opportunity
690 American Center Building
150 East Kellogg Blvd.
St. Paul, Minnesota 55101
(612) 296-4657

C. There are no forms or fees.

D. Information requests are often handled immediately. If they require research; the answer may take two to three weeks.

INDIAN AFFAIRS INTERTRIBAL BOARD

**555 Wabasha Street
St. Paul, Minnesota 55102
(612) 296-3611**

INDIAN AFFAIRS INTERTRIBAL BOARD

**509½ Beltrami Avenue
Bemidji, Minnesota 56601
(218) 755-3826**

**Donald F. Bibeau, *Executive Director*
(612) 296-3611 (218) 755-3825**

MINN. STAT. § 3.922

1. The Indian Affairs Intertribal Board advises the Legislature and state agencies on Indian affairs problems. The Board acts as an intermediary for tribal governments and state government bodies.

2.A. The Board handles any Indian affairs problem. Problem areas include employment, health care, education, welfare, Corrections, urban Indian concerns and any discrimination. The Board will conduct investigations, but they have no enforcement powers. Any discrimination complaints are referred to the Human Rights Commission.

- B. For information or aid, contact:
Indian Affairs Intertribal Board
555 Wabasha Street
St. Paul, Minnesota 55102
(612) 296-3611

- Indian Affairs Intertribal Board
509½ Beltrami Avenue
Bemidji, Minnesota 56601
(218) 755-3825

- C. There are no forms or fees.
- D. Clients can walk in anytime during office hours (8:00 a.m.-4:30 p.m.). All requests are handled as soon as possible.

INTERGOVERNMENTAL INFORMATION SYSTEMS ADVISORY COUNCIL

**300 Hanover Building
480 Cedar Street
St. Paul, Minnesota 55101**

**Gerald J. Mussak, Executive Director
(612) 222-2861**

MINN STAT. § 16.911

1. The Intergovernmental Information Systems Advisory Council (IISAC) is composed of 25 members who represent municipalities, county governments, school districts, the metropolitan council, higher education, state Departments of Administration, Education, Auditor and Revenue. Outstate regional bodies and the state community at-large are also represented. The Council assists the Commissioner of Administration in developing and updating data standards, program budgeting systems and standards. The Council recommends policies governing the collection security and confidentiality of data, reviews and comments on all applications for federal or foundation funding for intergovernment systems, keeps local governments aware of information system technology and prepares guidelines for intergovernment systems. They provide no services directly to the public.

IRON RANGE RESOURCES AND REHABILITATION BOARD

**P.O. Box 678
Eveleth, Minnesota 55734
(218) 749-8260**

**Frank V. Ongaro, Commissioner
(218) 749-8260**

MINN. STAT. § 298.22

1. The Iron Range Resources and Rehabilitation Board operates a variety of programs to assist economic expansion in northeastern Minnesota.

GENERAL SUPPORT DIVISION

Gary Lamppa, Deputy Commissioner

1. The General Support Division carries on the administrative duties of the Board, is in charge of personnel, administers a public information program and maintains Board equipment and buildings. They provide no services directly to the public.

HUMAN RESOURCE REHABILITATION GRANTS SECTION

Gary Lamppa, Deputy Commissioner

1. The Human Resource Rehabilitation Grants Section will fund up to 30%, within maximum limitations of \$75,000, of construction and remodeling costs for innovative programs aimed at human and vocational rehabilitation of the handicapped.

2.A. Any non-profit organization may apply for a grant.

B. For further information and application forms, contact:

Iron Range Resources and Rehabilitation Board
Human Resource Rehabilitation Grants Section
P.O. Box 678
Eveleth, Minnesota 55734
(218) 749-8260

C. There are no fees.

D. The application will be processed within one to six months.

TOURISM GRANTS SECTION

Gary Lamppa, Deputy Commissioner

1. The Tourism Grants Section will fund up to 33%, in communities with populations larger than 5,000, and up to 50%, in communities with populations under 5,000, of the costs of tourism projects that are related to the Iron Range Interpretive Program. (See Tourism Activities Division, page 218).

2.A. Any municipality or non-profit organization may apply for a grant.

B. For further information and application forms, contact:

Iron Range Resources and Rehabilitation Board
Tourism Grants Section
P.O. Box 678
Eveleth, Minnesota 55734
(218) 749-8260

C. There are no fees.

D. The application will be processed within one to six months.

RESEARCH AND BEAUTIFICATION DIVISION

Donald Grubich, Division Supervisor

1. The Research and Beautification Division is involved in a continuing program of peat research, environmental beautification, snowmobile trail grooming and publication of land ownership maps for 21 counties.

PEAT RESEARCH SECTION

Donald Grubich, Research Supervisor

1. The Peat Research Section provides information, reports, data, inventories and assistance to the peat industry and the public resulting from research conducted by the Section. The research concerns the use of peat in agriculture and horticulture, in experimental sewage treatment, and in direct burning for fuel. The Section also conducts an ongoing inventory of the amount of peat in Minnesota.

- 2.A. For information, reports, or assistance, contact:
Iron Range Resources and Rehabilitation Board
Peat Research Section
P.O. Box 678
Eveleth, Minnesota 55734
(218) 749-8269 EXT. 5
- B. Reports and other services are provided free of charge.
- C. Requests are processed immediately and are usually filled the same day.

BUILDING DEMOLITION SECTION

Ralph Potami, Director

1. The Building Demolition Section will raze any dilapidated building on private or public property if the owner signs a release form allowing crews on his property.
- 2.A. For further information, or to obtain release forms, contact:
Iron Range Resources and Rehabilitation Board Building
Demolition Section
P.O. Box 678
Eveleth, Minnesota 55734
(218) 749-8260
- B. This service is provided at no direct cost to the property owner.
- C. A waiting list is used; crews are dispatched when the program reaches a given geographic area. Waiting time varies from one day to months, depending on when crews can reach the area.

LAND OWNERSHIP MAP SECTION

Harold Bergquist, Research Technician

1. The Land Ownership Map Section produces and publishes land ownership maps for 21 counties of northern Minnesota. These maps show ownership of federal, state, and public property.
- 2.A. For further information, or to receive maps, contact:
Iron Range and Rehabilitation Board
Land Ownership Section
P.O. Box 678
Eveleth, Minnesota 55734
(218) 749-8260
- B. Maps are provided free of charge.
- C. Requests for maps are processed immediately and are usually filled the same day.

SNOWMOBILE TRAIL GROOMING SECTION

Ray Svatos, Trail Coordinator

1. The Snowmobile Trail Grooming Section will provide equipment and operators to northern Minnesota snowmobile clubs that maintain public trails that augment and connect with the state trail system.
- 2.A. For further information and application forms, contact:
Iron Range Resources and Rehabilitation Board
Snowmobile Trail Grooming Section
P.O. Box 678
Eveleth, Minnesota 55734
(218) 749-8260
- B. Services are provided at no direct cost to the snowmobile clubs.

C. A waiting list is used, as snow groomers are assigned to each geographical area on a rotating basis. Waiting time varies from one day to 30 days maximum.

FORESTRY RESOURCES IMPROVEMENT DIVISION

Harry Kobs, *Acting Division Supervisor*

1. The Forestry Resource Improvement Division assists counties in the development of sound land and timber management programs for tax-forfeited lands. They assist in the process of timber inventory, aerial photography analysis, land and timber sales, scaling, cruising, and developing recreational land use programs.

2. The Division publishes the:

(1) "Minnesota Forest Products Marketing and Pricing Review," a report published twice yearly giving the range of prices paid for stumpage, wood products and timber.

(2) "Reproduction Value Report", providing per acre values of forest species. Published annually.

(3) "Tree Growth Tax Reports", published every two years. This report features tax tables for counties having forest lands under the program.

B. To be included on the mailing list to receive these reports, or for further information, contact:

Iron Range Resources and Rehabilitation Board

Forestry Resources Improvement Division

P.O. Box 678

Eveleth, Minnesota 55734

(218) 749-8260 (Monday and Wednesday)

(218) 678-2760 (Tuesday, Thursday and Friday)

C. Reports are provided free of charge.

D. Requests are processed immediately and are usually filled the same day.

TOURISM ACTIVITIES DIVISION

Robert T. Scott, *Director*

1. The Tourism Activities Division operates the Iron Range Interpretive Center, Chisholm, Minnesota. The walk-through facility has 34 exhibits, which tell the dynamic story of the Iron Ranges of Minnesota, the history of its people and industry.

2.A. Tours of the Iron Range Interpretive Center are available. There are facilities for listening to 350 to 400 hours of tapes containing the oral history of Iron Range residents; facilities for seminars and conferences on subjects relating to iron mining and Iron Range history; and picnic facilities, a nature trail and parking available on the grounds. The Center is open year round. It is closed Christmas Day and New Year's Day. Summer hours; 9:00 a.m.-9:00 p.m. Winter hours; 10:00 a.m.-6:00 p.m.

B. For further information, or to arrange tours, contact:

Tourism Activities Division

Iron Range Interpretive Center

P.O. Box 392

Chisholm, Minnesota 55719

(218) 254-3323

MINNESOTA ACADEMY OF SCIENCE
Room 410 Pioneer Building
St. Paul, Minnesota 55101

M. I. Harrigan, Executive Director
(612) 227-6361

1. The Minnesota Academy of Science sponsors a variety of science programs for students and the general public.

2.A. (1) The Minnesota Academy of Science offers memberships to the general public. The membership entitles one to receive any Academy newsletters free, and attend Academy sponsored meetings free.

(2) Information on memberships can be obtained from the Academy by phone, or in writing:

Minnesota Academy of Science
Room 410 Pioneer Building
St. Paul, Minnesota 55101
(612) 227-6361

(3) Membership forms are available from the Academy.

(4) Membership fees are as follows:

Junior/Senior High School Student	\$.50
Under Graduate	\$ 1.00
Graduate	\$ 3.00
Adults (Regular Membership)	\$ 15.00
Adults (Sustaining Membership)	\$ 20.00
Adults (Patron-lifetime Membership)	\$150.00

Dues are paid every year (with the exception of a patron membership).

(5) Requests for memberships are usually processed within a week to ten days after they're received.

B. (1) The Annual Regional and State Science Fairs and Research Paper Contests are open to any Senior or Junior High School Student. They are held during March and April.

(2) To register for the Contest students should contact school authorities or:

Minnesota Academy of Science
Room 410 Pioneer Building
St. Paul, Minnesota 55101
(612) 227-6361

(3) Registration fees are \$1.00 to \$2.00 per person or project.

C. (1) The Annual Junior Science, Engineering and Humanities Symposium offers Junior and Senior High School Students the opportunity to share their research papers and visit institutions investigating scientific and societal problems. Secondary schools in the state receive notification of the upcoming symposium. The schools select students to attend. The symposium is held every November.

(2) To register for the symposium students should contact school authorities or:

Minnesota Academy of Science
Room 410 Pioneer Building
St. Paul, Minnesota 55101
(612) 227-6361

(3) There are no forms.

(4) There are no fees for students selected through the schools, however a slight fee is charged for uninvited participants.

D. (1) The Annual Science Talent Search is conducted every December. All Junior and Senior High School students are eligible to participate. Students write research papers on any scientific topic and are judged on them.

(2) To register for the Annual Science Talent Search students should contact school authorities or:

Minnesota Academy of Science
Room 410 Pioneer Building
St. Paul, Minnesota 55101
(612) 227-6361

(3) It takes approximately three months to receive notification of awards. Awards can be scholarships, all-expense-paid trips to scientific events in other cities and varying amounts of monetary awards.

E. (1) The Minnesota Mathematics contest is held every February in Junior and Senior High Schools throughout the state. All students are eligible to enter.

(2) To enter the contest, students should contact school authorities or:
Minnesota Academy of Science
Room 410 Pioneer Building
St. Paul, Minnesota 55101
(612) 227-6361

(3) It takes approximately one and one-half months to receive notification of awards. The award for first place is a \$50.00 bond.

F. (1) The Industry-Education Symposium is conducted when requested by individuals. The resolution of environmental problems is the topic of the symposium.

(2) Interested persons should contact:
Minnesota Academy of Science
Room 410 Pioneer Building
St. Paul, Minnesota 55101
(612) 227-6361

(3) There are no forms or fees.

(4) It takes approximately three months to organize a symposium.

G. (1) Grants of less than \$50.00 are available for Junior and Senior high school students for scientific research.

(2) To apply for a grant or for more information contact:
Minnesota Academy of Science
Room 410 Pioneer Building
St. Paul, Minnesota 55101
(612) 227-6361

(3) There are no forms or fees.

(4) There is a wait of from one week to ten days from the date of the request to receive the grant.

H. (1) The Visiting Scientist Program provides guest speakers to Minnesota secondary schools.

(2) To request a speaker, or for more information contact:
Minnesota Academy of Science
Room 410 Pioneer Building
St. Paul, Minnesota 55101
(612) 227-6361

(3) Forms are sent out to all secondary schools in Minnesota in the fall.

(4) There are no fees charged for this service.

(5) Requests for speakers must be made at least two weeks in advance.

I. (1) The Minnesota Academy of Science publishes a journal, *JOURNAL OF THE MINNESOTA ACADEMY OF SCIENCE*. The JOURNAL is published three

times a year with hopes of publishing on a quarterly basis soon. The JOURNAL is distributed to 75 libraries in Minnesota and 300 copies are given to the University of Minnesota. The University of Minnesota distributes their copies to 300 libraries around the world.

(2) To request a copy of the JOURNAL or for more information contact:

Minnesota Academy of Science
Room 410 Pioneer Building
St. Paul, Minnesota 55101
(612) 227-6361

(3) There are no forms.

(4) The JOURNAL is available to the public at a price of \$2.50 an issue. Subscriptions are available at the same price, or are received free with a membership in the organization.

MINNESOTA BOARD OF MEDICAL EXAMINERS

Room 352, 717 Delaware Street SE

Minneapolis, Minnesota 55414

(612) 296-5534

Arthur W. Poore, Executive Secretary

(612) 296-5534

MINN. STAT. CH. 146, 147, 148, & 319

1. The Minnesota Board of Medical Examiners verifies qualifications of all candidates for medical licenses; and provides other states, state agencies and national organizations with information concerning Board policies and the status of licensees (reciprocity). Upon request, the Board will inform drug regulating agencies of the location and status of licensees. They also annually renew physical therapy certificates and develop Continuing Medical Education (CME) requirements for the annual renewal of physician's licenses.

2.A. (1) Twice each year, the Board gives examinations to qualified medical and osteopathic candidates and issues licenses. Similar examinations are given on a monthly basis for physical therapists.

(2) For application forms and test schedules, contact:

Minnesota Board of Medical Examiners
Room 352, 717 Delaware Street SE.
Minneapolis, Minnesota 55414
(612) 296-5534

(3) Fees:

To Practice Medicine-Surgery

Examination application fee	\$125
Reciprocity and endorsement application fee	\$100
Annual renewal fee	\$ 20

To Practice Physical Therapy

Examination and application fee	\$ 50
Professional Examination Service endorsement application fee	\$ 15
Annual renewal fee	\$ 5

Professional Corporations

Professional corporation fee	\$100
Annual renewal fee	\$ 25

B. (1) The Board receives all complaints regarding medical practitioners in Minnesota. The Board forwards all complaints to the Attorney General's office which makes all investigations. The Board has the power to revoke, suspend or condition licenses.

(2) All complaints should be made in writing. Contact:

Arthur Poore, Executive Secretary
Minnesota Board of Medical Examiners
Room 352, 717 Delaware Street SE.
Minneapolis, Minnesota 55414

MINNESOTA BOARD OF NURSING
717 Delaware Street S.E.
Minneapolis, Minnesota 55414
(612) 296-5493

Joyce M. Schowalter, Executive Secretary
(612) 296-5493

MINN. STAT. § 148.171-148.299 & 144A.61

1. The Board of Nursing licenses professional and practical nurses, registers nursing corporations, and administers a grant-in-aid program for students in nursing programs.

2.A. (1) The Board of Nursing issues nurses' licenses for the state of Minnesota, and conducts examinations for applicants who have finished an approved nursing program. The Board issues licenses by endorsement after the applicant has shown proof of licensing by the nursing board of another state or county. An endorsement does not require the applicant to take an examination unless the applicant has not passed the same examination or has scored lower than the Minnesota requirements. If an applicant fails an examination, the Board also conducts re-examinations.

(2) An applicant should write the Board of Nursing regarding license requirements and examination dates. The application includes proof of completion of a nursing program. For information, contact:

Minnesota Board of Nursing
717 Delaware Street S.E.
Minneapolis, Minnesota 55414
(612) 296-5493

(3) Fees are as follows.

	<i>RN</i>	<i>LPN</i>
License by Examination	\$35	\$25
License by Endorsement	35	25
Re-examination	20	15

Licenses are issued after applicants have met all requirements.

B. (1) The Board renews licenses, verifies licenses, changes nurse license status from active to non-practicing and vice-versa, and investigates complaints about nurses or individuals posing as nurses. Licenses are renewed annually. A verification of license is proof of Minnesota licensing requested by a nurse who is moving out of state

and wishes to obtain a nursing license in a new location. A practicing nurse may choose to become a non-practicing nurse. The Board will, upon notification from the nurse, make this change of license status. A non-practicing nurse is not required to renew the license during the period of non-practice. However, the nurse may not practice during this period. The Board, will, upon request, change this status back to active status. Nurses who have been in a non-practicing status for five years or more must show evidence of continuing competence in nursing. The Board investigates complaints about licensed nurses which may result in revocation or suspension of the license. Generally, all complaints should be made in writing to the Board of Nursing.

(2) For information on verifying nursing licenses, renewing nursing licenses, changes of license status, or to register a complaint, contact:

Minnesota Board of Nursing
717 Delaware Street S.E.
Minneapolis, Minnesota 55414
(612) 296-5493

(3) A verification of Minnesota nursing license costs five dollars for either a Registered Nurse or a Licensed Practical Nurse. A license renewal is five dollars per year. There is a two dollar late fee for all renewals after December 31. Delinquent licenses are charged a two dollar per year late fee up to a maximum of ten dollars. There is no fee for change of status or handling complaints.

(4) The Board acts as soon as it receives a request or complaint.

C. (1) The Board approves nursing education programs and investigates complaints about approved programs. Periodically, the Board investigates all programs to ensure that they are maintaining the rules for programs established by the Board.

(2) All complaints should be written. When applying for approval of a nursing education program, an institution should supply proof of compliance with Board rules. For information, contact:

Minnesota Board of Nursing
717 Delaware Street S.E.
Minneapolis, Minnesota 55414
(612) 296-5493

(3) There are no fees. The Board provides the necessary forms.

(4) All complaints are acted on as soon as they are received. Approval of an education program depends on satisfactory compliance with Board rules.

D. (1) The Board registers nursing corporations and businesses established to offer nursing care to the public. All nursing corporations must be registered with the Board.

(2) For information and forms, contact:
Minnesota Board of Nursing
717 Delaware Street S.E.
Minneapolis, Minnesota 55414
(612) 296-5493

(3) There are no fees. The Board provides the necessary forms.

MINNESOTA BOARD OF PSYCHOLOGY
717 Delaware St. SE, Room 343
Minneapolis, Minnesota 55414
(612) 296-5419

Harriette Hartung, Executive Secretary
(612) 296-5419

MINN. STAT. § 148.88-148.99

1. The Minnesota Board of Psychology licenses psychologists and investigates complaints concerning psychologists. The Board investigates complaints with the aid of the Assistant Attorney General assigned to the Board. The Board has the power to suspend or revoke licenses. The Board promulgates rules which enable it to carry out these responsibilities.

2.A. The Board conducts examinations for license twice yearly, in April and October. The Board may grant licensure through reciprocity with other states, if the requirements for the original license were equal to those in Minnesota; and may grant licensure to ABPP diplomates with waiver of examination. The Board renews licenses every two years. This renewal is from the date of licensure, so the Board renews licenses every month. The Board provides information on the current licensure status of psychologists throughout the state, upon request.

B. For information on licensing, to file an application or to file a complaint, contact:

Minnesota Board of Psychology
717 Delaware St. SE, Room 343
Minneapolis, Minnesota 55414
(612) 296-5419

C. Applications must be filed approximately 2½ months before the examination date. Application forms are available from the Board.

D. The application fee is \$100. The biennial renewal fee is \$75.00.

E. Allow one week to receive application forms. There is approximately a one month wait for notification after the examination has been taken.

MINNESOTA BOARD OF TEACHING
607 Capitol Square Bldg.
550 Cedar Street
St. Paul, Minnesota 55101

Kenneth L. Peatross, Executive Secretary
(612) 296-2415

MINN. STAT. § 125.183

1. The Minnesota Board of Teaching establishes rules governing the education, standards and licensing of teachers in Minnesota. The Board has representation from the public, the teaching profession and the institutions of higher education having approved programs of teacher preparation. The Board also establishes a code of ethics and relicensing rules.

2.A. The Board of Teaching licenses interns and teachers. The Board promulgates rules for licensing and relicensing public school teachers and interns and establishes

rules governing teacher education programs. The Board has the power to suspend or revoke a license according to Minn. Stat. 125.09. 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 the Board in the processing of complaints and in the investigations and hearings relating to them.

B. For information regarding teacher licensure in Minnesota, contact:

Minnesota Board of Teaching
607 Capitol Square Bldg.
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-2415

For application for license forms, contact:

Director of Teacher Licensing
612 Capitol Square Bldg.
550 Cedar Street
St. Paul, Minnesota 55101

C. The license processing fee is \$20.

D. The licensing process requires two to three weeks.

MINNESOTA CABLE COMMUNICATIONS BOARD

**3050 Metro Office Park
Bloomington, Minnesota 55420
(612) 954-1703**

1. The Minnesota Cable Communications Board, a seven member, Governor appointed group, provides information and assistance to municipal officials, cable operators, organizations and individuals involved in developing and using cable communications throughout the state.

The Board officially confirms and certifies that franchises awarded by municipalities to cable systems operators contain all operating standards it has mandated by rule, and that procedures it has established to invite competitive bidding in the franchising process have been followed. The MCCB encourages and informs both municipalities and cable operators in developing cable systems for the state. The Board works with the Minnesota State Planning Agency, the Telecommunications Division of the Department of Administration, the Metro Council and other regional development commissions. The MCCB set guidelines for the first joint powers cable franchise (a franchise between adjoining municipalities) in the state. This system was established in northern Minnesota in early 1976 by four communities, and other citizen action groups are now considering joint cable franchises.

2.A. A pamphlet, *Guidelines to Franchising Procedures*, is available from the Board. This guide has information on cable service territories, requirements, the forms municipalities must use, evaluation of proposals and the awarding of franchises.

B. For information or to receive a pamphlet, contact:

Minnesota Cable Communications Board
3050 Metro Office Park
Bloomington, Minnesota 55420
(612) 954-1703

- C. There is no cost for the pamphlet.
- D. Pamphlets may be obtained within a week.

MINNESOTA COMMUNITY COLLEGE SYSTEM
301 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-3990

Dr. Philip C. Helland, Chancellor
(612) 296-3356

MINN. STAT. CH. 136

1. The Minnesota Community College System consists of the State Board for Community Colleges, the Office of the Chancellor, and the eighteen community colleges.

2.A. The System provides:

- (1) the first two years of college education which will transfer to a four-year institution;
- (2) occupational education;
- (3) non-credit adult education classes;
- (4) community service activities including short courses, institutes, conferences, clinics, forums, concerts, exhibits, and seminars;
- (5) student activities in areas of athletics, publications, and fine arts and,
- (6) admissions counseling, testing, placement, financial aid and special assistance for disabled or handicapped students.

B. Each college has descriptions of all courses and programs available. All inquiries should be directed to the college by phone or mail.

Anoka-Ramsey Community College
11200 Mississippi Boulevard
Coon Rapids, Minnesota 55433
(612) 427-2600

Austin Community College
1600 S.W. Eighth Street
Austin, Minnesota 55912
(507) 437-6691

Brainerd Community College
College Drive at S.W. 4th Street
Brainerd, Minnesota 56401
(218) 829-4771

Fergus Falls Community College
Fergus Falls, Minnesota 56537
(218) 736-7544

Metropolitan Community College
50 Willow Street
Minneapolis, Minnesota 55403
(612) 339-9441

Normandale Community College
9700 France Avenue South
Bloomington, Minnesota 55431
(612) 831-5001

North Hennepin Community College
7411 - 85th Avenue North
Brooklyn Park, Minnesota 55455
(612) 425-4541

Northland Community College
Thief River Falls, Minnesota 56701
(218) 681-2181

Hibbing Community College
1515 East 25th Street
Hibbing, Minnesota 55746
(218) 262-3877

Inver Hills Community College
8445 College Trail
Inver Grove Heights, Minnesota 55075
(612) 455-9621

Itasca Community College
Grand Rapids, Minnesota 55744
(218) 326-9451

Lakewood Community College
3401 Century Avenue
White Bear Lake, Minnesota 55110
(612) 770-1331

Mesabi Community College
Virginia, Minnesota 55792
(218) 741-9200

Rainy River Community College
International Falls, Minnesota 56649
(218) 283-8491

Rochester Community College
Rochester, Minnesota 55901
(507) 288-6101

Vermilion Community College
1900 Camp Street East
Ely, Minnesota 55731
(218) 365-3256

Willmar Community College
Willmar, Minnesota 56201
(612) 235-2131

Worthington Community College
Worthington, Minnesota 56187
(507) 372-2107

C. Application forms are available from the colleges by phone or mail.
D. Fees for community education and service programs vary with the program.
Fees for credited classes are the same at each college:

- (1) Minnesota residents: \$11.00 per credit per quarter
- (2) Out of state residents: \$22.00 per credit per quarter
- (3) Senior citizens: \$2.00 per credit per quarter
- (4) Under 21 in vocational certificate programs: \$2.00 per credit per quarter

MINNESOTA CRIME VICTIMS REPARATIONS BOARD
702 American Center Building
160 East Kellogg Boulevard
St. Paul, Minnesota 55101

Duane E. Woodworth, Executive Director
(612) 296-7080

MINN. STAT. § 299B.01-299B.16

1. The Crime Victims Reparations Board allows innocent injured victims of crime to recover their medical costs and loss of wages. If death results from a criminal act, the funeral expenses of the victim and dependent's loss of support may be paid by the state.

2.A. To qualify for reparations, a person must be an innocent victim of crime (or a legal dependent of the deceased victim), must report the crime to local law enforcement agencies within five days and must cooperate completely with the law enforcement agency. No reparations for property damage or loss will be paid. The first \$100 of the claim is deductible with a maximum claim of \$25,000 paid to each victim.

B. To request information on filing forms, contact:
Minnesota Crime Victims Reparations Board
702 American Center Building
160 East Kellogg Boulevard
St. Paul, Minnesota 55101
(612) 296-7080

Or your local law enforcement agency.

C. Preliminary Claim Forms and Supplementary Claim Forms are available on request from the Board. These forms must be completed and returned to the Board within one year of the crime.

D. The time needed to process a claim varies with the complexity of the case itself, but most claims have been paid within an average of three months after the date they were filed.

6

MINNESOTA DEPARTMENT OF CORRECTIONS

**430 Metro Square Building
7th and Robert Streets
St. Paul, Minnesota 55101
(612) 296-6133**

**Kenneth F. Schoen, Commissioner
(612) 296-3565**

MINN. STAT. CH. 241,242,243,260 & 420

1. The Minnesota Department of Corrections protects society from the criminal element of the population by incarcerating those persons the courts have convicted and sentenced for illegal and dangerous activities. They provide a variety of vocational and educational programs for both adult and youthful offenders, as well as helping establish community programs as alternatives to incarceration.

PROGRAM DIVISION*

Orville B. Pung, Executive Assistant Commissioner

INSTITUTIONS SUBDIVISION

Patrick D. Mack, Assistant Commissioner

1. The Institutions Subdivision manages the operation of the eight state correctional institutions. The heads of the two maximum security institutions are responsible to the Executive Assistant Commissioner, while the heads of the medium/minimum security institutions are responsible to the Assistant Commissioner. The eight institutions are:

Minnesota State Prison (max.sec.) (age 21 and up)	Willow River Camp (min.sec.) (adult) Willow River, Minn. 55795 (218) 372-3101
Box 55	Superintendent: Ralph L. Nelson
Stillwater, Minn. 55082	
(612) 439-1910	
Warden: Frank Wood	

Minnesota Metropolitan Training Center (med./min.sec.) (adult)	State Training Schol (min.sec.) (for juveniles)
Box L	Box 35
Circle Pines, Minnesota 55014	Red Wing, Minn. 55066
(612) 786-2800	(612) 388-7154
Superintendent:	Superintendent: Gerald O'Rourke
State Reformatory for Men (max.sec.) (Adults 18-21)	Minnesota Home School (min.sec.) (for juveniles)
Box B	Box 272
St. Cloud, Minn. 56301	Sauk Centre, Minn. 56378
(612) 251-3510	(612) 352-2296
Superintendent: William F. McRae	Superintendent: Harvey Akerson
Minnesota Correctional Institution for Women (min.sec.) (adult)	Thistledew Camp (min.sec.) (for juvenile boys)
Box 7	Box W-10
Shakopee, Minnesota 55379	Togo, Minn. 55788
(612) 445-3717	(218) 376-3811
Superintendent: D. Jacqueline Fleming	Superintendent: Walt Odegaard

COMMUNITY SERVICES SUBDIVISION

Patrick D. McManus, Assistant Commissioner

1. The Community Services Subdivision supervises the Community Corrections Act of 1973, which authorizes the Commissioner of Corrections to award subsidy grants to a county or group of counties for local correctional services including crime prevention, probation and parole services, community correction centers, and facilities to detain, confine, and treat offenders of all ages.

Counties or groups of counties presently under the Community Corrections Act are:	
Anoka	Dodge-Fillmore-Olmsted
Dick Fritzke, Director	Dave Rooney, Administrative Assistant
Court Services	Olmsted County Courthouse
Anoka, Minn. 55303	Rochester, Minn. 55901
(612) 421-4760 EXT. 245	(507) 285-8164
Dept. of Corrections contact:	Dept. of Corrections contact:
Dick Quick (612) 827-5753	Tom Sullivan (507) 285-8174
Todd-Wadena	Red Lake-Polk-Norman
Wayne W. Wendel, Administrator	Richard Jensen, Administrator
Reichert Bldg., 314 Central Ave.	600 College Avenue
Long Prairie, Minn. 56347	Box 431
(612) 732-6166	Crookston, Minn. 56717
Dept. of Corrections contact:	(218) 281-6363
Ray Haiden (612) 255-4273	Dept. of Corrections contact:
	Will Najjar (218) 755-2980

Ramsey	Region 3
Eugene Burns, Director	(St. Louis, Cook, Aitken,
Community Corrections	Carlton and Koochiching)
1644 Courthouse	Neil Johnson, Administrator
St. Paul, Minn. 55102	Arrowhead Place
(612) 298-4434	211 West 2nd Street
Dept. of Corrections contact:	Duluth, Minn. 55802
Warren Johnson (612) 827-5753	(218) 727-4557
Crow Wing-Morrison	Dept. of Corrections contact:
Bob Erlanson, Administrator	Warren Peterson (218) 723-4635
PORT	Region 6W
110 N.W. 2nd Street	(Swift, Lac Qui Parle, Yellow Medicine
Brainerd, Minn. 56401	and Chippewa)
(218) 829-9214	Douglas Oxenreider, Administrator
Dept. of Corrections contact:	County Courthouse
Ray Haiden (612) 255-4273	Montevideo, Minn. 56265
	(612) 269-6513
	Dept. of Corrections contact:
	Tom Lehman (612) 235-4166

2.A. (1) The Community Services Subdivision has the main responsibility for providing parole and probation services to both adults and juveniles. These services are provided either directly by state agents or by contact with the counties, in which case the state reimburses the counties for up to 50% of the salaries of the probation officers and agents.

The Community Services Subdivision operates or contracts for the operation of community facilities as alternatives to prison. These programs treat and detain non-violent and property offenders, as well as provide specialized treatment programs for offenders with special needs, such as drug dependency. In counties which are not yet under the Community Corrections Act, the Department will either directly operate or subsidize private non-profit corporations or county boards for the operation of programs.

(2) For specific information about parole, probation services and community programs contact:

Warren Johnson
Regional Director-Metro
3027 Chicago Ave. So.
Mpls. Minn. 55407
(612) 827-5753

James Allen
Regional Director-non-Metro West
Box 324, Courthouse
Brainerd, Minn. 56401
(218) 829-9148

Morrie Heilig
Regional Director-non-Metro East
Suite 430 Metro Square Bldg.
St. Paul, Minn. 55101
(612) 296-3549

B. (1) The Community Services Subdivision established the Minnesota Program for Victims of Sexual Assault. The Program provides a statewide referral service for victims of sexual assault; direct victim assistance in pilot project areas throughout the state; training programs for law enforcement, legal, medical, and human service personnel, educators, crisis line volunteers and victim advocates; assistance to local

communities in developing services and public education programs; community education programs; and a statewide clearinghouse on programs, educational materials, services and resources for and about victims of sexual assault.

(2) for information or assistance contact:

Minnesota Program for Victims of Sexual Assault
Peggy Specktor, Director
430 Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-7084

(3) There are no forms or fees.

(4) Victims receive immediate services. One month planning time is preferred for educational and training programs.

SPECIAL SERVICES SUBDIVISION

Howard J. Costello, Assistant Commissioner

1. The Special Services Subdivision plans and puts into effect services for inmates. These services include legislation, health care, education, industrial and vocational programs, art programs, the Native American program, chaplaincy services, juvenile release and interstate compacts between states and the federal government.

MANAGEMENT DIVISION*

Thomas J. Foley

FISCAL SERVICES SUBDIVISION

Theodore (Ted) Spiess, Controller

1. The Fiscal Services Subdivision provides all financial accounting for the Department. They provide no services directly to the public.

PERSONNEL SERVICES SUBDIVISION

Theodore (Ted) Spencer, Personnel Director

1. The Personnel Services Subdivision provides all personnel services to the Department, including affirmative action, training, labor relations, performance evaluations and examining.

2.A. For information about job possibilities, or to request application forms, contact:

Personnel Services Subdivision
430 Metro Square Building
St. Paul, Minnesota 55101
(612) 296-3520

B. Forms used are the Department of Personnel Employment Applications.

C. There are no fees.

ADMINISTRATIVE SERVICES SUBDIVISION*

Mary Desroches, Administrative Director

RESEARCH AND INFORMATION SYSTEMS

Gerald Strathman

1. The Research and Information Services unit develops and operates data information systems for the Department, as well as conducting special research projects. They provide no services directly to the public.

INSPECTION AND ENFORCEMENT

Don Cooper

1. The Inspection Enforcement unit inspects all adult and juvenile detention facilities, provides consultive services to local governmental agencies for facility design and aids in fugitive apprehension and inmate transportation. This unit also supervises the enforcement of OSHA standards. They provide no services directly to the public.

GRANTS ADMINISTRATION

Julie Chamberlin

1. The Grants Administration unit administers all federal funds received by the Department. They provide no services directly to the public.

MANAGEMENT SERVICES

Mary Desroches

1. The Management Services unit studies staff deployment and placement, provides inventory control, regulates office space use and updates the Department policy manual. They provide no services directly to the public.

HEARINGS AND APPEALS

Harold Hansen

1. The Hearings and Appeals unit plans and conducts hearings for inmates concerning disciplinary violations, parole revocations and other due process matters. They provide no services directly to the public.

OFFICE OF THE ATTORNEY GENERAL

Legal Services Subdivision

James N. Bradford, *Assistant Attorney General*

1. The Legal Services Subdivision provides all legal services to the Department, including drafting of contracts and other legal services.

2.A. Legal representation for the Department in civil litigation matters is provided by the Criminal Division of the Attorney General's Office. For additional information concerning this activity, contact:

Thomas L. Fabel
Deputy Attorney General
122 Veterans Service Building
St. Paul, Minn. 55155
(612) 296-7575

PUBLIC INFORMATION OFFICE

Elizabeth A. (Betsy) Buckley

(612) 296-3559

1. The Public Information Office provides information about Corrections activities to staff, the general public and other criminal justice agencies. They also issue two official publications; HOTLINE, which highlights workshops, conferences, training opportunities, media reports on the Department and important staff changes; and PERSPECTIVE, a bimonthly publication providing indepth commentary on current criminal justice programs.

2.A. To receive specific information or to be put on the mailing list for either of the publications, contact:

Public Information Office
430 Metro Square Building
St. Paul, Minnesota 55101
(612) 296-3559

B. There are no forms or fees for these services.

MINNESOTA CORRECTIONS BOARD

Richard T. Mulcrone, *Chairman*
(612) 296-2443

MINN. STAT. § 243.05

1. The Minnesota Corrections Board annually reviews adult felons in custody, on probation or on parole. They grant or deny parole based on adjustment and behavior, provide due process hearings to parole violators, issue warrants for the arrest of parole violators, evaluate the effectiveness of community corrections programs and issue full discharges when sentences expire or as the prisoners' adjustment indicates. They provide no services directly to the public.

BOARD OF PARDONS

James N. Bradford, *Secretary*
(612) 296-3546

MINNESOTA CONSTITUTION, ARTICLE V, SECTION 4

MINNESOTA STATUTES CH. 638

1. The Board of Pardons can grant pardons and reprieves, and commute the sentence of any person convicted of any offense against the laws of the state of Minnesota. They can also grant a pardon extraordinary, which relieves a convicted person who has been discharged of the sentence imposed and has been law-abiding for a reasonable time after a discharge.

A pardon extraordinary restores the civil rights of the person and nullifies the conviction. After the pardon extraordinary has been granted, and a copy of it filed in the court where the conviction occurred, the conviction is set aside and all records pertaining to it are sealed. The conviction needs never be disclosed except in any subsequent judicial proceedings.

2.A. Any person may file for a pardon or pardon extraordinary. Applications, which are available from the Secretary of the Board, must be filed at least thirty days before the next scheduled meeting of the Board. The Board meets on or about the second Monday in January, April, July and October. Each application for pardon extraordinary must be accompanied by at least three letters of recommendation attesting to the good character and law-abiding conduct of the applicant. Except for compelling reasons as determined by the Board or residence outside the state, applicants for pardon extraordinary are required to attend the meeting at which their application is to be heard and considered.

B. To file an application, or request application forms, contact:

Board of Pardons
430 Metro Square Building
St. Paul, Minnesota 55101
(612) 296-3546

C. There are no fees for this service.

MINNESOTA DEPARTMENT OF HEALTH
717 Delaware St. S.E.
Minneapolis, Minnesota 55414

Dr. Warren Lawson, Commissioner
(612) 296-5461

MINN. STAT. 144

1. The Minnesota Department of Health is the state's official health agency. It develops and maintains an organized system of programs and services for protecting, maintaining and improving the health of its citizens. The Commissioner of Health, who is the head of the Department, is governor-appointed.

DIVISION OF ADMINISTRATION
Duane Johnson, Assistant Commissioner

1. The Administration Division provides personnel, data processing, accounting and internal administrative services to the Department. They provide no services directly to the public.

VITAL RECORDS SERVICES SECTION
Frederick King, Section Chief

1. Vital Records Services maintains a statewide file of birth, death and fetal death certificates.

2.A. To request a birth or death certificate, contact:
Department of Health
Vital Records Services
717 Delaware St. SE
Minneapolis, Minnesota 55414
(612) 296-5289

B. There is a \$2.00 fee for these certificates.

MINNESOTA CENTER FOR HEALTH STATISTICS
Paul Gunderson, Ph.D., Section Chief

1. The Center for Health Statistics is in the process of developing a state health information system which will provide a foundation for continuing assessment of health service needs and problems. They provide no services directly to the public.

HEALTH EDUCATION AND INFORMATION SECTION
Donald Hedman, Acting Section Chief

1. The Health Education and Information Section maintains a statewide public health education and information program by providing technical assistance to local health educators and distributing educational and informational materials.

2.A. To request educational materials, contact:
Department of Health
Health Education and Information Section
717 Delaware Street S.E.
Minneapolis, Minnesota 55414
(612) 296-5271

B. There are no forms or fees.

COMMUNITY HEALTH SERVICES DEVELOPMENT SECTION

*Robert Hiller, Assistant Commissioner
Dr. Ellen Fifer, Commissioner for Programs*

1. The Department of Health provides grants and subsidies to local governments for the development of community health services.

The Section also provides nursing consultation and technical assistance to communities that are developing public health services. They provide no services directly to the public.

PERSONAL HEALTH SERVICES DIVISION

Grace Gumnit, Acting Division Director

1. The Personal Health Services Division provides the informational and technical assistance to local health professionals. They provide no services directly to the public.

CHILD HEALTH SECTION, MATERNAL AND CHILD HEALTH

Dr. Ronald Campbell, Section Chief

1. This Section works with health professionals in maternal and child health care; such as family planning, human genetics, dental health, nutrition consultation, prenatal and perinatal health, hearing and vision screening, early detection and periodic screening (EPS), and poison information. They provide no services directly to the public.

CRIPPLED CHILDREN SERVICES SECTION

Dr. Mildred Norval, Section Chief

1. The Crippled Children Services Section administers state and federal formula funds through Title V, Social Security Act for the diagnosis, treatment and rehabilitative services of handicapped children. Any physically handicapped child under 21 years of age residing in Minnesota is eligible for the service. Two hundred clinics are conducted annually throughout the state.

2. For information about clinic dates, contact:

Department of Health
Crippled Children Services Section
717 Delaware Street S.E.
Minneapolis, Minnesota 55414
(612) 296-5389

COMMUNICABLE DISEASE CONTROL SECTION

Dr. John Andrews, Section Chief

1. The Communicable Disease Control Section operates a variety of communicable disease control program, such as venereal disease and tuberculosis control.

2. For information about community disease control programs, contact:

Department of Health
Communicable Disease Control Section
717 Delaware Street S.E.
Minneapolis, Minnesota 55414
(612) 296-5201

CHRONIC DISEASE CONTROL SECTION

Loren Leslie, M.D., Section Chief

1. The Section is developing chronic disease control programs. These programs

provide technical assistance, consultation and educational information to local health professionals. Chronic diseases include heart disease, cancer, and other long-term diseases. They provide no services directly to the public.

DIVISION OF MEDICAL LABORATORIES

David Stickle, Ph.D., *Acting Assistant Director*

1. The Medical Laboratories Division provides essential serological, bacteriological, virological, mycological and parasitological testing services for the diagnosis and control of chronic and infectious diseases. Approximately 2,000 specialized and routine laboratory examinations are received each day from physicians and other health professionals throughout the State. The Hereditary/Metabolic Laboratory provides screening and confirmatory tests for hereditary disorders among infants born in Minnesota. They provide no services directly to the public.

DIVISION OF ENVIRONMENTAL HEALTH*

Richard L. Wade, Ph.D., *Division Director*

PUBLIC WATER SUPPLY SECTION

Gary Englund, *Section Chief*

1. The Public Water Supply Section establishes and enforces standards for the protection of the health and safety of Minnesotans through the State and Federal Safe Drinking Water Acts. Its jurisdiction includes any water system service with more than 15 connections or 25 people per day.

2.A. (1) In order to assure safe and healthful drinking water for human consumption, the Public Water Supply Section reviews and approves submitted plans for public water systems and inspects water systems upon completion. Any supplier of community water for public use, such as municipalities and governmental units, must submit proposed plans of public water works systems to the Section for approval. If plans conform to Section standards, formal approval is granted to the applicant. This requirement does not apply to persons who need private water systems.

(2) For information, necessary forms or to request an inspection, contact:

Department of Health
Public Water Supply Section
717 Delaware Street S.E.
Minneapolis Minnesota 55440
(612) 296-5330

(3) There are no fees for plan reviews or inspections.

(4) Final inspections are provided for special projects upon completion, such as pump houses, wells and modifications for treatment plants. If the cost of the project submitted in plan exceeds \$3,000; the plans must be submitted by an engineer registered by the State of Minnesota.

B. (1) All water well contractors, who drill both private and public water wells, must be licensed by the Public Water Supply Section. To become licensed, a person must have three-years experience in well drilling and pass a written examination given by the State. Persons may drill their own well without being licensed by the state provided the rules of the department are followed.

(2) For information and license application forms, contact:

Edwin H. Ross, Sr. Hydrologist
Department of Health
Public Water Supply Section
717 Delaware Street S.E.
Minneapolis MN 55440
(612) 296-5338

(3) Fees are:

Filing fee (required for qualification to take test)	\$50.00
Initial license fee	50.00
Renewal	50.00
Additional rigs after the first	5.00

(4) After an application is approved the exam is given approximately 4 to 6 weeks later by appointment or at scheduled time at the Dept. of Health Building.

C. (1) The Section offers a mandatory training program necessary for certificate renewal for operators of municipal or public water systems. Training courses vary from eight hour minimum requirement to 20 hours. Courses are usually held from September to April.

(2) For training information, contact:

Gunilla Montgomery, Education & Training Director
Department of Health
Public Water Supply Section
717 Delaware St. S.E.
Minneapolis, Minnesota 55440
(612) 296-5330

(3) The average fee for an 8-hour training program is \$5.00, and 20-hour programs usually cost \$25.00.

D. (1) Training of Water well contractors is provided by the Section periodically throughout the year either at the contractor's site or at a scheduled out-State location set up by the Department. Vocational training in water well drilling is also provided at the Staples area Vocational-Technical school.

(2) For training information and services, contact:

Edwin H. Ross, Sr. Hydrologist
Department of Health
Ground Water Quality Control
717 Delaware Street S.E.
Minneapolis, Minnesota 55440
(612) 296-5338

(3) There are no forms or fees.

(4) Licensed contractors are notified of training sessions by mail as they are scheduled by the Department.

E. (1) Operators of public water systems are certified by the Section. Certification is required by the State, but other persons in similar capacities are encouraged to become certified. A written examination must be taken by qualified applicants before certificates are issued.

(2) For application forms & information, contact:

Department of Health
Public Water Supply Section
717 Delaware St. S.E.
Minneapolis, Minnesota 55440
(612) 296-5330

(3) The combined application and examination fee is \$5.00. The certificate fee is also \$5.00. Certificates must be renewed every 3 years.

(4) Examinations are given only upon completion of training programs for certificate renewal for operations of public water systems.

GENERAL ENVIRONMENTAL HEALTH AND ENGINEERING SERVICES SECTION

Charles Settle, Section Chief

1. The General Environmental Health and Engineering Services Section enforces soil absorption, sewage disposal, swimming pools and natural bathing places and non-community water systems standards.

2.A. (1) The Section regulates non-community water systems by reviewing plumbing plans for buildings proposed for public use and facilities requiring state licenses, such as food and beverage, lodging and recreational establishments. The Section approves water systems after inspecting the completed project.

(2) For information or the necessary review forms, contact:

Department of Health
General Environmental Health Section
717 Delaware Street SE
Minneapolis, Minnesota 55440
(612) 296-5325

(3) There are no fees.

B. (1) All plumbers, water conditioning contractors and installers of water systems must be licensed to operate in the State by the Section. To be licensed, a person must pass a written examination usually given in March and September each year by the Health Department. To qualify for the examination, four years experience is needed for journeyman, and five years for a master's license.

(2) For application forms and information, contact:

Department of Health
General Environmental Engineering Section
717 Delaware Street S.E.
Minneapolis, Minnesota 55440
(612) 296-5325

(3) Examination and license fees are:

<i>Plumbers</i>			<i>Water Conditioners</i>		
Exam:	Masters	\$25.00	Exam:	Contractors	\$25.00
	J Journeyman	25.00		Installers	10.00
License:	Masters	40.00	License:	Contractors	25.00
	J Journeyman	8.00		Installers	10.00

(4) Licenses must be renewed annually.

HOTELS, RESORTS, & RESTAURANTS SECTION

M. Frederick Mitchell, Section Chief

1. The Hotels, Resorts & Restaurants Section licenses and regulates establishments serving food and beverages including lodging facilities such as hotels, motels, resorts, boarding and lodging establishments, mobile home parks and recreational areas. The major purpose of this program is to prevent foodborne disease outbreaks.

2.A. (1) Information about licenses is available, including special instructions for the construction of new food and beverage establishments.

(2) For information and license applications, contact:

Department of Health
Hotel, Resorts & Restaurants Section
717 Delaware Street S.E.
Minneapolis, Minnesota 55440
(612) 296-5335

or the district office nearest to you.

William Heisenfelt
Box 516
722-15th
Bemidji, MN 56601
(218) 755-3820

LeMar J. First
Box 38
2500 W. Division St.
Mezzaine
St. Cloud, MN 56301
(612) 255-4216

Eric Anderson
Northern Heights Bldg.
1700 Broadway North
Rochester, MN 55901
(507) 285-0178

Robert Poyer
Box 675
Fergus Falls Hospital
Fergus Falls, MN 56537
(218) 736-6922

John D. Blohm
Box 1065
Admin. Services Bldg.
State University
Marshall, MN 56258
(507) 389-6028

Bruce Rowe
200 North 50th Ave. W.
Duluth, MN 55807
(218) 723-4642

Eric Anderson, Acting Rep.
Box 3047
75 Navaho Avenue
Mankato, MN
(507) 389-6028

(3)a. The annual license fees for lodging facilities are based on the following schedule:

Number of sleeping rooms, Units and/or cabins:	Annual fee:
---	-------------

1-18	\$7.50
19-35	15.00
36-100	20.00
101 & over	25.00

b. The annual license fees for beverage services are based on number of employees working in establishment as follows:

Number of employees:	Annual fee:
1 to 4	\$ 7.00
5 to 18	12.00
10 to 28	18.00
29 to 35	25.00
36 or more	30.00

c. Annual license fees for Food Service is also based on number of employees working in establishment as follows:

Number of employees:	Annual fee:
1 to 4	\$ 7.00
5 to 18	12.00
19 to 28	18.00
29 to 35	25.00
36 or more	30.00

d. Mobile Home Park/Camp Site Annual Fee Schedule:

PRIMARY LICENSE (First License issued to park or camp) is \$50.00 for each 50 sites. For example:

2-50 sites	\$ 50.00
51-100 sites	\$100.00

ANNUAL LICENSE (year round over 6 months): \$10.00 for each 10 sites with a maximum of \$300.00;

2-10 sites	\$10.00
11-20 sites	\$20.00
SEASONAL LICENSE (6 months or less): \$7.50 each for 10 sites with a maximum of \$225.00;	
11-20 sites	\$15.00

B. (1) Complaints concerning facilities will be investigated by the Section. Investigations may result in suspension or revocation of the license.

(2) To register complaints, contact:

Department of Health
 Hotel, Resorts & Restaurants Section
 717 Delaware Street S.E.
 Minneapolis, Minnesota 55440
 (612) 296-5335

OCCUPATIONAL HEALTH SECTION

George Raschka, *Section Chief*

1. The Occupational Health Section is concerned with recognizing and controlling job-related health hazards, as well as assisting the Department of Labor and Industry with the enforcement of occupational health standards by testing and measuring potentially hazardous occupational health conditions.

2.A. The Section handles inquiries about both home and industrial health problems, primarily concerning physical hazards, noise problems and toxic fumes and materials.

B. For information, contact:

Department of Health
 Occupational Health Section
 717 Delaware St. S.E.
 Minneapolis, Minnesota 55440
 (612) 296-5332

C. Industrial occupational health complaints are referred to the Department of Labor and Industry, (see page), which handles the complaint.

RADIATION CONTROL SECTION

Alice Dolezal, Section Chief

1. The Radiation Control Section registers all radioactive material (about 5,600 sources) and all devices that generate substantial amounts of radiation (mainly x-ray machines) in the state. Scheduled inspections of industrial, educational, medical and dental facilities using radiation equipment are conducted on an on-going basis.

2.A. For registration information, contact:

Alice Dolezal, Section Chief
Radiation Control Section
717 Delaware St. S.E.
Minneapolis, Minnesota 55440
(612) 296-5323

B. Fees are:

X-ray machine	-1st unit	\$30.00
X-ray machine	-additional units up to 16th unit	10.00
Any radium source	-all sources at facility	100.00

ANALYTICAL LABORATORY SERVICES SECTION

Russ Frazier, Section Chief

1. The Analytical Laboratory Services Section makes bacteriological, chemical, physical, radiological and toxicological analyses of such materials as water, wastewater, air, blood, urine, soil, solid wastes, and unknown substances requested by other sections of the Health Department.

2.A. The Section will examine samples of private water supplies sent in by the public, except in cases of persons living in areas which have local health service funded under the Community Health Service Act. Upon request, a water sample kit will be sent. This kit must be sent back to the laboratory within 30 days after collection of water sample for effective analysis.

B. For information, water kit, or inspection of water sample, contact:

Department of Health
Analytical Laboratory Services Section
717 Delaware Street S.E.
Minneapolis, Minnesota 55440
(612) 296-5300

C. There are no forms or fees.

ENVIRONMENTAL FIELD SERVICES SECTION

Charles Schneider, Section Chief

1. The Environmental Field Services Section inspects licensed food, beverages, and lodging establishments on an unscheduled, yearly basis for the Department. They provide no services directly to the public.

DIVISION OF HEALTH FACILITIES*

Janet G. Brodahl, Director

TECHNICAL CONSULTATION AND TRAINING SECTION

Marlene J. Deschler, Section Chief

1. The Technical consultation and Training Section provides consultation and training services to health care facilities in the areas of diet, sanitation and education. They provide no services directly to the public.

ENGINEERING SERVICES SECTION

Hans P. Larsen, *Section Chief*

1. The Engineering Services Section reviews and approves construction plan drawings for health care facilities and inspects completed projects qualifying for state licensing and certification compliance. The Section also provides consultations for health care administrators and building firms.
 - 2.A. Plans for projects already certified for need by the federal government must be submitted by the builder, before construction begins.
 - B. For information or to request a consultation, contact:
Department of Health
Engineering Services Section
717 Delaware Street S.E.
Minneapolis, Minnesota 55440
(612) 296-5451
 - C. There are no forms or fees.
 - D. The time needed to review plans ranges from 1 day to a week.

SURVEY & COMPLIANCE SECTION

Clarice U. Seufert, *Section Chief*

1. The Survey and Compliance Section licenses and conducts inspection of all health care facilities and health service providers throughout the state. Unannounced inspections are made annually. Under a cooperative agreement, the State Fire Marshall's Office inspects the facilities for fire safety standards radiation control. (See Radiation Control Section).
 - 2.A. All health care facilities and providers must be licensed annually.
 - B. For information, contact:
Department of Health
Survey & Compliance Section
717 Delaware Street S.E.
Minneapolis, Minnesota 55440
(612) 296-5420
 - C. Base license fee is \$50.00 annually plus a charge of \$2.00 per bed in the facility. Fees are renewable annually upon notification by mail from the Section.

PLANNING AND RESOURCES CONTROL SECTION

Kent Peterson, *Section Chief*

1. The Planning and Resources Control Section studies cost control for hospitals; inspects health maintenance organizations; reviews required documents and reports for the agency; researches and processes applications for certificate of need; ensures that eligibility standards are met for federally funded construction and modernization projects; collects data and reports to the legislature on malpractice claims relating to hospitals; receives and investigates complaints about Health Maintenance Organizations (HMO's).
2. For information, or to register a complaint about a Health Maintenance Organization, contact:

Minnesota Department of Health
Planning and Resources Control Section
717 Delaware Street S.E.
Minneapolis, Minnesota 55440
(612) 296-5365

QUALITY ASSURANCE AND REVIEW SECTION

Winston R. Miller, M.D., *Section Chief*

1. The Quality Assurance and Review Section conducts an annual on-site evaluation of the care received by each Medicaid patient residing in a long term health care facility (nursing home) to assure that appropriate level of services are being received, according to state guidelines. They provide no services directly to the public.

EMERGENCY MEDICAL SERVICES SECTION

James Stoffels, *Acting Section Chief*

1. The Emergency Medical Services Section regulates and licenses more than 300 ambulance services. They develop and administer program components for the improvement of the state-wide emergency medical services system. The Section is involved with the final testing for all Emergency Medical Technical classes. The Section also has developed a statewide radio communications plan. They also provide federal grants to communities for the purchase of ambulances, light-duty rescue trucks, and radio communications equipment.

2. For licenses, information, or for funding information, contact:

Minnesota Department of Health
Emergency Medical Services Section
717 Delaware Street S.E.
Minneapolis, Minnesota 55440
(612) 296-5281

DIVISION OF HEALTH MANPOWER ACTIVITIES

Corrine Larson, *Director*

1. The Division of Health Manpower Activities registers hospital administrators, licenses morticians, develops regulatory policies in cooperation with health-related licensing boards, and provides a data collection system on licensed and registered health care practitioners.

2. A. (1) The Division registers hospital administrators. To be registered to administer a hospital of 50 beds or more, an applicant must successfully complete one year of formal training in an approved course in hospital administration together with an internship if the particular course requires it, worked two years as an administrator of a hospital of 50 beds or more or worked three years as an administrator of a hospital of 25 beds or more. To be registered to administer a hospital of less than 50 beds, an applicant must be qualified to administer a hospital of 50 beds, worked two years as an administrator or a hospital of any size, worked two years as an assistant administrator of a hospital of 25 beds or more, or worked two years as a head of a duly established department in a hospital of 50 beds or more.

- (2) For information or for forms for registration, contact:

Collin Eid, Executive Secretary
Hospital Administrators Registration Advisory Council
Minnesota Department of Health
717 Delaware Street S.E.
Minneapolis, Minnesota 55440
(612) 296-5393

- (3) The registration fee is \$40.00.

- B. (1) The Division licenses all morticians, funeral directors and funeral establishments. In order to obtain a Mortuary Science License (formerly Embalmer and Funeral Directors' License), the following requirements must be met:

- a. Two years of general college work in the following areas:

Speech and English	15 quarter credits
Social Sciences	16 quarter credits
Natural Sciences	27 quarter credits
Electives	32 quarter credits;

- b. One year of Mortuary Science college plus a certificate of graduation;
- c. Passage of a Minnesota State Board Examination; and
- d. Registration with the Minnesota State Board of Health for 12 months of on-the-job training with a registered Mortuary Science Establishment.

The license to practice Mortuary Science is then issued by the Minnesota State Board of Health upon recommendation of the Committee of Examiners in Mortuary Science. Reciprocal licensing agreements have been made with most states having equal scholastic requirements.

- (2) For information, and forms for registration and licenses contact:

Eugene Larson
Minnesota Department of Health
717 Delaware Street S.E.
Minneapolis, Minnesota 55440
(612) 296-5393

- (3) Fees are as follows:

Examination fee	\$50.00
Training Registration fee	\$10.00
 License Renewal fees:	
Mortician	\$25.00
Funeral Director	\$25.00
Establishment Permit	\$35.00

C. (1) The Division collects information on and maintains lists of state shortage areas for health related occupations (dentists, nurses, optometrists, pharmacists, physicians, podiatrists and veterinarians) for the Federal Health Professions Students and Nursing Student Loan Programs. It also certifies to the continued practice of individuals in shortage areas for the purpose of loan cancellations.

- (2) For information on shortage areas and certification, contact:

Collin Eid
Minnesota Department of Health
Health Profession and Student Loan Program
717 Delaware St. S.E.
Minneapolis, Minnesota 55440
(612) 296-5393

For student loan information for health occupations, contact:

Student Financial Aids Office
University of Minnesota
Minneapolis, Minnesota 55440
(612) 373-3221

- (3) There is no charge for shortage area determinations or certification.

D. (1) The Division maintains a system for identifying human service occupations and recommending whether or not persons in these occupations should be regulated by the state. Rules are being formulated for the registration of chemical dependency professionals, Emergency Medical Technicians, Sanitarians and Speech Pathologists and Audiologists.

(2) For information about rules, contact:
Corrine Larson, Division Director
Division of Health Manpower
717 Delaware St. S.E.
Minneapolis, Minnesota 55440
(612) 296-5393

MINNESOTA EDUCATIONAL COMPUTING CONSORTIUM
2520 Broadway Drive
St. Paul, Minnesota 55113
(612) 376-1122

Dr. John E. Haugo, Executive Director
(612) 376-1120

MINN. STAT. § 471.59

1. The Minnesota Educational Computing Consortium (MECC) was created to promote the effective use of computers in Minnesota's elementary, secondary and vocational schools and colleges and universities. Teachers, students and school administrators use MECC's computer services to educate, keep records and obtain statistical or budgetary information. The service is not otherwise provided directly to the public.

MANAGEMENT INFORMATION SERVICES DIVISION
Jack Hoffman, Director

1. The Management Information Services Division develops methods using computers to retain and analyze information about students, teachers and schools. These methods make schools more efficient and save costs. They provide no direct service to the public.

INSTRUCTIONAL SERVICES DIVISION
Dale Lafrenz, Director

1. The Instructional Services Division provides the computer resources which schools can use to teach all subjects to students including basic computer use. Computer services are provided throughout the state by using devices called computer terminals (for example, a teletype machine). With a "terminal", a teacher or a student talks to and receives messages from the computer using a telephone. This service is not directly provided to the public.

SPECIAL PROJECTS DIVISION
Dr. Daniel Klassen, Director

1. The Special Projects Division identifies and develops additional ways to use the computer resources in education. Activities in this Division are normally supported by State and Federal grants. They provide no services directly to the public.

MINNESOTA ENERGY AGENCY
720 American Center Building
150 East Kellogg Boulevard
St. Paul, Minnesota 55101
(612) 296-5120

John P. Millhone, Director
(612) 296-6424

MINN. STAT. CH. § 116H

1. The Energy Agency collects data on energy and develops emergency allocation plans in case of energy shortages. The Agency also develops and implements energy conservation programs using both state funds and federal energy funds allocated to the state. They will provide information on energy problems to the public.

LOCAL SERVICES DIVISION
Dixie Diehl, Director

1. The Local Services Division handles fuel allocation and emergency planning and operates the Energy Conservation Information Center and Energy Agency Library.

2.A. (1) The Energy Conservation Information Center answers citizen questions on energy conservation, energy supply and use, and alternative energy sources. The Center maintains the Energy Agency Library which is open to the public.

(2) The Information Center responds to both telephone calls and letters. Contact:

Energy Conservation Information Center
720 American Center Building
150 East Kellogg Boulevard
St. Paul, Minnesota 55101
(612) 296-5175

Calls from outside the Twin Cities metropolitan area may be made toll free. Call:
1 - 800 - 652-9028

(3) There are no forms or fees.

(4) Questions are answered either directly or by referral to appropriate information sources within or without the Energy Agency. Most calls are answered by sending written information within 24 hours.

B. (1) The Local Services Division handles emergency allocation of petroleum products and propane. The emergency allocation program is available to fuel distributors and users unable to obtain fuel from their normal supplier. A fuel distributor or user may contact the Local Services Division or county fuel coordinator to request emergency fuel allocations.

(2) For the proper form or the name and the location of the county fuel coordinator in your area, contact:

Minnesota Energy Agency
Local Services Division
720 American Center Building
150 East Kellogg Boulevard
St. Paul, Minnesota 55101
(612) 296-5175

OR TOLL FREE:

1 - 800 - 652-9028

(3) Form FEA-20 is used for the request.

(4) There is no fee.

(5) Processing emergency allocation requests requires from two hours to two days, depending on the clarity or urgency of the request, whether an appeal to the federal level is required, and the state's overall fuel supply situation.

INFORMATION AND EDUCATION DIVISION

Dorothy Hozza, Director

1. The Information and Education Division prepares reports, brochures, fact sheets and news releases. The Division works with the Department of Education on energy curriculum development.

2.A. The reports, brochures, fact sheets and news releases are available to the general public from the Energy Conservation Information Center and to news media and educational groups from the Division.

B. For more information, contact:

Minnesota Energy Agency
Information and Education Division
720 American Center Building
150 East Kellogg Boulevard
St. Paul, Minnesota 55101
(612) 296-5769

C. There are no forms or fees.

D. Requests are handled as they are received.

CONSERVATION DIVISION

Sam Stewart, Director

1. The Conservation Division works with businesses, institutions, and other groups to develop and implement energy conservation programs. The major goal of the Conservation Division is to save five percent of the energy normally used in Minnesota by 1980.

2.A. When funds are available, the Division makes federally funded conservation program grants to agencies and private groups. The Division grants approximately half of the federal funds and develops its own conservation programs with the remainder. An agency or private group must submit a program proposal to the Division, which recommends grant awards to the director of the agency.

B. For information on what is required for a grant proposal, contact:

Minnesota Energy Agency
Conservation Division
720 American Center Building
150 East Kellogg Boulevard
St. Paul, Minnesota 55101
(612) 296-8898

C. There are no forms or fees.

D. Grants are made annually as federal funding is received.

CERTIFICATE OF NEED DIVISION

Dr. Richard Wallen, Director

1. The Certificate of Need Division analyzes applications for certificates of need for large energy facilities, such as power plants, or high voltage transmission lines. The Division also processes applications for the use of decorative outdoor gas lamps which are generally prohibited.

2.A. (1) The Division holds public hearings concerning applications for large

energy facilities. The Division then makes a recommendation to the Director of the Minnesota Energy Agency who makes the final decision on the application. Application procedures are specified in Energy Agency rules EA 500. These rules are available from the Documents Section (see page).

(2) For information on hearings or application procedures, contact:

Minnesota Energy Agency
Certificate of Need Division
720 American Center Building
150 East Kellogg Boulevard
St. Paul, Minnesota 55101
(612) 296-8286

(3) There are no fees.

(4) Processing an application takes one to three weeks.

RESEARCH DIVISION

Dr. James Carter, Director

1. The Research Division studies the use of coal, promotes alternative energy sources and makes alternative energy grants.

2.A. The Alternative Energy Grant Program was funded for one year by the 1976 Legislature. If additional funding becomes available, the Division will accept program proposals from new applicants. The public may receive a copy of a coal use study from either the Division or the Energy Conservation Information Center.

B. To submit a grant proposal, request proposal guidelines, or obtain a copy of a coal use study, contact:

Minnesota Energy Agency
Research Division
720 American Center Building
150 East Kellogg Boulevard
St. Paul, Minnesota 55101
(612) 296-8383

C. There are no forms or fees, but grant proposals must follow Energy Agency guidelines.

D. Grants are made as funds are available. A copy of a coal use study may be received within a week.

FORECASTING AND IMPACT ANALYSIS DIVISION

Dr. Ernesto Venegas, Director

1. The Forecasting and Impact Analysis Division forecasts future energy demands and estimates the impact of present or future energy policies or situations on Minnesota and its citizens. They provide no services directly to the public.

PROJECT MANAGEMENT AND DATA SYSTEMS DIVISION

Ronald Visness, Director

1. The Project Management and Data Systems Division manages all data processing services for the agency, including the project management system and the Regional Energy Information System (REIS). They provide no services directly to the public.

ADMINISTRATIVE SUPPORT DIVISION
Rudy Brynolfson, Director

1. The Administrative Support Division provides administrative, legal, and environmental analysis services for the agency. They provide no services directly to the public.

MINNESOTA HIGHER EDUCATION COORDINATING BOARD
400 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-3974

Clyde R. Ingle, Executive Director
(612) 296-3974

MINN. STAT. § 136.01-136A.235

1. The Higher Education Coordinating Board studies all post-high school education in Minnesota, and organizes the state's post-secondary education system which includes the University of Minnesota, state universities, community colleges, area vocational-technical institutes, and many privately-controlled schools. In addition, the Board administers several state and federal higher education programs, including Minnesota's student financial aid programs.

FINANCIAL AID DIVISION
H. Dale Smith, Executive Director

1. The Financial Aid Division administers various student financial aid programs.
2.A. (1) The Division administers the state scholarship and grant-in-aid programs. State scholarships and grants ranging from \$100 to \$1,100 are given to Minnesota residents who attend, or plan to attend an eligible institution of learning as a full time student. Eligible institutions include: the University of Minnesota, the community colleges, state universities, area vocational-technical institutions, private colleges and universities, private technical schools, schools of nursing and related health professions. (Call the school if you are not sure of their eligibility.) Grant awards are made solely on the basis of financial need and awards cannot exceed one half of a student's need. Scholarship winners are chosen on the basis of high school rank but must also show financial need to actually receive a monetary award. Initial scholarship and grant awards may be renewed.

(2) To apply for a scholarship or grant-in-aid, contact:

Minnesota Higher Education Coordinating Board
901 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-5715

(3) Students who wish to receive an award must complete the Minnesota State Scholarship and Grant-In-Aid form and the Family Financial Statement. Application forms are mailed each fall to the homes of almost all high school seniors in the state and to renewal candidates.

(4) There are fees charged for application forms. The Family Financial

Statement costs \$4.00 to process. For each school receiving a copy of this form (at the student's request) the fee is \$2.00. If the Family Financial Statement is processed and returned with errors, they must be corrected. The correction costs \$3.00. For each school receiving a copy of this corrected form (again at the student's request), the fee is \$2.00.

(5) The application deadline each year is determined by the Board. It cannot be earlier than February 15. Students who apply are notified of awards in late spring or early summer.

B. (1) The Division administers the Minnesota Student Loan Program. In this program loans ranging from \$1,500 to \$2,500 a year are given to eligible students. Undergraduates may borrow a maximum of \$7,500 while in school; graduate and professional students may borrow \$5,000 per year or a total of \$15,000. Eligible students include any person officially registered or accepted for enrollment at an eligible institution in Minnesota. Most post-secondary institutions are eligible. Students must be enrolled at least half time.

(2) Application forms are available from financial aid offices at post-secondary education institutions. They also may be obtained from the Board by contacting by mail or phone:

Minnesota Higher Education Coordinating Board
901 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-5715

(3) There are no fees for application forms; however, there is an annual interest charge of 7% on student loans. Students must pay the interest every three months while attending school. However, most students qualify for interest benefits, and the federal government will pay the interest while the student is in school. Repayment on the principal of the loan begins 8 to 12 months after the student leaves school.

(4) A student may apply anytime during the year but should allow 8 to 12 weeks for processing.

C. (1) The Division administers the Minnesota Work-Study Program. The work-study program enables students to earn money for school by working an average of 15 hours a week for \$600 to \$1,000 a year. The Board allocates state work-study funds among post-secondary education institutions based on a formula set by the legislature. All Minnesota public post-secondary institutions and several private ones participate. To be eligible for the work-study program, students must attend an institution on a full time basis and demonstrate financial need. Students must be employed either in a post-secondary institution, in a non-profit, nonsectarian agency located in the state, or at the residence of a handicapped person or a person over 65 years of age.

(2) To apply for the work-study program, contact the institution the student attends or plans to attend.

(3) Forms are obtained from the institution of learning the student attends or plans to attend.

(4) There are no fees for this service.

(5) The financial aids director of each school will give the student an estimate of the time it takes for applications to be processed.

E. (1) The Foreign Student Assistance Program provides aid to students experiencing financial difficulties while attending school in Minnesota. Funds are disbursed by the Board to institutions which provide assistance in the form of loans.

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(2) Students should obtain information about the program from the institution they attend, or by phoning, or mailing a letter to the Board:

Minnesota Higher Education Coordinating Board
901 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-5715

(3) Forms are available at all eligible institutions.

(4) There are no fees for this service.

(5) The financial aids director in each school will give the student an estimate of the time it takes applications to be processed.

F. (1) The Minnesota Veteran's Dependents Student Assistance Program provides tuition-free education to dependents of prisoners of war or persons missing in action after August 1st, 1958. Most Minnesota post-secondary education institutions are eligible for the program.

(2) Students must apply for assistance at the financial aids office of the school they attend.

(3) There are no forms or fees.

(4) The amount of time that elapses between applying for assistance and receiving assistance depends on the individual school.

G. (1) Under the Minnesota-Wisconsin Reciprocity Program, out-of-state tuition charges are waived for students choosing to attend a post-secondary education institution located in the neighboring state. The program covers virtually all students: full time, part time, undergraduate, graduate and professional. All University of Wisconsin System Schools and Center System institutions are eligible. All Minnesota public post-secondary institutions are eligible.

(2) Information can be obtained from the institution the student attends, or by mailing or phoning the Board:

Minnesota Higher Education Coordinating Board
901 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-5715

(3) Application forms are available at all Minnesota high schools and eligible post-secondary institutions. They also may be obtained from the Board. Applicants for reciprocity in an area vocational-technical institute should apply to the directors office at the nearest Minnesota AVTI.

(4) There are no fees for this service.

(5) Applications for each academic term should be submitted by the last day of that term. A student who wishes to participate in the program for the entire academic year must apply before the end of fall quarter or semester. Students will receive the results of their applications four weeks after applying.

H. (1) Under the Minnesota-North Dakota Reciprocity Program, out-of-state tuition charges are waived for students attending an eligible institution in the neighboring state. The program includes virtually all students: full time, part time, undergraduate, and professional. Area vocational-technical schools are not included in this program.

(2) To find out which institutions of higher learning in North Dakota are included in the reciprocity program, contact:

Minnesota Higher Education Coordinating Board
901 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-5715

(3) Applications are available at all Minnesota high schools and eligible post-secondary education institutions. They may also be obtained from the Higher Education Coordinating Board.

(4) There are no fees for this service.

(5) Applications must be filed no later than the date on which fees are assessed by the institution for the applicable term. Applications received and approved after the term ends are not retroactive. Only one application per year is required. Students will be notified of the results of their applications approximately four weeks following receipt of the applications.

I. (1) The Minnesota Medical and Osteopathy Loan Program is designed to provide financial assistance to students who agree to practice medicine or osteopathy for a period of not less than 18 months for each year the student receives funds from the program of five years, whichever is less, in a rural community in Minnesota designated by the Board to be in need of doctors or osteopaths. Recipients may receive up to \$6,000 per academic year, or \$24,000 in total while attending an accredited medical school or school of osteopathy.

(2) For more information, contact:

Minnesota Higher Education Coordinating Board
901 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-5715

(3) Application forms may be obtained from medical schools in Minnesota or from the Board.

(4) There are no fees for this service, however an 8% interest charge accrues on each loan from the date of disbursement. Both the principal and interest will be forgiven if the student satisfactorily completes the required medical practice in a rural community. If the recipient fails to fulfill the obligation to practice, the principal and interest are payable according to the terms of the promissory note signed by the student.

(5) Applicants are notified of any awards within two to three months after submitting an application.

J. (1) The Division administers the Part-Time Grant-In-Aid Program. Awards are made to part-time students pursuing programs or courses leading to a degree, diploma or certificate. The amount of the award is based on the student's need, but cannot exceed the cost of tuition and fees for a comparable program at the University of Minnesota. Recipients of part-time grants are selected by the school the student attends, based on guidelines and procedures now being drafted by the Board.

(2) To apply for a Part-Time Grant contact the institution the student attends or plans to attend.

(3) There are no forms or fees.

(4) The amount of time that elapses between applying for assistance and receiving assistance depends on the individual school.

K. (1) The Division administers a program of grants for nursing students. Grants range from \$100 to \$1,100 and are administered according to conditions of the State Grant-In-Aid Program. Eligibility requirements are similar to the Grant-In-Aid Program, however, an applicant must be enrolled as a full-time student in a nursing

education program (either licensed practical nurse or registered nurse program) in an eligible college or vocational school.

(2) For more information, or to apply for a grant, contact:

Minnesota Higher Education Coordinating Board
901 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-5715

(3) Forms are available from the Board, and individual schools.

(4) There is a fee for processing the Family Financial Statement (see page).

(5) Applicants are notified of any awards within three to four months after their application is received.

ACADEMIC PLANNING DIVISION

Donald Draine, Assistant Executive Director

1. The Academic Planning Division evaluates proposals, compiles lists of instructional programs in the state and makes recommendations to the Board, and administers the Minnesota Occupational Information System.

2.A. (1) The Division evaluates course and instructional proposals submitted to it by post-secondary institutions, and submits its recommendations to the Higher Education Coordinating Board. This service is not offered directly to the public.

B. (1) The Division administers the Minnesota Occupational Information System (MOIS). MOIS is a new state service designed to provide complete information about careers and educational programs to Minnesota residents.

(2) Residents can obtain access to the Information System through public and private educational institutions, and by phoning, or mailing a letter to:

James R. Spensely
Executive Director
670 American Center Building
150 East Kellogg Boulevard
St. Paul, Minnesota 55101
(612) 296-6900

(3) There are no forms or fees.

(4) The waiting period varies from school to school.

FINANCIAL PLANNING AND BUDGET REVIEW DIVISION

Robert Rustad, Assistant Executive Director

1. The Financial Planning and Budget Review Division analyzes budget requests of the University of Minnesota, the State University Board, the State Community College Board and the state public vocational-technical institutions, including plans for construction. The Division also collects data on the financing of post-secondary education in Minnesota including information on such issues as tuition policies and faculty salaries.

2.A. This service is not offered directly to the public; however, citizens interested in obtaining information on financing post-secondary education in the state may contact the Board:

Minnesota Higher Education Coordinating Board
400 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-3974

RESEARCH AND INFORMATION SYSTEMS DIVISION

Scott Foster, Assistant Executive Director

1. The Research and Information Systems Division collects and analyzes information on post-secondary education enrollments in the state and makes enrollment projections.
2. This service is not offered directly to the public, but persons who are interested in obtaining information may contact the Board:

Minnesota Higher Education Coordinating Board
400 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-3974

INTER-INSTITUTIONAL PROGRAM PLANNING DIVISION

David B. Laird, Jr., Assistant Executive Director

1. The Inter-Institutional Program Planning Division administers a variety of programs to public and private colleges in the state.
- 2.A. (1) The Regional Post-Secondary Education Centers in Rochester, Wadena, and the Iron Range help arrange courses and programs to meet the needs of the residents of the three regions. Staff of the centers provide educational counseling for residents. Each quarter a joint schedule of all course offerings by institutions in the regions is prepared.
(2) For information and assistance, or to receive a copy of the course offerings, contact:

Patrick Baudhuin, Coordinator
Range Project Office
Room 150, Mesabi Community College
Virginia, Minnesota 55792
(218) 741-4210

OR

Wilbur Wakefield, Coordinator
Rochester Post-Secondary Education Center
A 102 Rochester Community College
Rochester, Minnesota 55901
(507) 285-0304

OR

Floyd Hansen, Coordinator
Wadena Post-Secondary Education Center
411 Colfax Avenue, S.W.
Wadena, Minnesota 56482
(218) 631-2413

- (3) Interested persons may place their name on a mailing list, and receive copies of the course offerings on a regular basis. Contact the nearest regional education center.

(4) There are no fees for this service.

- B. (1) The Minnesota Inter-Library Telecommunications Exchange (MINITEX) program makes most of the state's library resources available to the public. Persons

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who have information needs that cannot be met by their own library have their requests transmitted to the MINITEX Central Office (University of Minnesota, Wilson Library). MINITEX staff locate and retrieve the material from over 40 libraries in the Twin Cities Metropolitan area and prepare it for delivery.

(2) Information about the MINITEX program and names of participants can be obtained by contacting:

Wilson Library
University of Minnesota
Minneapolis, Minnesota
(612) 376-4649 OR (612) 376-3926

(3) Forms are available at all participating libraries.

(4) There are no fees for this service.

(5) Persons can expect to wait 48 hours to receive requested materials.

C. (1) The Private College Contract Program provides grants to private institutions that enroll Minnesota citizens. This service is not offered directly to the public.

(2) For more information, contact:

Minnesota Higher Education Coordinating Board
400 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-3974

D. (1) The Private Institutions Registration Program registers and regulates private institutions that offer courses and programs to Minnesota citizens. This service is not offered directly to the public.

E. (1) The Federal Title I Community Service and Continuing Education Program assists institutions in enhancing their continuing education program and community service activities. The program provides matching funds for those institutions who meet program requirements. This service is not offered directly to the public.

MINNESOTA HIGHER EDUCATION FACILITIES AUTHORITY
278 Metro Square Building
7th & Robert Streets
St. Paul, Minnesota 55101

Joseph E. La Belle, Executive Director
(612) 296-4690

1. The Minnesota Higher Education Facilities Authority assists non-profit, private colleges, universities and professional schools which need loans for new construction, remodeling or refinancing of indebtedness of existing buildings. The Authority acts as the agent for these higher education institutions by securing loans for them at a lower interest rate than might be directly available for the schools. The loans must be financed by the sale of revenue bonds by the Authority. The school then signs a lease with the Authority to pay rent in the amount needed to repay the Authority's debt.

2.A. Applications for loans may be made by any Minnesota non-profit, non-sectarian, private college, university and/or professional school. The application procedure is first to submit a preliminary letter of application describing the institution, the nature of the proposed project, the cost of the project and how the institution hopes to finance the repayment of the borrowed funds. When a preliminary application is

approved by the Authority it gives the institution an application manual to guide it in preparing a formal application. When the application and the exhibits are complete, the executive director, the bond counsel and fiscal consultant each review the documents and prepare recommendations to the Authority Board. If the Authority approves the formal application, a financial program and various legal documents are prepared and when approved by representatives of the institution and the Authority, a sale date is set for issuing tax-exempt revenue bonds.

B. A fee of \$1,000 must accompany the submission of the formal application.
C. For further information, contact:

Minnesota Higher Education Facilities Authority
278 Metro Square Building
7th & Robert Streets
St. Paul, Minnesota 55101
(612) 296-4690

MINNESOTA HISTORICAL SOCIETY
Administrative Office & Headquarters
690 Cedar Street
St. Paul, Minnesota 55101
(612) 296-2747

Russell W. Fridley, Director
(612) 296-2747

1. The Minnesota Historical Society was chartered by the 1849 Minnesota territorial legislature to collect, preserve and interpret Minnesota history. The Society receives funds from the Minnesota Legislature, memberships, gifts and endowments. It is not a state agency, although it performs certain state functions.

2.A. (1) The Society has four different collections of research material within the main building: The Reference Library, which consists of 400,000 printed books and pamphlets, periodicals, microforms, maps, and other documents; the Newspaper Library, which houses 3,000,000 issues of approximately 6,500 newspapers; the Audio-Visual Library consisting of slides, prints, lithographs, films, video and tape recordings, phonograph records, paintings and 150,000 photographs dating from the 1840's to present; and the Archives and Manuscripts Collection which holds approximately 24,000,000 items in more than 6,000 collections, such as diaries, letters, account books, reminiscences, scrapbooks, minutes and other materials, along with records of the governors and other executive officers of the judicial and legislative branches of state government. The Society's collections are open to the public and reference services are provided. Although a collection or items from a collection may not be borrowed, the Society will make duplicates where possible.

(2) For more information or to visit any of the collections, contact by phone, mail or in person:

Minnesota Historical Society
690 Cedar Street
St. Paul, Minnesota 55101
(612) 296-2747

(3) There are no forms.
(4) The Society charges a small fee for duplication of research materials.

B. (1) The Minnesota Historical Society has exhibits of artworks on the ground floor, second floor and third floor of the main building.

(2) For information, or to view exhibits contact by mail, phone, or in person:

Minnesota Historical Society
690 Cedar Street
St. Paul, Minnesota 55101
(612) 296-2747

(3) There are no forms or fees.

(4) Exhibits are changed about every 3 or 4 months.

C. (1) The Minnesota Historical Society also has exhibits and tours throughout the state.

Alexander Ramsey House
265 South Exchange Street
St. Paul, Minnesota 55102

Open year round daily 10 a.m.-4 p.m.
Sat. and Sunday 1 p.m.-4:30 p.m.
Admission Charge (612) 222-5717

Brich Coulee Battlefield
1 mile north of Morton of U.S. 71
or County Highway 2

Open daily May 1-Sept. 30
Admission free (507) 697-6321

Burbank-Livingston-Griggs House
432 Summit Avenue
St. Paul, Minnesota 55102

Open year round daily 10 a.m.-4 p.m.
Saturday and Sunday 1 p.m.-4:30 p.m.
Admission charge (612) 227-1343

Fort Ridgely and Interpretive Center
Fort Ridgely State Park
Fairfax, Minnesota 55332

Open daily from May 1-Oct. 15, 10 a.m.-5 p.m.
Admission Charge or State Park Sticker
(507) 426-7888 or (507) 426-7793

Grand Mound and Interpretive Center
15 mi. West International Falls off
State Highway 11

Open May 1-Oct 31, 10 a.m.-5 p.m.
Admission free (218) 279-3332

Harkin Store
8 miles northeast of New Ulm, on
Nicollet County Highway 21

Open May 1-Sept. 20, 10 a.m.-5 p.m.
Admission Free
(507) 359-9729 (507) 426-7888

Historic Fort Snelling
St. Paul, Minnesota
Off State Highways 5 & 55

Open June 4-Sept. 5, 10 a.m.-6 p.m.
Open May, Sept. & Oct. Weekdays
9 a.m.-5 p.m., Weekends 10 a.m.-6 p.m.
Admission Charge (612) 726-9430

Jeffers Petroglyphs
Junction of U.S. Highway 71 and
County Highway 10, East on 10
3 miles, South on County Highway 2,
1 mile

Open May 1-Labor Day, 10 a.m.-5 p.m.
Open Sept. 9-Oct. for groups with res.
Admission Free
(507) 877-3647 or (507) 628-4611

Lac Qui Parle Mission and Fort Renville
8 Miles Northwest of Montevideo Off
U.S. Highway 59 & County Highway 13

Open May 1-Labor Day, 10 a.m.-5 p.m.
Admission Free
(507) 697-6321

Lindbergh House & Interpretive Center
Charles A. Lindbergh State Park
Little Falls, Minnesota 56345

Open May 1-Oct. 31; 10 a.m.-5 p.m.
Open other times for groups with reservation, Admission Free (612) 632-3154

Lower Sioux Agency and Interpretive Center
9 Miles East of Redwood Falls off County Highway 2

Open year round, daily from April 1-Oct. 31, 10 a.m.-5 p.m. Nov. 1-March 31 Wed. through Sunday 10 a.m.-5 p.m. Admission Free (507) 697-6321

Mille Lacs Indian Museum
Star Route
Onamia, Minnesota 56359

Open May 1-Sept. 30, 9 a.m.-4 p.m.
Open at other times for groups with Res. Admission Charge (612) 532-3632

Minnehaha Depot
Minnehaha Park
Minneapolis, Minnesota 55417

Open Memorial Day, Labor Day, Sunday Afternoons only 1 p.m.-5 p.m.
Admission Free (612) 726-1171

Minnesota Historical Society Museum
690 Cedar Street
St. Paul, Minnesota 55101

Open year round daily 8 a.m.-5 p.m.
Saturday 10 a.m.-4 p.m. Sunday 1 p.m.-4 p.m.
Admission free (612) 296-2881

Minnesota State Capitol
Aurora & Park Avenues
St. Paul, Minnesota 55101

Open year round. Tours on the hour
9 a.m.-4 p.m. Sat. 10 a.m.-3 p.m. Sun 1-3
Admission free (612) 296-2881

Northwest Company Fire Post
Pine City, Minnesota 55063

Open May 1-Sept. 30, 10 a.m.-5 p.m.
Open in Oct. for groups with reservations
Admission charge (612) 629-6356 or 3086

Solomon G. Comstock House
506 8th Street
Moorhead, Minnesota 56560

Open Memorial Day-Sept. 30, Sat. & Sun. 1 p.m.-5 p.m. open at other times for groups with reservations. Admission charge (218) 233-0848 or 1772

Split Rock Lighthouse
18 miles northeast of Two Harbors on U.S. Highway 61

Memorial Day, Labor Day Weekdays 9 a.m.-5 p.m. Weekends 9 a.m.-6 p.m.
Admission Charge or State Park Sticker (218) 226-4803

Upper Sioux Agency
Upper Sioux Agency Park
Granite Falls, Minnesota 56241

Open Daily May 1-Labor Day 10 a.m.-5 p.m.
Admission Charge or State Park Sticker

W.H.C. Folsom House
Government Road
Taylors Falls, Minnesota 55084

Memorial Day-Sept. 30, 1 p.m.-4 p.m.
Weekends 1 p.m.-4:30 p.m. open at other times for groups with reservations
Admission Charge (612) 465-3125

W.W. Mayo House
118 North Main Street
Le Sueur, Minnesota 55058

Memorial Day-Sept. 30, daily 1 p.m.-4 p.m.
Weekends 1 p.m.-4:30 p.m.
Other times for groups with reservations
Admission charge (612) 665-3250 or 3687

Oliver H. Kelly Farm
Closed for restoration
During 1977

MINNESOTA HOUSING FINANCE AGENCY
480 Cedar Street
St. Paul, Minnesota 55101
(612) 296-7608

James F. Dlugosch, Executive Director
(612) 296-7608

MINN. STAT. CH. 462A.

1. The Minnesota Housing Finance Agency provides funding for low cost housing through the following programs:

- A. Home Improvement Loan Program;
- B. Home Improvement Grant Program;
- C. Indian Housing Program;
- D. Affordable Homes Loan Program;
- E. Apartment Development Program; and
- F. Developmentally Disabled Program.

HOME IMPROVEMENT LOAN PROGRAM
Mark L. Korell, Director

1. The Home Improvement Loan Program provides low interest loans to assist moderate income homeowners in the renovation of older homes. The agency has developed a flexible partnership with private financial institutions and public agencies to deliver loans to Minnesotans in urban neighborhoods, smaller communities and rural areas.

2.A. Applicants for federally insured loans of up to \$10,000 at interest rates ranging from one to eight percent must have adjusted incomes under \$16,000.

- B. To begin proper application procedures, contact:

Minnesota Housing Finance Agency
480 Cedar Street
St. Paul, Minnesota 55101
(612) 296-7615

- C. There are no application fees, however, interest is charged on all loans.

HOME IMPROVEMENT GRANT PROGRAM
John E. Vranicar, Program Coordinator

1. The Home Improvement Grant Program makes funds available for repairing substandard homes owned and occupied by low income persons. At least 50 percent of the money available is reserved for elderly persons.

2.A. To be eligible for a Home Improvement Grant a person must own and occupy a one or two family dwelling and have an adjusted income under \$5,000. Grants may be made up to \$5,000 and technical assistance will be provided by local agencies.

B. To begin proper application procedures, contact:

Minnesota Housing Finance Agency
480 Cedar Street
St. Paul, Minnesota 55101
(612) 296-7615

C. There are no application fees, and grants do not need to be repaid unless the recipient moves within five years. The grant is then repaid on a pro-rated basis. For example, if the person moves within the first year, the entire grant must be repaid. For each year of occupancy after the first, a portion of the amount is deducted.

INDIAN HOUSING PROGRAM

May Hutchinson, *Program Coordinator*

1. The Indian Housing Program channels \$5 million in state appropriated funds to Indian tribal organizations to deal with housing problems. Through contractual agreements with MHFA, three major Minnesota tribal organizations (Chippewa, Red Lake Band and Sioux Communities) create programs to serve their members both on and off reservations. A primary emphasis is to provide mortgage financing for the construction and purchase of new homes. The financing is given in the form of loans.

2.A. To begin application procedures, contact:

Minnesota Housing Finance Agency
480 Cedar Street
St. Paul, Minnesota 55101
(612) 296-7612

B. There are no fees for this service, however, interest is charged on all loans. The interest rates are decided upon by the individual tribal organization.

AFFORDABLE HOMES PROGRAM

May Hutchinson, *Program Coordinator*

1. The Affordable Homes Loan Program provides mortgage financing at below market interest rates for the purchase of new or existing homes by moderate income Minnesotans. Private financial institutions have contracted with the agency to handle single family mortgage loans throughout the state.

2.A. To be eligible for a loan of up to \$37,500 with a 30 year repayment plan, a family's adjusted income cannot exceed \$16,000.

B. To begin application proceedings, contact:

Minnesota Housing Finance Agency
480 Cedar Street
St. Paul, Minnesota 55101
(612) 296-7612

C. There are currently no fees for this service; however, interest ranging from six and one half per cent to seven and one quarter per cent is charged on loans.

APARTMENT DEVELOPMENT PROGRAM

Marvin J. Tero, *Director*

1. The Apartment Development Program provides interim and permanent financing for the construction of apartments for low and moderate income families. All loans are made directly by the Agency, which also administers the Federal Department of Housing and Urban Development (HUD) Rent Subsidy Program (Section 8) which

allocates federal funds to residents of Agency financed developments. Occupancy in apartments financed by the Agency is limited to people having either adjusted incomes under \$16,000 or five and one-half times the annual gross rent, depending on which figure is larger. Up to 25 per cent of the units in any development can be occupied by individuals whose income exceeds these limitations. The majority of the units are reserved for occupancy by persons who qualify for federal housing subsidies. Eligibility for these subsidies is determined by the federal Department of Housing and Urban Development.

2.A. To be eligible for the Program, the organization must be non-profit or limited dividend partnerships permitted a return of six per cent or less on their equity. The Agency has published an apartment development handbook which contains all the forms and explains all the procedures necessary to make applications for mortgage loans from the Agency.

B. To begin application proceedings or request a copy of the handbook, contact:
Minnesota Housing Finance Agency
480 Cedar Street
St. Paul, Minnesota 55101
(612) 296-7618

C. The apartment handbook is available at no cost. The fees for applications are \$15 per rental unit for the preliminary application processing and an additional \$15 per rental unit for processing between feasibility and firm commitment status. After the application is processed, the mortgage loan is issued when a fee of two and one-half per cent of the mortgage loan is paid by the developer.

D. A minimum of six months is necessary to complete processing of an application. Typically, this process requires nine months to a year.

DEVELOPMENTALLY DISABLED PROGRAM

Marvin J. Tero, *Director*

1. The Developmentally Disabled Program provides funds for non-institutional community residences housing a maximum of 15 persons. The residents are mentally or physically handicapped persons and drug-dependent persons presently residing in state institutions or community houses. Only mobile developmentally disabled persons able to take care of themselves in an emergency can be occupants. At least 75 per cent of the residents must have adjusted incomes under \$16,000.

2.A. Only non-profit or limited dividend mortgage/sponsors are eligible for the loans.

B. To begin application proceedings, contact:
Minnesota Housing Finance Agency
480 Cedar Street
St. Paul, Minnesota 55101
(612) 296-7618

C. There are no fees for this service, however, interest is charged on all loans.

MINNESOTA LIVESTOCK SANITARY BOARD
555 Wabasha Street Room 300
St. Paul, Minnesota 55102

Dr. Jack G. Flint, Secretary and Executive Officer
(612) 296-5000

MINN. STAT. CHAPTER 35

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

In addition, the Board registers bulls for public service, regulates animal importations, supervises livestock consignment sales and livestock exhibitions and provides diagnostic services on veterinary specimens submitted to the laboratory.

Many services involve testing in out-state locations. State and federal field veterinarians can be contacted for information and assistance.

State Field Veterinarians:

Dr. Galen H. Adkins
Route 2, Box 62
Sebeka, Minnesota 56477
(218) 472-3240

Dr. Michael J. Fa
1702 Riverwood
Little Falls, Minnesota 56345
(612) 632-6933

Dr. Donald B. Hicks
Box 43
Tracy, Minnesota 56175
(507) 629-3022

Dr. John F. Larson
Box 58
Deerwood, Minnesota 56444
(218) 534-3569

Dr. Paul H. Pugh
1900 Westview Drive
Hastings, Minnesota 55033
(612) 437-4012

Dr. H. J. Ruebke
Ada, Minnesota 56510
(218) 784-4203

Counties Served:

Becker, Beltrami
Cass, Clearwater
Hubbard, Lake of the Woods,
Wadena

Benton, Crow Wing,
Kanabec, Mille Lacs
Morrison

Lincoln, Lyon
Murray, Nobles
Pipestone, Rock

Aitkin, Carlton
Cook, Itasca
Koochiching, Lake
Pine, St. Louis

Dakota, Goodhue
Le Sueur, Ramsey
Rice, Scott
Wabasha, Washington

Clay, Kittson, Marshall
Mahnomen, Norman, Pennington
Polk, Red Lake, Roseau

Dr. Leo A. Zehrer
P.O. Box 326
Brooten, Minnesota 56316
(612) 346-2380

Kandiyohi
Meeker, Pope
Renville,
Stearns

Federal Field Veterinarians:

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

Dr. E. S. Hettig
R.R. 1
Chatfield, Minnesota 55923
(507) 867-3171

Dodge, Fillmore,
Houston,
Olmsted,
Winona

Dr. D. P. Jacobs
P.O. Box 151
Springfield, Minnesota
(507) 723-4332

Brown, Cottonwood,
Jackson,
Nicollet, Redwood,
Watonwan

Dr. D. W. Maas
148 Glendale Drive
Long Lake, Minnesota 55356
(612) 473-7905

Anoka, Carver,
Chisago, Hennepin,
Isanti, McLeod,
Sherburne, Wright

Dr. R. W. Page
Box 245
Alexandria, Minnesota 56308
(612) 846-5044

Douglas, Grant,
Ottertail,
Todd,
Wilkin

Dr. L. A. Payne
528 N. Main
Blue Earth, Minnesota 56013
(507) 526-2588

Blue Earth, Faribault,
Freeborn, Martin,
Mower, Steele,
Waseca

Dr. K. A. Soltowski
P.O. Box 97
Appleton, Minnesota 56208
(612) 289-1565

Big Stone, Chippewa
Lac Qui Parle, Stevens,
Swift, Traverse,
Yellow Medicine

BRUCELLOSIS AND TUBERCULOSIS DIVISION

Dr. George E. Keller, Division Head

MINN. STAT. § 35.25 through 35.32; 36.19 through 35.24

1. The Brucellosis Tuberculosis Division directs disease eradication programs for bovine brucellosis and tuberculosis and swine brucellosis; and disease control programs for bovine paratuberculosis and swine tuberculosis. The Division also issues licenses to persons offering bulls for public service; registers bulls; supervises public exhibitions of livestock and poultry, and maintains a list of veterinarians accredited in Minnesota.

2.A. (1) The Division tests cattle under quarantine for brucellosis, tuberculosis and paratuberculosis, and herds suspected of being infected by these diseases. Tests are given on milk from dairy herds and on blood samples collected at slaughter plants. The Division also tests cattle for paratuberculosis to qualify for interstate or international shipments. Certified Brucellosis and Tuberculosis Free certificates are issued by the

Division to cattle herds which meet the requirements outlined in LSB 11 and LSB 16.

(2) For information about requirements, contact:

Dr. George E. Keller, Division Head

555 Wabasha Street, Room 300

St. Paul, Minnesota 55102

(612) 296-5000

(3) There is no fee to cattle owner.

(4) Brucellosis tests are conducted approximately every 30 days. Tuberculosis tests are conducted on schedule every 60 days, and paratuberculosis tests are made by a field veterinarian within a few days after request or every six months.

B. (1) The Division tests swine quarantined for brucellosis or herds suspected of being infected by testing blood samples collected from sows at slaughter houses. They issue Validated Brucellosis Free certificates for swine herds which meet requirements outlined in LSB 21.

The Division also mails informative material to swine owners when any evidence of tuberculosis has been detected by USDA meat inspectors in swine slaughtered. Consultation services by field veterinarians are offered to swine owners when swine tuberculosis is detected.

(2) For information, contact:

Dr. George E. Keller, Division Head

555 Wabasha Street, Room 300

St. Paul, Minnesota 55102

(612) 296-5000

(3) There is no fee to swine owner.

(4) Tests are conducted on schedule prescribed in the rule outlined in LSB 21.

Services for tuberculosis are offered within 30 days after the problem is known to exist.

C. (1) Licenses are issued to persons who offer 3 or more bulls for registration for public service. Certificates are issued for each bull that is qualified by brucellosis and tuberculosis tests and confirmation examination in order to be registered for public service.

(2) For information or application forms, contact:

Dr. George E. Keller, Division Head

555 Wabasha Street, Room 300

St. Paul, Minnesota 55102

(612) 296-5000

or nearest field veterinarian.

(3) Cost of license is \$10. Cost of registering each bull for public service is \$1.00.

(4) Services are rendered as soon as possible following the request.

D. (1) At the request of exhibition management, the Division will authorize an accredited licensed veterinarian to serve as official veterinarian at public livestock and poultry exhibitions. Division veterinarians may also assist the official veterinarians when they request help.

(2) For information, contact:

Dr. George E. Keller, Division Head

555 Wabasha Street, Room 300

St. Paul, Minnesota 55102

(612) 296-5000

E. Accreditation applications are available free. Accredited veterinarian lists are available at \$3.50 each plus tax from the Document Section.

EXPORT DIVISION

Dr. L. T. Christensen, *Division Head*

1. The Export Division monitors movement of animals to other states and protects the health of domestic animals of Minnesota by administering programs for control of anaplasmosis, for eradication of hog cholera and sheep scabies, and for detection of foreign animal diseases. They also register livestock brands to provide a means of identifying cattle, horses and sheep, and issue licenses to certain research establishments.

2.A. (1) 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.

(2) For information about shipment to other states, contact:

Export Division
Livestock Sanitary Board
555 Wabasha Street, Room 300
St. Paul, Minnesota 55102
(612) 296-3592

For information about shipment of animals to other countries, contact:

Veterinary Services
Animal and Plant Health Inspection Services
U.S. Department of Agriculture
555 Wabasha Street
St. Paul, Minnesota 55102
(612) 725-7691

(3) There is no fee to the cattle owner.

B. (1) The Division tests cattle quarantined because of anaplasmosis with the Division head arranging for a field veterinarian to conduct the tests.

(2) For information, contact:

Export Division
Livestock Sanitary Board
555 Wabasha Street, Room 300
St. Paul, Minnesota 55102
(612) 296-3592

or nearest field veterinarian.

(3) There is no fee for testing anaplasmosis quarantined cattle.

(4) Tests are conducted approximately 30 days after the quarantine is established or by arrangement.

C. (1) Hog cholera occurrences and signs of this illness in swine are investigated by the Division. Sheep scabies and foreign animal diseases are investigated by the Division, which will initiate the investigation or use a field veterinarian.

(2) For information, contact:

Dr. L. T. Christensen, Division Head
555 Wabasha Street, Room 300
St. Paul, Minnesota 55102
(612) 296-3592

(3) There is no cost to the swine owners.

(4) Investigations will be scheduled as soon as a report is made by an attending veterinarian.

D. (1) The Export Division registers livestock brands on cattle, horses and sheep as a means of documenting ownership. A brand book with annual supplements is also published by the Division.

(2) For information and applications for brand registration, contact:

Dr. L. T. Christensen, Division Head
555 Wabasha Street, Room 300
St. Paul, Minnesota 55102
(612) 296-3592

(3) Fee for brand registration through 1985 is \$10.00. The fee for transferring a brand to another owner is \$10.00. Brand books are available at \$10.00 plus tax from Documents Section (see page). Supplements are available for cost and handling from Documents Section.

(4) Brand certificates are issued within 2 working days after receipt of applications.

E. (1) The Division inspects and licenses research establishments procuring unclaimed dogs from animal pounds.

(2) For information and applications for licenses, contact:
Minnesota Livestock Sanitary Board
555 Wabasha Street, Room 300
St. Paul, Minnesota 55102
(612) 296-3592

(3) The annual license fee is \$50.00.

(4) Licenses are issued upon completion of a satisfactory inspection of the establishment.

IMPORTS AND MARKETS DIVISION

Dr. Robert G. Pyle, *Division Head*

1. The Import and Markets Division promulgates rules for the importation of livestock and companion animals into Minnesota. They also issue licenses for garbage feeding establishments and permits for livestock auction markets and consignment sales.

2.A. The Division provides information on requirements for importation of livestock and companion animals into Minnesota. Information is available from the Division.

B. (1) Permits, prior to importation, are required for the following classes of livestock:

a. Calves, under 2 months of age, not accompanied by dams need the following information for permits: the name and address of the person requesting the permit, the number of calves, the name and address of herd of origin and the name and address of the destination;

b. Beef heifers eight to 18 months, for feeding and grazing purposes, need the following permit information: the name and address of the veterinarian requesting the permit and preparing the health certificates, the number, age and breed of heifers, the name and address of the herd of origin and the name and address of the destination;

c. Cattle to be tuberculosis tested upon arrival in Minnesota need the following permit information: the name and address of the veterinarian requesting the permit and preparing the health certificates, the number of cattle to be tested, the name and address of the herd of origin and the name and address of the destination;

d. Cattle of all classes destined for dry lot feeding premises need the following permit information: the name and address of the veterinarian requesting the permit and preparing the health certificates, the number of cattle in the shipment, the name and address of the herd of origin, and the name and address of the approved dry lot feeding premises;

e. Cattle and swine for slaughter at a non-inspected slaughtering establishment need the following permit information: the name and address of the veterinarian

ian requesting the permit and preparing the health certificates, the number of cattle or swine, the name and address of the herd of origin, and the name and address of the destination; and

f. Swine for feeding or breeding need the following permit information: the name and address of the veterinarian requesting the permit and preparing the health certificates, the number of swine, the name and address of the place of origin, and the name, and address and telephone number of the destination.

(2) For information and permits, contact:

Imports and Market Division
555 Wabasha Street, Room 300
St. Paul, Minnesota 55102
(612) 296-2967 (days); 296-2942 (nights)

(3) Permits are free.

(4) Permits are mailed to the purchaser on the day requested.

The permit and a health certificate issued by an accredited veterinarian of the state of origin must accompany the shipment.

C. (1) The Division issues permits to operate livestock auction markets, State-Federal approved markets and single consignment sales.

(2) For information and applications for permits, contact:

Imports and Market Division
555 Wabasha Street, Room 300
St. Paul, Minnesota 55102
(612) 296-2941

(3) There is no fee to applicants.

(4) Applications will be mailed the same day as the request is received. Up to 5 days may be required for inspection of the sale premises before the license is issued, to determine compliance with Board rules.

D. (1) The Division issues garbage feeding licenses to feed waste food products to livestock.

(2) For information and license applications, contact:

Imports and Market Division
555 Wabasha Street, Room 300
St. Paul, Minnesota 55102
(612) 296-2941

(3) There is no fee to applicants.

(4) Applications mailed the same day the request is received. Up to 5 days may be required for inspection of feeding premises before the license is issued.

E. (1) The Division issues permits for feeding of all classes of cattle in dry lots without tests if certain requirements are met.

(2) For information about requirements and applications, contact:

Imports and Market Division
555 Wabasha Street, Room 300
St. Paul, Minnesota 55102
(612) 296-2941

(3) There's no fee to applicants.

(4) Applications are mailed same day requests are received. Up to 5 days may be required for inspection of the dry lot before the permit is issued.

POULTRY AND MISCELLANEOUS DISEASES

Dr. Harry R. Olson, *Division Head*

1. This Division directs poultry disease control and eradication programs, and miscellaneous animal disease control procedures through regulation by inspection,

permits and licensing of rendering plants and trucks, some pet food processing plants, and dog kennels which pick up and confine stray, unwanted or lost dogs.

2.A. (1) The Division supervises the testing of poultry breeding flocks for pullorum disease, Salmonellosis (paratyphoid), chronic respiratory disease of broilers and air sac disease.

The Division annually authorizes persons to conduct the official pullorum whole blood plate test after they have completed a training course. It issues operational permits to hatcheries after an annual inspection and annual permits to out-of-state hatcheries, dealers and breeders to import poultry and hatching eggs into Minnesota. It also issues annual permits to poultry dealers who sell poultry and hatching eggs.

(2) Information, applications and disease control program forms can be obtained by contacting:

Poultry & Miscellaneous Diseases Division
555 Wabasha Street
St. Paul, Minnesota 55102
(612) 296-3428

(3) There are no fees for these services.

(4) Services above will be provided as soon as possible after the request.

B. (1) Miscellaneous Disease Control includes programs for anthrax, sore mouth of sheep (contagious ecthyma), equine infectious anemia (E.I.A. or swamp fever), pseudorabies of swine and rabies. The Division investigates all reported cases of rabies. It also issues permits to veterinarians to purchase and administer anthrax vaccine, and permits for movement of quarantined swine to slaughter. The Division maintains a list of laboratories approved to conduct the AGID test for equine infectious anemia and issues permits to owners for movement of EIA positive horses to other premises or to slaughter.

A film, "Animal Bites and Rabies" and pamphlets on rabies are available to organizations upon request. A field veterinarian may also be available to show the film and answer questions on rabies.

(2) For information, contact:

Poultry & Miscellaneous Diseases Division
555 Wabasha Street
St. Paul, Minnesota 55102
(612) 296-3428

or nearest field veterinarian.

(3) There is no fee to owners for investigations. Return postage must be paid on the film.

(4) In most cases of disease control listed above, service is provided as soon as possible. Investigations are begun immediately upon receipt of report of a rabies infected animal.

C. (1) The Division issues licenses, after inspection, to dog kennels which pick up and confine stray, unwanted, abandoned or lost dogs. Exempt from the license requirement are dog boarding kennels, dog breeding kennels and municipal dog pounds.

(2) For information, requests for license, report forms and identification tags, contact:

Poultry & Miscellaneous Diseases Division
555 Wabasha St.
St. Paul, MN 55102
(612) 296-3428

(3) The annual kennel license fee is \$10.00. There is no cost for forms and tags.

(4) Licenses are issued after inspections are complete. Forms and tags are supplied as soon as possible after requests are made.

D. (1) The Division, after inspection, issues permits to pet and mink food processing plants to transport some animal carcasses and decharacterized inedible meat and carcass parts to their plants for the manufacture of pet and mink foods. The Division also may authorize a veterinarian to inspect carcasses used by the plant and supervise plant sanitation.

(2) For information and applications, contact:

Poultry & Miscellaneous Diseases Division
555 Wabasha Street
St. Paul, Minnesota 55102
(612) 296-3428

(3) There is no fee for a permit.

(4) Applications are mailed the same day requests are received; however, up to 5 days may be required for inspection of plants and transporting vehicles before permits are mailed.

E. (1) After inspections, the Division issues permits for operation of rendering plants, their trucks and collecting stations.

(2) For information and applications, contact:

Poultry & Miscellaneous Diseases Division
555 Wabasha Street
St. Paul, Minnesota 55102
(612) 296-3428

(3) There is no fee for permits.

(4) Applications are mailed same day the requests are received. However, up to 5 days may be required for the necessary inspections before permit is issued.

F. (1) The Division investigates reports of improper disposal of animal carcasses.

(2) To report the improper disposal of an animal carcass, contact:

Poultry & Miscellaneous Diseases Division
555 Wabasha Street
St. Paul, Minnesota 55102
(612) 296-3428

(3) There is no fee for investigations.

(4) Investigations are begun promptly after receipt of report.

VETERINARY DIAGNOSTIC LABORATORY

Dr. John Higbee, *Director*

1. This laboratory, a cooperative venture of the Livestock Sanitary Board and the College of Veterinary Medicine, University of Minnesota, provides veterinary diagnostic services on specimens and samples from diseased or dead animals submitted for animal owners by veterinarians.

A. (1) The laboratory is open from 8:00 a.m. to 4:30 p.m., Monday through Friday, except holidays.

(2) For service, contact:

Dr. John Higbee, Director
Veterinary Diagnostic Laboratory
E-220 Diagnostic and Research Building
College of Veterinary Medicine, U of M
St. Paul, Minnesota 55108
(612) 373-0774

(3) The veterinarian referring a specimen to the laboratory completes a submission form which can be obtained from the laboratory.

(4) Fees charged depend on the services requested and range from \$1.00 to \$15.00.

(5) 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.

BRUCELLOSIS LABORATORY

Dr. Donald Person, *Director*

1. This laboratory, a cooperative venture of the Livestock Sanitary Board, Diagnostic Laboratory College of Veterinary Medicine and Veterinary Services, and the Animal Plant Health Inspection Service of the U.S. Dept. of Agriculture, conducts brucellosis tests on cattle and swine blood serum samples submitted by veterinarians for livestock producers.

A. (1) The Laboratory is open from 8:00 a.m. to 4:30 p.m., Monday through Friday, except holidays.

(2) For service contact:

Dr. Donald Person, Director

Brucellosis Laboratory

110 Diagnostic and Research Building

College of Veterinary Medicine, U of M

St. Paul, Minnesota 55108

(612) 373-1491

(3) Veterinarians are supplied with forms to be submitted with the blood serum samples.

(4) There is no fee for the laboratory tests.

(5) Brucellosis test results are available on the day serum samples are received for some kinds of tests. Results on serum samples received on Thursday and Friday, requiring a 48-hour test, are available on Monday.

STATE POULTRY TESTING LABORATORY

Dr. L. T. Ausherman, *Director*

1. This laboratory is maintained as a cooperative venture of the Livestock Sanitary Board and the Diagnostic Laboratory, College of Veterinary Medicine, University of Minnesota. Services offered by this laboratory are tests on blood samples and fecal swabs collected from flocks participating in poultry disease control programs; bacteriological examinations on poultry which have reacted on program tests to confirm existence of disease; bacteriological examinations on end-products from rendering plants for presence of *Salmonella* bacteria. They also furnish test tubes, swabs, marking pencils, test charts and shipping cartons to testing agents and hatcheries involved in poultry disease control programs.

A. (1) For services, supplies or forms, contact:

Dr. L. T. Ausherman, Director

State Poultry Testing Laboratory

Highway 71 South

Box 126

Willmar, Minnesota 56201

(612) 235-4340

(2) There is no fee for these services.

(3) Tests results and bacteriological findings are made available promptly after completion of tests and examination.

MINNESOTA PEACE OFFICER TRAINING BOARD
5th Floor, Metro Square Bldg.
St. Paul, Minnesota 55101

Carl V. Pearson, Executive Director
(612) 296-2620

1. The Minnesota Peace Officer Training Board regulates police training and provides reimbursement to local units of government for part of the cost of sending peace officers to the mandatory 280-hour basic police course. The Board has also established the following standards which must be met by all new peace officers in Minnesota:
 - a. United States citizenship;
 - b. driver's license or eligibility for license;
 - c. completion of preliminary and comprehensive employment application forms;
 - d. lack of a felony conviction or a history of misconduct; and
 - e. successful completion of the following tests—
 - 1) written examination;
 - 2) medical examination;
 - 3) job-related test of physical strength and agility;
 - 4) psychological evaluation;
 - 5) oral interview.
- 2.A. The Board will answer questions regarding police training and job opportunities in Minnesota.
- B. For information, contact:
Minnesota Peace Officer Training Board
5th Floor, Metro Square Bldg.
St. Paul, Minnesota 55101
(612) 296-2620
- C. There is no fee for this service.
- D. The information is provided on the same day the request is received.

MINNESOTA MUNICIPAL BOARD
Suite 165, Metro Square Building
St. Paul, Minnesota 55101
(612) 296-2428

William A. Neiman, Executive Director
(612) 296-2428

MINN. STAT. CH. 414

1. The Minnesota Municipal Board regulates all boundary adjustments (changing the boundaries between a city and the adjacent land, city or township) and incorporations (creating a new city from a township) for local governments and citizens. The Board provides advisory services to the public concerning boundary adjustments and incorporations.

- 2.A. (1) The Board provides the following informational services:
 - a. assistance in understanding boundary change and incorporation statutes;

- b. advice to citizens regarding their rights in boundary change proceedings;
- c. information to citizens on proper filing procedures; and
- d. information on other state agencies that might help with questions outside the Board's jurisdiction.

(2) For help in any of these matters, contact:
Minnesota Municipal Board
Suite 165, Metro Square Building
St. Paul, Minnesota 55101
(612) 296-2428

B. (1) The Board rules on boundary adjustments and incorporations of new cities.

(2) To receive the proper filing forms, contact:
Minnesota Municipal Board
Suite 165, Metro Square Building
St. Paul, Minnesota 55101
(612) 296-2428

(3) The Board provides sample documents and other supporting materials needed to initiate a boundary change or an incorporation. The Board also provides information relating to the factors which the Board will consider in making its decision.

(4) Depending on the type of proceeding, there is a filing fee ranging from \$12.50 to \$300.

(5) All proposed boundary changes or incorporations are resolved within two years of the first hearing.

MINNESOTA OFFICE OF HEALTH FACILITY COMPLAINTS
1103 Chamber of Commerce Building
15 South Fifth Street
Minneapolis, Minnesota 55402

Ernest W. Kramer, Executive Director
(612) 338-6934

MINN. STAT. § 144A.51-144A.55

1. The Minnesota Office of Health Facility Complaints, which is directly responsible to the Commissioner of Health, receives, investigates and acts upon complaints concerning an action of any division, official or employee of a state or local government agency; a health care provider or a health facility.

2.A. The Office assists residents of health facilities in enforcing their rights under Minnesota law. The Office cooperates with other agencies to assure that the complaint will be handled by the agency with the appropriate jurisdiction. The Office will respond to any complainant; anonymous or identified. Personnel of the Office can enter any health facility at any time to investigate a complaint and will issue correction orders to health care facilities when violations are found. This service is offered to residents of Minnesota.

B. To register a complaint, write or call collect:
Minnesota Office of Health Facility Complaints
1103 Chamber of Commerce Building
Minneapolis, Minnesota 55402
(612) 338-6934

- C. There are no forms or fees.
- D. A complaint may be resolved in a matter of days or weeks depending on the complexity of the complaint. However, matters involving a potential hazard to patient/resident health or safety are acted upon immediately.

MINNESOTA POLLUTION CONTROL AGENCY
1935 West County Road B-2
Roseville, Minnesota 55113

Sandra S. Gardebring, Executive Director
(612) 296-7373

MINN. STAT. CH. 116

- 1. The Minnesota Pollution Control Agency (MPCA) enforces standards for water and air pollution control, solid waste disposal, noise pollution control, and toxic and hazardous waste disposal.

PUBLIC INFORMATION OFFICE
Gail Gandler, Director

- 1. The Public Information Office answers questions of a general nature concerning pollution control. They also distribute news releases and materials concerning pollution and the MPCA's activities to the public.

2.A. For information or materials, contact:
Minnesota Pollution Control Agency
Public Information Office
1935 W. County Road B-2
Roseville, Minnesota 55113
(612) 296-7283

- B. There are no forms or fees.

OFFICE OF ENVIRONMENTAL ANALYSIS
Dale McMichael, Director

- 1. The Office of Environmental Analysis reviews and prepares Environmental Impact Statements, which are prepared for major projects such as power plants, highways, bridges, taconite plants, to assess the environmental effects of such projects prior to their construction. (For information about the EIS process, see Environmental Quality Council, page 11). They provide no services directly to the public.

DIVISION OF WATER QUALITY
Louis J. Breimhurst, Director

- 1. The Division of Water Quality enforces and administers all laws relating to water pollution in the state.

PERMITS SECTION
Richard A. Svanda, Section Chief

- 1. The Permits Section regulates all discharge of materials into the water of Minnesota.

2.A. (1) The Permits Section issues National Pollutant Discharge Elimination System (NPDES) Permits. NPDES permits are required by the Federal Water Pollution Control Act Amendments of 1972, Minnesota Statutes, and MPCA regulations for all existing and new discharges into surface waters of the state. New applications are to be submitted at least 180 days prior to the beginning of the discharge.

(2) For information and application forms, contact:

Minnesota Pollution Control Agency
Division of Water Quality
Attn: Chief, Permits Section
1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7221

(3) The following application forms are required as indicated. They may be obtained by mail or in person at the Roseville office:

a. MPCA Short Form A or NPDES Standard for municipal and domestic wastewater dischargers.

b. NPDES Short Form B, for agricultural dischargers.

c. MPCA Short Form C or NPDES Standard Form C, for manufacturing and commercial dischargers.

d. NPDES Short Form D, for services, wholesale and retail trade, and all other establishments not engaged in manufacturing or agriculture.

(4) To date, no fee is charged for NPDES applications and permits.

(5) Applications are processed as soon as possible. Processing usually takes approximately three and one-half months, allowing for a thirty-day public notice comment period. NPDES permit processing requires a longer period of time when controversial issues are pending or a public hearing is requested.

B. (1) The Permits Section issues State Disposal System Permits. These permits are required for most new and proposed disposal systems or point sources (industrial and municipal wastewater treatment plants).

(2) For information and application forms, contact:

Minnesota Pollution Control Agency
Division of Water Quality
Attn: Chief, Permits Section
1935 West County Road B-2
Roseville, MN 55113
(612) 296-7221

(3) The following application forms are required as indicated. They may be obtained by mail or in person from the MPCA office:

a. MPCA Short Form A, for municipal and domestic wastewater disposal.

b. MPCA Short Form C, for manufacturing and commercial disposal.

(4) There is no fee charged for this service.

(5) Applications are processed as soon as possible. Processing normally takes approximately three and one-half months, allowing for a possible thirty-day public notice comment period. State Disposal System permit processing may require a longer period of time when controversial issues are pending or a hearing is requested.

C. (1) The Permits Section issues Section 401 Certifications. This certification is required of any applicant for a federal license or permit to conduct any activity, including but not limited to the construction or operation of facilities, which may result in any discharge into navigable waters as stated in the Federal Water Pollution Control Act Amendments of 1972 and Minnesota Statutes.

(2) For information and application forms, contact:
Minnesota Pollution Control Agency
Division of Water Quality
Attn: Chief, Permits Section
1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7225

(3) The application form required is "Application for Section 401 Certification." It may be obtained by mail or in person from the MPCA.

(4) There is no fee charged for this service.

(5) Applications are processed as soon as possible. Processing of Section 401 Certifications normally take approximately three months, allowing for a possible thirty-day public notice comment period.

FACILITIES SECTION

Perry T. Beaton, Section Chief

1. The Facilities Section certifies and trains wastewater plant operators. They also assist communities in operating wastewater treatment facilities by administering Federal and State grant programs that provide funding to any local governmental unit.

2.A. (1) The Section certifies wastewater treatment facility operators.

(2) For information and application forms, contact:

Minnesota Pollution Control Agency
Operator Training Unit
1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7233

(3) Fees for certification are:

Application for examination	\$ 5.00
Issuance of certificate	5.00
Re-examination	5.00
Renewal (For lapsed or out-of side certifications)	5.00
Reinstatement or Reciprocity	10.00

(4) Certification examinations are given at various locations outstate and the Metro area at the completion of wastewater operator training programs.

B. (1) The Facilities Section conducts workshops and seminars to train wastewater treatment facility operators.

(2) For information and application forms, contact:

Minnesota Pollution Control Agency
Operator Training Unit
1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7233

(3) Fees for most seminars are \$30.

(4) Seminars are three or four days long.

C. (1) The Facilities Section will assist any organization that owns and operates a treatment facility and is having difficulties meeting its prescribed permit limitations. They will provide training for the facility operators and insure reliable performance of the facility.

(2) For information, contact:
Minnesota Pollution Control Agency
Operations Unit
1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7207

(3) To receive this assistance, the organization must apply in writing to the MPCA. The letter should also indicate that this assistance does not affect the organization's responsibility to comply with terms, conditions and limitations of their permit.

(4) There are no forms or fees for this service.

SURFACE AND GROUNDWATERS SECTION

John F. McGuire, Section Chief

1. The Surface and Groundwaters Section maintains lakes and waterways in Minnesota by administering restoration grants, collecting and making available pollution information, and by establishing limits for the amount of effluents discharged into lakes and waterways.

2.A. (1) The Section administers the Clean Lakes Demonstration Grants Program, a federal lake restoration grant program. Grants are made to qualified applicants (generally local units of government) for control of natural land drainage run-off as well as for actual in-lake treatment.

(2) For information and applications, contact:
Minnesota Pollution Control Agency
Surface and Groundwaters Section
1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7256

(3) Completed applications will require a minimum of four to five months for processing by state and federal offices.

(4) There are no fees.

B. (1) The Section maintains a Clean Lakes Inventory File (CLIF), a water quality data storage system on Minnesota's lakes.

(2) For information from the CLIF system, contact:
Minnesota Pollution Control Agency
Surface and Groundwaters Section
1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7256

(3) There is no fee.

(4) Data requested by telephone can be received immediately. Mail requests may take up to a week to answer.

C. (1) The Secchi Disc Program is a University of Minnesota program sponsored by the Section. Under this voluntary public program, citizens can measure the relative quality of a lake's water by submerging an 8-inch, white metal disc underwater.

(2) For information or application forms for this program, contact:
Minnesota Pollution Control Agency or Limnological Research Ctr.
Surface and Groundwaters Section Pillsbury Hall
1935 West County Road B-2 Minneapolis, Minnesota 55455
Roseville, Minnesota 55113 (612) 373-4508
(612) 296-7256

(3) There is a \$5 fee to cover the cost of the Secchi Disc and the analysis of the data gathered on the calibrated cord attached to the disc.

(4) Equipment is usually sent within 1 month of the application.
D. (1) Effluent limitations for all dischargers of wastewater are established by the Section. These limitations are established to insure that dischargers do not violate water quality standards designated for the various waterways and to protect waterways for their designated uses. The public may request additional effluent limitations, which should be accompanied by a map showing the discharge location and affected waterway along with an estimate of the volume and characteristics of the effluent.

(2) To obtain information on existing effluent limitations or to request the establishment of additional effluent limitations, contact:

Minnesota Pollution Control Agency
Surface and Groundwaters Section
1935 West County Road B-2
Roseville, MN 55113
(612) 296-7250

(3) There are no forms or fees.

(4) Establishment of the effluent limitations usually requires two weeks.

E. (1) Water quality data from over 200 stations throughout Minnesota are stored in the STORET computer system. Data is available from 1953 to the present.

(2) For information, contact:

Minnesota Pollution Control Agency
Surface and Groundwaters Section
1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7257

(3) There are no forms or fees for this service. The Agency may reject requests for unusually large data retrievals.

(4) There is normally a two week waiting period for data requests.

COMPLIANCE AND ENFORCEMENT SECTION

Tim K. Scherkenbach, Section Chief

1. The Compliance and Enforcement Section enforces all regulations applying to discharges. They investigate all complaints, and insure the clean-up of all dangerous spills and leakages.

A. (1) The Section monitors the compliance of all municipal and industrial waste discharges to the waters of the state who possess National Pollutant Discharge Elimination System (NPDES) permits or State Disposal System Permits.

(2) For information regarding permit compliance, procedures for modification of waste discharge or manufacturing process, transfer of ownership of permits, reporting forms or for general assistance, contact:

Minnesota Pollution Control Agency
Compliance and Enforcement Section
1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7236

B. (1) The Section receives reports of spills and leakages that would detrimentally affect the quality of Minnesota's surface and ground waters and assures that proper clean-up and follow-up is done to protect the state's waters.

(2) For further information or to report a spill or leakage, contact:

Minnesota Pollution Control Agency
Compliance and Enforcement Section
Attn: Dick Kable
1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7373

(3) There are no forms or fees.

(4) Usually a spill can be investigated and recommendations made in a period of a few hours. A staff person is on duty 24 hours a day to give general information on the course of action necessary to minimize the adverse effects of a spill.

C. (1) The Section handles complaints dealing with water pollution problems. The Complaints Administrator attempts to resolve the complaints directly if they exist within the seven county metropolitan area or refers them to the appropriate region if the problem exists outside the Metropolitan Area.

(2) To register a complaint, contact:
Minnesota Pollution Control Agency
Compliance and Enforcement Section
Attn: Daryl C. Huggett
1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7709

PLANNING SECTION

Paul E. Davis, *Section Chief*

1. The Planning Section has prepared and completed nine Water Quality Management Basin Plans (excluding the Lake Superior basin and the seven county Twin Cities metro area) that contain an inventory of waste (municipal, industrial and agricultural), an assessment of water quality and an identification of treatment needs and applicable water quality standards.

2.A. Information regarding these plans may be obtained by contacting:

Minnesota Pollution Control Agency
Planning Section
1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7241

Copies of the plans are available from Documents Section (see page).

B. Copies of basin plans are \$5.00 a piece.

DIVISION OF AIR QUALITY

Edward M. Wiik, *Director*

(612) 296-7331

1. The Division of Air Quality enforces and administers all state statutes and federal laws relating to air pollution. In addition to maintaining air quality standards in high-pollutant areas, the Division is also engaged in various programs to prevent deterioration of present air quality in clean-air areas.

ENGINEERING SECTION

Tibor Kosa, *Section Chief*

1. The Engineering Section issues installation permits for the construction of emission facilities and the installation of air pollution control equipment and operating

permits for the operation of these facilities and equipment. When an emission facility would emit over 100 tons per year of any single pollutant from a piece of air pollution control equipment or would emit over 1000 tons per year of any single pollutant without air pollution control equipment, the installation permit must be approved by the MPCA Board. When the emissions to be abated involve a lengthy abatement program, a stipulation agreement must be written.

2.A. For information or applications, contact:

Minnesota Pollution Control Agency
Division of Air Quality
1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7334

B. There is no fee for obtaining permits.

C. Permits are issued typically within a month after receipt of an application. However, in the case of very large facilities with potentially significant environmental impacts (new power plants or taconite plants, for example), this time can be several months. If the applicant is receiving a hearing before the MPCA Board at its regular monthly meeting in Roseville for a permit or stipulation agreement, the time involved can be several hours.

ENFORCEMENT SECTION

Louis M. Chamberlain, Section Chief

1. The Enforcement Section handles all complaints about air pollution in the metro area and regulates open burning.

2.A. (1) The Enforcement Section investigates complaints of air pollution in the seven county metropolitan area. Complaints outside the metropolitan area can be directed to this office for referral to one of the five regional offices or can be sent directly to the appropriate regional office.

(2) For information or to register a complaint, contact:

Minnesota Pollution Control Agency	Cline Pharmacy Building
Air Enforcement Section	Box 286
1935 West County Road B-2	Marshall, Minnesota 56258
Roseville, Minnesota 55113	(507) 537-7146
(612) 296-7300	Larry Johnson, Director

615 Oak Street	821 Third Avenue S.E.
Brainerd, Minnesota 56401	Suite 65, Kings Row Building
(218) 829-0359	Rochester, Minnesota 55901
Larry Shaw, Director	(507) 288-1279
	Willis Mattison, Director

115 South Vine	1015 Torrey Building
Fergus Falls, Minnesota 56537	Duluth, Minnesota 55802
(218) 736-2235	(218) 723-4660
Arnold Hamness, Director	John Pegors, Director

(3) There are no forms or fees.

(4) Processing complaints usually takes one to two weeks.

B. (1) The Section processes permit applications for open burning in special instances under controlled conditions.

(2) For information or applications contact:
Minnesota Pollution Control Agency
Air Enforcement Section
1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7300

(3) The form needed is the "Open Burning Permit Application." This form may be obtained by mail or in person from the MPCA.

(4) There is no state fee for this permit although there may be a local fee.

(5) Processing usually takes one to two weeks. At certain times of the year, there may be a ban on open burning.

TECHNICAL SERVICES SECTION

Gary Eckhardt, Section Chief

1. The Technical Services Section collects information about air pollution and air quality in the state.

2.A. (1) The Technical Services Section releases a daily air pollution index (APEX) at approximately 3 p.m. Monday through Friday. The index reflects the environmental air quality measurements for the previous 24 hours. The index is released through the National Weather Service network.

(2) For information concerning the APEX, contact:
Minnesota Pollution Control Agency
Technical Services Section
1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7263

B. (1) Requests for more detailed air quality information not presented in the APEX are made to the Section.

(2) For information, contact:
Minnesota Pollution Control Agency
Technical Services Section
1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7264

(3) There usually are no forms or fees.

(4) A general request can usually be processed in two weeks.

C. (1) The Section provides special environmental air monitoring on a limited basis. Requests for special air sampling are approved on an individual basis provided adequate instrumentation and staff time are available.

(2) To make requests for this service, contact in writing:
Technical Services Section
Minnesota Pollution Control Agency
1935 West County Road B-2
Roseville, Minnesota 55113
(3) There are no forms or fees.

TRANSPORTATION CONTROL SECTION

Bradley J. Beckham

1. The Transportation Control Section works with other units of government to organize traffic control systems, transit and highway programs and vehicle emission checks to assure that federal environmental air standards for carbon monoxide are met

in the core city areas. They also perform all air quality related planning such as air quality maintenance and prevention of air quality deterioration. They provide no services directly to the public.

NOISE POLLUTION CONTROL SECTION

Al Perez, Section Chief

1. The Noise Pollution Control Section studies and helps control noise pollution. The Section, at the request of the public or local officials, will work with local governments to develop an appropriate noise ordinance for the community. Furthermore, local officials will be trained in its enforcement and the MPCA staff will advise in the selection and procurement of instrumentation.

2.A. (1) The Section investigates complaints and performs noise surveys and evaluations to try to find solutions to noise problems. Due to the limited staff, the noise complaints acted upon are usually restricted to the metropolitan area.

(2) For information or to file a noise complaint, contact:

Minnesota Pollution Control Agency

Noise Section

1935 West County Road B-2

Roseville, Minnesota 55113

(612) 296-7280 or 7340

(3) There are no forms or fees.

(4) At least two weeks are required for a survey to be performed and an additional two to three days are required for a report on the results. The complainant will be notified as to the scheduled date and time of the survey. The complainant may be present but this is not required.

B. (1) The Section lends automatic noise monitors to the public so that they can make noise evaluations.

(2) For further information or to request a noise monitor, contact:

Minnesota Pollution Control Agency

Noise Section

1935 West County Road B-2

Roseville, Minnesota 55113

(612) 296-7280 or 7340

(3) There are no forms or fees.

DIVISION OF SOLID WASTE

Robert A. Silvagni, Director

1. The Division of Solid Waste ensures proper management of solid waste disposal in the state.

RESOURCE RECOVERY SECTION

Don Kyser, Section Chief

1. The Resource Recovery Section provides encouragement through grants and permits to those interested in recovering usable materials from waste products.

2.A. (1) The Section provides 50 percent grant-in-aid funding for resource recovery studies and projects for reusable materials convertible into another product to applicants. A project must demonstrate that it has statewide application to be eligible for funding.

(2) For information or applications, contact:

Minnesota Pollution Control Agency
Division of Solid Waste
1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7323

(3) The form needed is the "Application for Grants-In-Aid for Resource Recovery Projects." It may be obtained in person or by mail from the MPCA.

(4) There are no fees.

(5) Processing of an application usually takes from one to two months.

B. (1) The Section issues permits for solid waste resource recovery and energy recovery facilities.

(2) For information or applications, contact:

Minnesota Pollution Control Agency
Division of Solid Waste
1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7323

(3) The form needed is the "Permit Application for Construction and Operation of a Solid Waste Disposal System." It may be obtained in person or by mail from the MPCA.

(4) There are no fees.

(5) Processing of an application usually takes from one to two months.

C. (1) The Section provides 100 percent grants-in-aid to counties, municipalities, Indian tribes, or other contracting units of government who wish financial assistance to inventory abandoned motor vehicles and/or to remove, collect, and transport such vehicles.

(2) For information or applications, contact:

Minnesota Pollution Control Agency
Division of Solid Waste
1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7296

(3) The form needed is the "County Abandoned Motor Vehicle Reimbursement Form." This form may be obtained by mail or in person from the MPCA.

(4) There are no fees.

(5) Processing of an application usually takes from three to five weeks.

D. (1) The Section issues licenses to collectors and collector-transporters of scrap metal who wish to engage in the Abandoned Automobile Recycle Program in Minnesota.

(2) For information or applications, contact:

Minnesota Pollution Control Agency
Division of Solid Waste
1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7296

(3) The forms needed are the "Abandoned Auto Program Collector and Collector-transporter License Application" and "Request for Notification of Solicitation of Bids."

(4) There are no fees.

(5) Processing of an application usually takes from three to five weeks.

SYSTEMS MANAGEMENT SECTION

Bruce Brott, Section Chief

1. The Systems Management Section issues permits for solid waste disposal facilities such as sanitary landfills, demolition waste landfills, and transfer stations.

2.A. For information or applications, contact:

Minnesota Pollution Control Agency
Division of Solid Waste
1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7348

B. The form needed is "Permit Application for Construction and Operation of a Solid Waste Disposal System." It may be obtained by mail or in person from the MPCA.

C. There are no fees.

D. Processing of an application usually takes from two to three months.

AGRICULTURAL WASTE SECTION

Terry Huntrods, Section Chief

1. The Agricultural Waste Section issues permits for construction and operation of animal waste facilities.

2.A. For information or applications, contact:

Minnesota Pollution Control Agency
Division of Solid Waste
1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7327

Application forms may also be obtained from County Zoning Offices or from County Soil Conservation Officers.

B. The form needed is the "Permit Application for Construction and Operation of a Livestock Feedlot, Poultry Lot, or Other Animal Lot."

C. There are no fees.

D. Processing of an application takes a maximum of 15 working days.

ENFORCEMENT SECTION

Gary Pulford

1. The Enforcement Section ensures compliance with MPCA regulations at permitted solid waste disposal facilities and investigates solid waste complaints received by the MPCA.

2.A. For information or to register a complaint, contact:

Minnesota Pollution Control Agency
Division of Solid Waste
1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7319

B. Complaints are acted upon as soon as the information is obtained. If the complaint is taken in the Roseville office, the complaint is forwarded to the appropriate Regional Office for investigation and necessary follow-up action. In cases where a complaint originates in a county that has taken an active role in enforcing state solid waste regulations or an adopted county solid waste ordinance, the Regional Office may forward the complaint to an appropriate county official, usually the county solid waste officer.

HAZARDOUS WASTE MANAGEMENT SECTION
Cary L. Perket, Section Chief

1. After July 1978, the Hazardous Waste Management Section will license certain categories of hazardous waste land disposal and treatment facilities. Hazardous wastes are those that cannot be handled by ordinary methods due to their chemical, physical or biological properties (radioactive or poisonous wastes; etc.).

2. For information regarding these proposed programs, contact:

Minnesota Pollution Control Agency
Division of Solid Waste
1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7352

MINNESOTA STATE AGRICULTURAL SOCIETY

State Fairgrounds

Michael D. Heffron, Secretary-General Manager
(612) 645-2781

MINN. STAT. CH. 37

1. The Minnesota State Agricultural Society conducts the annual Minnesota State Fair, and administers the maintenance, control and improvement of the state fairgrounds. The Minnesota State Fair is a 12-day exposition ending on Labor Day. Primarily agricultural in nature, the fair features big-name entertainment, livestock judging, automobile races, fine art and home craft competition, an 80-acre farm and yard machinery display, commercial and ethnic exhibit complexes and a carnival. In addition to the annual State Fair, the fairgrounds, located on approximately 300 acres in the village of Falcon Heights, are used on a year-around basis for special events and shows and for storage purposes on a rental basis.

2.A. (1) The following fees are currently applicable for:

- a. Outside Gate Admission: for adults \$2; under 16, 50¢; under 5 free.
- b. Senior Citizens Days, 65 and over: admission is free through 6 p.m.
- c. Childrens Days, under 16 admission is free, through 6 p.m.
- d. Parking on fair grounds is \$2 per car; lots south of Como Avenue are free.
- e. Campground charges are \$3 per night; camper vehicles permitted only; utility hook-ups available at north camp sight (north of Machinery Hill).
- f. Tickets for Evening Grandstand — Reserved seats are \$5, \$4, \$3; general admission is \$2.
- g. Afternoon Grandstand — Reserved seats are \$3; general admission is \$2 for adults and \$1 under 16.
- h. Coliseum — ringside seats are \$3.50; box seats \$2.50 and reserved seats are \$2.00.

Ticket prices for all shows are subject to change.

(2) Handicapped Facilities: Facilities for the handicapped on the Fairgrounds include nine specially fitted rest rooms, low-mount telephones and curb cuts for wheelchairs. Services include special seating in the Grandstand and Coliseum accessible to wheelchairs and which should be reserved in advance; reserved parking and drop-off areas, and wheel-chair rental service.

(3) Employment Opportunities: Minnesota State Fair employment is handled through the Minnesota Department of Employment Services. Persons seeking positions at the fair should contact that office at 390 N. Robert St., St. Paul, Minnesota 55101, (612) 296-8400.

OPERATIONS DIVISION*

Kenneth Wenzel, Director

PLANT MANAGEMENT GROUP

1. The Plant Management Group administers the overall services necessary to maintain and operate the physical plant and buildings on the fairgrounds including mechanical repair, construction work and the upkeep of facilities in readiness for the opening of State Fair. The Division also maintains a greenhouse facility and supervises the Public Safety program which provides police, fire and emergency services to the public during the Fair's annual operation. They provide no services directly to the public.

SPACE RENTAL & SPECIAL EVENTS GROUP

1. The Space Rental and Special Events Group administers all concessions and exhibits, except agricultural and livestock exhibits, including the operation of Farm Machinery exhibits, Heritage Square, and the supervision of Midway ticket takers.

They also manage special events, use of space for storage and the operation of the Coliseum (old Hippodrome) building and the Natural Resources Park and facilities.

2.A. (1) All concessions and non-agricultural-livestock exhibitions are handled by the Space Rental Department. Permits are issued in the following classifications:

a. Concessionaire: any individual, organization or business which sells, makes delivery or accepts deposits on future delivery of a product or service from its premises on the fair grounds during the period of the fair;

b. Exhibitor: any individual, organization or business which displays goods or services for promotional or advertising purposes (exhibitors may take orders from customers during fair, but may not accept deposits on such goods or services); and

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

(2) For information and applications on space rental, contact:

Minnesota State Agricultural Society
Space Rental Department
Minnesota State Fairgrounds
Falcon Heights, Minnesota 55108
(612) 645-2781, ext. 221

(3) Fees for rental sites generally are based on front footage; fees vary with the type of permit requested and the location on the grounds. Applications are reviewed and space is leased on the basis of size requirements and the products involved.

(4) Exhibitors and concessionaires are asked to indicate their interest in contract renewals between Feb. 1 and March 1 of the following year. After March 1, available space is offered to new applicants.

B. (1) From Sept. 15 through July 15, fairgrounds facilities are used for special events and storage purposes. The Coliseum, race track, animal barns, certain streets and various exhibit buildings are available for both public and private events. Indi-

viduals, organizations and businesses may contract for use of these facilities as well as for a wide range of services provided, including security, maintenance and engineering. All lessees are subject to the published rules of the Minnesota State Agricultural Society (available on request).

(2) For information or contract applications, contact:

Minnesota State Agricultural Society
Special Events Group
Minnesota State Fairgrounds
Falcon Heights, Minnesota 55108
(612) 645-2781, ext. 214

(3) Rental fees vary with the size and type of facility needed, the number of added services provided by Society Personnel, and the nature of event to be presented.

(4) Several buildings, not used for special off-season events, are available for rent based on either of the following conditions:

a. Monthly storage involves using a large area for warehousing purposes and is rented on a monthly basis; or

b. Individual storage for automobiles and recreational vehicles (boats, trailers, campers, motor and mobile homes, etc.) is available based on footage and length of storage time. Items in this category must be readily movable.

ADMINISTRATIVE GROUP

Sally Nelson, *Coordinator*

1. The Administrative Group handles the administrative services such as personnel management and fiscal services. They provide no services directly to the public.

SPECIAL SERVICES GROUP

1. The Special Services Group operates the outside gate admissions, distributes animal forage and feed for livestock exhibitions, supervises parking facilities for fair patrons, operates sanitation and clean-up equipment and supervises the restroom and sanitation facilities on the grounds. They administer the State Fair Youth Camp, located at the north end of the fairgrounds, which handles the ushering at the Grandstand and Coliseum.

PUBLIC AFFAIRS DIVISION

James Frost, *Director*

1. The Public Affairs Division supervises the overall activities of the agricultural-livestock exhibitions, public communications services and general entertainment features of the State Fair.

COMPETITIVE EXHIBITS GROUP

Steve Pooch, *Coordinator*

1. The Competitive Exhibits Group manages displays and competitive exhibitions open to public participation in the following areas: bee culture, cattle, Christmas trees, creative activities, crops, dairy industries, education, 4-H, FFA (Future Farmers of America), fine arts, flowers, fruits, horses, meats, poultry, senior citizens, sheep, swine and vegetable-potatoes.

Minnesota State Agricultural Society / 287

2.A. For information, details and individual premium books for each department exhibit, contact:

Minnesota State Agricultural Society
Competitive Exhibits Group
Minnesota State Fairgrounds
Falcon Heights, Minnesota 55108
(612) 645-2781, ext. 217

B. Premium lists showing catagories of competition and prizes available, judging schedules, rules, entry fees and entry deadlines vary with each department.

COMMUNICATIONS GROUP

1. The Communications Group manages the State Fair public relations programs by providing printed material on Fair events and activities and related news releases for public use. They operate seven information booths and a Child Care Center, located on Underwood St. during the Fair, which houses lost children seperated from their parents. The Center provides supervision and recreation as well as a groundswide paging system. The Child Care Center is also headquarters for wheelchair and stroller rentals.

2. For information about any of these Communications services, contact:

Minnesota State Agricultural Society
Publicity Department
Minnesota State Fairgrounds
Falcon Heights, Minnesota 55108
(612) 645-2781, ext. 222

AMUSEMENT GROUP

Hazel Redlack, *Coordinator*

1. The Amusement Group administers certain general entertainment features and services that are regularly scheduled entertainment at each Fair. Among these annual feature attractions are the nightly Grandstand productions, auto races, and various professional and amateur musical and talent show held in the Bandshell, Grandstand and various locations around the fairgrounds.

2.A. The State Fair Amateur Talent Contest, part of the evening Bandshell schedule, is open to all amateur acts, and the State High School Band Contest is open to all Minnesota High School marching band units.

B. For information and entry details, contact:

Minnesota State Agricultural Society
Amusement Group
Minnesota State Fairgrounds
Falcon Heights, Minnesota 55108
(612) 645-2781, ext. 218

FINANCE DIVISION

Gerald Franke, *Director*

1. The Finance Division provides the financial management of the State Fair. The Division manages ticket sales and the cashier sections.

2.A. For complete ticket information, call and ask for:

Ticket Department
Minnesota State Fair
(612) 645-2781, ext. 220

B. Advance sale ticket order forms are available at the Minnesota State Fair

offices, Administration Building (East Commonwealth entrance at Snelling Avenue). Orders are processed on a first-received, first-filled basis.

MINNESOTA STATE ARTS BOARD
314 Clifton Avenue
Minneapolis, Minnesota 55403
(612) 874-1335

Stephen Sell, Executive Director
(612) 874-1335

MINN. STAT. § 139.10

1. The Minnesota State Arts Board has eleven citizen members appointed by the Governor, including one from each of the eight congressional districts plus three at-large members. The Board receives state and federal funds, as well as private contributions and communities throughout the state. Grants are available for music, theater, architecture, the visual arts, dance, literature and film. They will also provide information to individuals and organizations engaged in artistic activities. The Board administers the Federally-funded Artists-in-Schools Program and the Dance Touring Program.

2.A. The Board offers grants to:

- (1) Incorporated, non-profit community organizations which hire artists or groups for performances, residencies, workshops or other activities;
- (2) Organizations for the production of a specific program or exhibition, but funds are not for general operating expenses;
- (3) Public and private schools, colleges, and universities sponsoring a residency or touring arts program by professional artists or performing groups;
- (4) Individual artists who must describe the goal, the means of achieving the goal and a time schedule; and
- (5) Arts producing or exhibiting organizations of state-wide impact for general operating support.

B. For grant application forms, instructions and program schedules, contact:

Minnesota State Arts Board
314 Clifton Avenue
Minneapolis, Minnesota 55403
(612) 874-1335

C. There are no application fees.

D. The various deadlines for each grant category are listed in the program guidelines. Application deadlines for most categories occur every two to four months.

MINNESOTA STATE BOARD OF DENTISTRY
Suite 338, 717 Delaware Street S.E.
Minneapolis, Minnesota 55414
(612) 296-5313

Dale J. Forseth, Executive Director
(612) 296-5313

MINN. STAT. CH. 150A & 319A

1. The Minnesota State Board of Dentistry examines every applicant for dentist, dental hygienist or registered dental assistant licenses or registrations; and resolves complaints received from the public through investigations, redress or disciplinary action. The Board determines the continuing dental education requirements and enforces all other provisions of the Minnesota Dental Practice Act and rules of the Board.

2.A. (1) The Board licenses dentists and dental hygienists, and registers dental assistants. Applicants must pass an examination on the Rules of the Minnesota Board of dentistry, Minnesota Dental Practice Act and the Minnesota Professional Corporations Act. This examination may be taken before 4:00 p.m. on any normal working day at the Board office.

(2) To receive license or registration applications, or information about examinations and annual registration, contact:

Minnesota State Board of Dentistry
Suite 338, 717 Delaware Street S.E.
Minneapolis, Minnesota 55414
(612) 296-5313

(3) The Current license and registration fees are:

Type of License/registration	License Fee	Annual registration
Dentist	\$50	\$28
Dental hygienist	\$20	\$12
Registered Dental Assistant	\$15	\$ 8

Duplicate licenses or registration certificates are \$5.

B. (1) The Board registers dental corporations. The Board reviews the initial application and articles of incorporation for compliance with the Professional Corporation Act and the Rules of the Board. Forms are sent to all registered corporations at least 30 days before the January 1 due date.

(2) For application forms, annual report forms or information on corporation procedures, contact:

Minnesota State Board of Dentistry
Suite 338, 717 Delaware S.E.
Minneapolis, Minnesota 55141
(612) 296-5313

(3) Corporation fees are \$100 for the first annual report filed and \$25 for each report filed thereafter.

C. (1) The Board will investigate all complaints received, written or oral which allege violations of the Minnesota Dental Practice Act or Rules of the Board. The Board has the power to suspend or revoke licenses and registrations.

(2) To register complaints, contact:

Minnesota State Board of Dentistry
Suite 338, 717 Delaware Street S.E.
Minneapolis, Minnesota 55414
(612) 296-5313

(3) There are no forms or fees.

(4) Complaints are processed as they are received, but they take an average of one month to resolve.

D. (1) The Board will offer the names of all accredited schools of dentistry, dental hygiene and dental assisting. They also help the public interpret statutes and rules applying to dentistry. The board publishes a pamphlet, "Rules of the Minnesota Board of Dentistry, Minnesota Dental Practice Act and Minnesota Professional Corporations Act". This publication is available from the documents Section (see page).

(2) For information contact:

Minnesota State Board of Dentistry
Suite 338, 717 Delaware Street S.E.
Minneapolis, Minnesota 55414
(612) 296-5313

(3) The cost of the pamphlet is \$1.30 tax included. There are no other fees involved for informational services.

(4) All requests are handled as soon as they are received.

MINNESOTA STATE HORTICULTURAL SOCIETY

**161 Alderman Hall, University of Minnesota
St. Paul, Minnesota 55101
(612) 373-1031**

**Glenn H. Ray, Secretary-Treasurer
(612) 373-1031**

1. The Minnesota State Horticultural Society collects information on all types of fruits, flowers, and vegetables. The Society provides this information to the public and Society members. The Society's membership is open to any interested person.

2.A. The Society:

(1) Publishes the *Horticulturist*, a journal with information for the northern gardner;

(2) Maintains a library in its offices open to the public, but only members may borrow books;

(3) Conducts an annual statewide public meeting featuring workshops and similar sessions on district levels throughout the state;

(4) Assists local garden clubs with organization and program planning;

(5) Maintains a library of 2" by 2" slides for loan to members only;

(6) Supports public gardens and other civic landscaping projects;

(7) Sponsors an annual State Fair Plant Show;

(8) Presents annual awards honoring Minnesotans who make notable contributions to state horticulture;

(9) Sponsors the Minnesota Heritage Tree Program which identifies Minnesota trees of outstanding size or historical significance;

(10) Certifies judges for horticultural shows and provides rules for the shows;

(11) Assists in the establishment of long term horticultural programs or institutions, e.g., Minnesota Landscape Arboretum and the University of Minnesota Horticultural Research Center; and

(12) Provides speakers and other program material for community organizations.

- B. To obtain one of these services or to join the Society, contact:
Minnesota State Horticultural Society
161 Alderman Hall, University of Minnesota
St. Paul, Minnesota 55101
(612) 373-1031
- C. The membership fee is \$6 a year, or \$4.50 a year for a member of an affiliated organization. A life membership is \$150. A family membership is \$10 per year. A special contributing membership is any donation beyond the membership fee. The *Horticulturist* is free to members, but the general public must pay 75 cents a copy. The cost for a speaker varies with the group and the distance the speaker must travel.
- D. The *Horticulturist* is published nine times per year.

MINNESOTA STATE RETIREMENT SYSTEM
529 Jackson Street
St. Paul, Minnesota 55101
(612) 296-2761

Paul L. Groschen, Executive Director
(612) 296-2761

MINN. STAT. § 3A, 352, 352B, 352C, 352D, 356 & 490

1. The Minnesota State Retirement System administers retirement programs for state employees, including correctional employees, unclassified employees, legislators, elective officers, the judicial system and the highway patrolmen's fund (which includes state troopers, conservation officers and crime bureau personnel). The system also administers a deferred compensation plan available to all Minnesota public employees & officials.

The System provides income for covered employees or their beneficiaries upon retirement, disability or death. Benefits are financed from three sources: 1) employee contributions, 2) employer contributions and 3) investment earnings.

The deferred compensation plan invests a portion of the employee's salary each pay period. The employee does not pay income tax on the invested portion until it is received (generally after retirement), and then it is taxed as a regular income. The program is entirely voluntary.

The Retirement System provides information on its programs upon request and regularly sends employees information.

2.A. All benefits or the deferred compensation plan require application to the Retirement System. To receive the proper application form or information on a program contact:

Minnesota State Retirement System
529 Jackson Street
St. Paul, MN 55101
(612) 296-2761

B. There is no fee to apply for retirement benefits. The deferred compensation plan has a 2% administrative charge per pay period.

C. Retirement benefits are paid monthly. Deferred compensation payments are paid out over a 60 or 120 month period as selected by the applicant and commence in January following the age elected. The age may be changed one time and payout period may be changed annually. All changes are prospective in application.

MINNESOTA TEACHERS RETIREMENT ASSOCIATION
302 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-2409

Harvey W. Schmidt, Executive Secretary
(612) 296-2491

MINN. STAT. CH. 354

1. The Minnesota Teachers Retirement Association provides eligible members with annuity payments at retirement and disability or survivor benefits. Teachers and the State of Minnesota make equal payments into the fund. Membership is compulsory for all public school teachers in Minnesota except those in the cities of Duluth, Minneapolis and St. Paul, and the University of Minnesota system. The Association provides information on benefits and how to apply for benefits.

2.A. For information or benefit application forms, contact:

Minnesota Teachers Retirement Association
302 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-2409

B. A member may file for retirement benefits 60 days prior to retiring. To receive disability benefits, an applicant must include a physician's report. An examination by a specialist may be requested by the Association. To receive survivor's benefits, a death certificate must be included with the application.

C. There is no cost for any of the applications. If a specialist's examination is required, the Association will pay such costs.

D. Retirement benefits take approximately two months to begin. If a person retires in May, June, July or August, payment is made retroactively on October 1. Disability benefits take three to four months to receive. Survivor benefits are generally received within two months. All payments are made monthly.

MINNESOTA-WISCONSIN BOUNDARY AREA COMMISSION
619 Second Street
Hudson, Wisconsin 54016
(612) 436-7131
(715) 386-9444

James M. Harrison, Executive Director
(612) 436-7131

MINN. STAT. § 1.31-1.40

1. The Minnesota-Wisconsin Boundary Area Commission conducts studies and monitors government management of the interstate boundary portions of the St. Croix and Mississippi Rivers. Each state governor appoints five Commissioners with the approval of the respective State Senate. The Commission serves as chairman of the Lower St. Croix National Scenic Riverway Management Commission, a segment of the National Wild and Scenic Rivers system which is a cooperative venture of the

Minnesota and Wisconsin Departments of Natural Resources and the National Park Service.

2.A. The Commission advises the state governments and private parties on protecting the St. Croix and Mississippi River areas. They conduct special studies on interstate and regional river corridor problems for state agencies, organizations and individuals. They provide information on federal programs related to the two rivers to state agencies, local governments, and the public.

B. For information or to request a study, contact:
Minnesota-Wisconsin Boundary Area Commission
619 Second Street
Hudson, Wisconsin 54016
(612) 436-7131 or
(715) 386-9444

C. There are no forms or fees.

D. 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.

MINNESOTA ZOOLOGICAL GARDEN
12101 Johnnycake Ridge Road
Apple Valley, Minnesota 55124
(612) 432-9000

Donald D. Bridgewater, General Director
(612) 432-9000

1. The Minnesota Zoological Garden is a 500 acre facility that will open to the public in May, 1978. The Garden will be open year round with exhibits organized to take advantage of Minnesota's climate. The natural state of the facility will be maintained as much as possible. The overall zoo organization is zoogeographic which places environmentally grouped animals in the same zoo area. The zoo will specialize in the propagation of several endangered species. Initially, the Garden will offer five major exhibits and two services with more being added later. There will be a Minnesota exhibit displaying more than 100 kinds of native wildlife. Visitors will be able to see into rattlesnake and badger dens, view underwater habitats and, by means of television cameras, peek into a beaver lodge. The Aquaria Exhibit will feature Beluga whales in a 560,000 gallon aquarium while visitors watch from above or below the water surface. Hydrophones will broadcast the whales "conversations." Dolphins will live in their own tank located in the Tropical Building and other areas will exhibit polar, temperate and tropical oceans and feature starfish, anemones, crabs, lobsters and colorful fishes. The Tropical Exhibit is housed in an acre and a half "greenhouse," tall enough for fifty foot trees to grow inside. The greenhouse is climate controlled and sky-lighted and will house up to eighty species of tropical animals and lush vegetation. From multi-level pathways, views will show animals in treetops, on the ground and underwater and birds living in large freeflight aviaries. The Children's Zoo is designed to provide intimate contact with domestic animals including waterfowl, sheep, goats and poultry. The Zoo features many smaller, educational exhibits such as bee colonies, small bird aviaries and animal arenas. A fully equipped animal nursery will enable visitors to see hand rearing of young animals. The Northern Trek Exhibit will have Siberian tigers, moose and other large, cold weather animals in

outdoor habitats resembling Asian grasslands, northern forests, arctic tundra and craggy mountains. A guided two mile monorail tour will traverse the Northern Trek year round. The western wing of the zoo's main building, the Education Center, contains classrooms, laboratory facilities, reference library, theatre, production studio and an interpretative area with items to touch, see, smell and hear. This area is equipped to receive all groups through a separate entrance and will be used as a base for all special education programs. The Japanese Macaque Display featuring Snow Monkeys is located in the main building next to the education wing. The Display includes two ponds, dead trees for climbing, rocks and an assortment of plants. Windows in the main building will provide views in all types of weather and there is an outside overview of the exhibit. There will be free admission for special groups with prior reservations one day a month.

PLANT AND ANIMAL SERVICES PROGRAM

Hugh B. House

1. The Plant and Animal Sciences Program consists of the activities needed to manage all animal and plant exhibits. This includes all related design and exhibit maintenance functions as well as the day to day care of all animals and plants including animal health.

OPERATIONS AND VISITOR SERVICES PROGRAM

Robert Bonawitz

1. The Operations and Visitor Services Program consists of five activities that handle the visitor services, physical plant, marketing and educational functions for the Garden. This program provides essential services directly to the public.

PHYSICAL PLANT SERVICES

Pat Burns

1. The Physical Plant Services maintains all property and grounds for the Garden.

MARKETING/MEDIA SERVICES

Stephan J. Schuster

1. Marketing/Media Services is responsible for the Garden's marketing, public information and promotional programs. The Section will be printing a zoo album with pictures and descriptions of the zoo and its animals. This album will be sold at the three gift shops located on the grounds.

INTERPRETATIVE AND EDUCATION SERVICES

Beverly Rongren

1. Interpretative and Education Services conducts both on-site and outreach educational and Interpretative services. These include classroom and laboratory services, library functions, tours, student field trips and a traveling zoomobile.

2.A. (1) One day field trips for students or groups can be arranged. Guides and informational materials will be provided.

(2) To arrange a field trip, contact:

Interpretive and Education Services
Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124
(612) 432-9000

(3) There is no fee for the service.

B. (1) A traveling zoomobile will be available to visit schools and other groups. Animals will be displayed and informational services will be available.

(2) To request a zoomobile visit, contact:
Interpretive and Education Services
Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124
(612) 432-9000

(3) The fee for the zoomobile has not yet been established.

ADMINISTRATION AND PUBLIC SERVICES
Vernon M. Plucker

1. Administration and Public Services activity is responsible for purchasing, office services, admissions, parking and all resale outlets within the Garden.

2.A. Fees for admission and parking are:

(1) Adult Admission	\$2.50
(2) Children 6-16	\$1.25
(3) Children 0-5	Free
(4) Parking	1.00

SECURITY SERVICES
Cedric Langham

1. Security Services provides safety and security on a 24 hour, 7 day a week basis. This includes direction of site security and emergency services and administration of relationships with local police, fire and medical facilities.

2. A central information and security office is maintained in the Garden at all times.

OFFICE OF ATTORNEY GENERAL
102 State Capitol
St. Paul, Minnesota 55155
(612) 296-6196

Warren Spannaus, Attorney General
(612) 296-6196

1. The Attorney General is chief legal counsel for the State. This office provides representation and advice to agencies in the Executive branch of state government (attorneys for such agencies are listed with the agency). The Attorney General is a member of the State Executive Council and the State Parole Board. The Attorney General proposes and drafts legislation on a variety of subjects.

ANTITRUST DIVISION
Alan H. Maclin, Special Assistant Attorney General

1. The Antitrust Division investigates and conducts litigation to enforce state anti-trust laws. It brings litigation to recover treble damages (three times the initial damage) for violation of federal antitrust laws where the state or a state agency as a purchaser was damaged.

2.A. The Antitrust Division brings actions based on complaints by the public. It can bring actions under a 1976 federal law providing treble damages to consumers for

violations of antitrust laws. A citizen may make a complaint by sending a letter and any supporting documents to the Attorney General. The Attorney General will decide on the necessary action.

- B. To file an antitrust complaint, contact:
Office of the Attorney General
Antitrust Division
515 Department of Transportation Bldg.
St. Paul, Minnesota 55155
(612) 296-6427
- C. There are no fees or forms to file a complaint.
- D. Antitrust litigation may take years.

CONSUMER PROTECTION DIVISION

Jean Heilman, Special Assistant Attorney General

1. The Consumer Protection Division enforces state consumer laws through litigation and compliance agreements with businesses about which there are complaints. This office proposes and drafts legislation on consumer matters.

2.A. (1) The Division answers citizen questions on consumer law and protection. The Division will provide speakers to interested consumer groups. The Division will also send out copies of consumer protection laws.

- (2) To receive information, a copy of a law or to request a speaker contact:
Office of the Attorney General
Consumer Protection Division
102 State Capitol
St. Paul, Minnesota 55155
(612) 296-3353

(3) There are no forms. The fee for a speaker varies. Copies of consumer laws are available for duplication costs.

- (4) Requests are handled immediately.

B. (1) The Consumer Protection Division has a three step process in resolving consumer complaints against a business. First, the Division acts as an intermediate between the consumer and the business. The consumer corresponds with the Division which then corresponds with the business. Second, the Division investigates all charges against a business. This step occurs after repeated complaints against a business or the failure of the business to settle with a consumer. The third step is the use of lawsuits to obtain injunctions or fines to prevent continued violation of state consumer laws.

- (2) To initiate a complaint action, write:
Office of the Attorney General
Consumer Protection Division
102 State Capitol
St. Paul, Minnesota 55155
(612) 296-3353

- (3) There are no fees or forms.

(4) Complaints take a minimum of one month to resolve. The total time necessary depends on the amount of action taken.

CRIMINAL DIVISION

Thomas L. Fable, Deputy Attorney General

1. The Criminal Division conducts criminal appeals and advises local prosecutors on the conduct of criminal trials. The Division helps develop and prosecute certain

criminal cases, particularly those of organized crime and white collar crime. The Division conducts litigation for the Department of Corrections.

2. The Criminal Division answers inquiries by the public about criminal matters in general and the Division's operation in particular. Direct all questions to:

Office of the Attorney General
Criminal Division
207 Veterans Service Building
St. Paul, Minnesota 55155
(612) 296-7575

3. There are no forms or fees.
4. All requests are handled as soon as possible.

ATTORNEY GENERAL'S OPINIONS OFFICE
Kenneth E. Raschke, Assistant Attorney General

1. The Attorney General's Opinions office provides opinions to state and local government officials on effects and requirements of state laws. These opinions are given where laws either appear to conflict or are unclear in their application.

2.A. The opinions office provides information to help citizens solve problems arising from state or local government operations. The Attorney General provides legal opinions or advice to state and local officials only.

B. For information, contact:
Attorney General's Opinions
102 State Capitol
St. Paul, Minnesota 55155
(612) 296-6480

- C. There are no forms or fees.
- D. Requests are handled as received.

OFFICE OF THE GOVERNOR
130 State Capitol
St. Paul, Minnesota 55155
(612) 296-3391

Rudy Perpich, Governor
(612) 296-3391

1. The Governor is the chief executive of Minnesota and is elected by the people for a term of four years, which begins on the first Monday in January of an odd numbered year.

The Governor has the responsibility of informing the legislature about the general condition of the state. This is done by delivering an inaugural message to a joint legislative session immediately after taking the oath of office, and by a "State of the State" address at the beginning of the second half of each term of office. The financial needs of the state for the next two years are submitted to the legislature by the Governor in the form of a budget within three weeks after the inauguration and again in the second half of the term for the following biennium.

The Governor reviews all laws passed by the legislature and either approves a bill by signing it, or vetoes a bill by returning it to the legislature including objections.

The Governor represents the state at ceremonies and functions.

2.A. The Governor's office is available to assist the public with questions concerning state government and its agencies.

B. For assistance, contact:

Office of the Governor
130 State Capitol
Aurora Avenue
St. Paul, Minnesota 55155
(612) 296-3391

OFFICE OF HEARING EXAMINERS

Room 300

**1745 University Avenue
St. Paul, Minnesota 55104
(612) 296-8100**

**Duane R. Harves, Chief Hearing Examiner
(612) 296-8100**

MINN. STAT. CH. 15

1. The Office of the Hearing Examiners conducts rulemaking (agency rules affecting a large portion of the public) and contested case (required by statute to determine the legal rights of specific parties through an agency hearing) hearings for all agencies of state government except the Corrections Board, Pardons Board, Department of Employment Services, Mediation Services Bureau, Workmen's Compensation System, Division of Workmen's Compensation — Department of Labor and Industry, and the Department of Military Affairs. When requested, the Office of the Hearing Examiners may contract with city and local governments to provide hearing examiners. Although the general public cannot institute a hearing directly with the Office and must request the hearing through the affected agency, the public is invited to attend any hearing. Any person who attends a hearing is entitled to offer oral or written testimony that may influence the recommendation of the Hearing Examiner and the final decision of the agency.

2.A. The Office of Hearing Examiners conducts prehearing conferences and public hearings, provides at all hearings a court reporter or tape recorder to make a transcript, and issues a report available for public review. Generally, the affected agency keeps the transcript of the hearing. The affected agency is responsible for notifying the public about hearing times and locations. The Secretary of State maintains a mailing list which notifies interested parties about all hearings. (See Secretary of State.)

2.B. For information on where to find a transcript, see the report on a specific hearing, receive a copy of the report, find out about scheduled hearings, or for aid in initiating a hearing contact:

Office of Hearing Examiners
Room 300, 1745 University Avenue
St. Paul, Minnesota 55104
(612) 296-6910

C. The public may see the report of a hearing by going to the Office of Hearing Examiners. If an individual wants a copy of the report, the cost is 25 cents for the first two pages and 15 cents for each additional page. The cost of a hearing vary with each hearing and are borne by the affected agency.

OFFICE OF THE LIEUTENANT GOVERNOR
Room 122, State Capitol
Aurora Avenue
St. Paul, Minnesota 55155
(612) 296-2374

Alec G. Olson, Lieutenant Governor
(612) 296-2374

1. The Lieutenant Governor is first in line when a vacancy occurs in the office of the Governor and may also assume the duties of the Governor anytime the Governor is absent from the state or unable to perform the duties of the office. The Lieutenant Governor assumes specific responsibilities which are delegated by the Governor, and represents the state at ceremonies and functions. The Lieutenant Governor is Chairperson of the Capitol Area Architectural and Planning Board and is a member of the Rural Development Council, the State Arts Board and the Intertribal Board.

2. The Lieutenant Governor's office is available to answer questions the public may have concerning state government, and will give assistance with problems citizens may have involving state agencies. Contact:

Office of the Lieutenant Governor
Room 122, State Capitol
St. Paul, Minnesota 55155
(612) 296-2374

OFFICE OF STATE TREASURER
303 Administration Building
50 Sherburne Avenue
St. Paul, Minnesota 55155
(612) 296-2568

Jim Lord, State Treasurer
(612) 296-7091

1. The State Treasurer is a constitutional officer elected for a four year term. The Treasurer receives and keeps money paid into the state treasury until it is lawfully disbursed or invested. The Treasurer is a member of the State Executive Council, which approves peat and mineral leases, extends timber permits disposes of certain state lands, designates banks to receive state funds deposits and provides emergency relief, and of the State Board of Investment, which invests money in permanent trust funds, public welfare funds and other funds on behalf of the state. The Treasurer is the paymaster of the state and the administrator of the Unclaimed Property Act, which is designed to return to the owner any property (money and securities) abandoned in banks, insurance companies and corporations.

TREASURY OPERATIONS DIVISION
Jerome Engebretson, Fiscal Activities Officer

1. The Treasury Operations Division provides accounting and safekeeping for the various trust funds and records and makes payments on the state's bonded indebtedness. They provide no services directly to the public.

RECEIPTS AND REVENUE SECTION

John Christenson, *Cashier*

1. The Receipts and Revenue Section processes all payments to the State Treasurer. They provide no services directly to the public.

SAFEKEEPING SECTION

Edna Kleve, *Supervisor*

1. The Safekeeping Section is the treasury of all state and retirement funds. Records are kept on all securities transactions and an updated inventory is maintained daily. They provide no services directly to the public.

DEBT SERVICE SECTION

Edward Butz, *Accountant*

1. The Debt Service Section maintains records of the state's bonded indebtedness and makes payments to retire that indebtedness. They provide no services directly to the public.

ELECTRONIC DATA PROCESSING SECTION

Michael Hager, *EDP Supervisor*

1. The Electronic Data Processing Section issues and redeems all state warrants, provides reports on warrant status and outstanding bank balances. They provide no services directly to the public.

METROPOLITAN REVENUE DISTRIBUTION DIVISION

Mary Randolph, *Supervisor*

1. The Metropolitan Revenue Distribution Division is a clearinghouse for collection and distribution of the Seven County area-wide tax levies. The fund is a percentage of new industry taxes from each of the seven metropolitan counties. The Division redistributes the money back to the counties. The Division provides no services directly to the public.

UNCLAIMED PROPERTY DIVISION

Georgia Johnson, *Director*

1. The Unclaimed Property Division administers the Uniform Disposition of Unclaimed Property Act, which is designed to return abandoned property to its rightful owners. Abandoned property may be a checking or savings account, the contents of a safe deposit box, a paid life insurance policy, stocks, dividends, which by definition of the law have become legally abandoned. The Division notifies owners of unclaimed property by advertising in the county and local newspaper of the owner's last address. The Division then answers inquiries concerning possible owners and directs claimants to the present holder. Two months after the advertisement, all unclaimed property is turned over to the State Treasurer who then handles all claims and, if the claim is valid, returns the property in full either in person or by mail.

2.A. Information and claim forms may be obtained by writing, calling or visiting in person:

Unclaimed Property Division
303 Administration Bldg.
St. Paul, Minnesota 55155
(612) 296-2568

B. The claim form requires the name, present address and relationship to original owner of the claimant. Specific information and documents (marriage certificates, death certificates, wills, etc.) may also be required to prove the validity of the claim.

C. There are no fees, but the State Treasurer makes no interest payments on money held.

D. All rightful claims are paid within 90 days of proper completion of the claim form.

OFFICE OF THE STATE AUDITOR
Veterans Service Building
20 East Columbus Circle
St. Paul, Minnesota (612) 296-2524

Robert W. Mattson, State Auditor
(612) 296-2524

MINN. STAT. CH. 6

1. The State Auditor makes financial and compliance audits of counties, cities of the first class and local government agencies. The State Auditor has the authority to audit any political subdivision within the state if requested by the governing body or by petition. If an examination discloses misconduct, the State Auditor files a report with the appropriate county attorney. The Municipal Reporting Unit collects financial data from local governments and issues reports used by State and Federal agencies.

2.A. (1) The State Auditor contracts with private CPA firms for audits of local governments. Firms interested in contracting should send to the State Auditor a letter containing:

- a) Location and number of resident partners and professional staff in Minnesota;
- b) All Minnesota government units or agencies which are present clients for audit and consulting services;
- c) Any other pertinent information.

The State Auditor alone makes the selection of the firms. Annual contract renewal depends on satisfactorily performing assigned audits.

(2) Mail the letter to:
Office of the State Auditor
Veterans Service Building
20 East Columbus Circle
St. Paul, Minnesota 55155
(612) 296-2524

- (3) There are no fees.
- (4) Contracts are let in the fall of the year.

B. (1) The citizens of a town or school district may petition for an audit of the financial affairs of a municipal agency. If the audit request concerns an agency other than a school district, the petition must be signed by six out of every 100 residents if the population of the city is under 2000. If the population is more than 2000, the petition must be signed by four out of every 100 residents. In a school district audit request, the petition must be signed by ten residents for each 50 students in average daily attendance.

(2) The petition form and other requirements are available from the office of the State Auditor:

Office of the State Auditor
Veterans Service Building
20 East Columbus Circle
St. Paul, Minnesota 55155
(612) 296-2524

- (3) The agency audited pays the cost of the audit.
- (4) The time required for an audit varies with the size of the agency audited.

PUBLIC EMPLOYEES RETIREMENT ASSOCIATION

**203 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-7460**

**O. M. Ousdigan, Executive Director
(612) 296-7498**

1. The Public Employees Retirement Association provides annuities, survivor benefits, and total and permanent disability benefits for public employees. The membership includes persons employed by counties, school districts, cities and townships in Minnesota. The Association deals directly with government officials and employees.

2.A. The Association provides forms and instructions for filing for benefits.

B. To receive application forms and assistance, contact:

Public Employees Retirement Association
203 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-7460

C. There are no fees for this service.

D. When applications are properly filed, benefits are payable as of the date of eligibility.

OMBUDSMAN FOR CORRECTIONS OFFICE

**Suite 102, 333 Sibley
St. Paul, Minnesota 55101
(612) 296-4500**

**Theartrice Williams, *Ombudsman*
(612) 296-4500**

MINN. STAT. § 241.41-241.45

1. The Ombudsman for Corrections Office investigates complaints concerning actions taken by the Department of Corrections Board, the Board of Pardons, regional correction or detention facilities, and county correction or detention facilities and programs operating under the Community Corrections Act (Chapter 401).

2.A. Complaints may be filed with the Ombudsman by any person. Each complaint will be investigated as thoroughly as warranted. If an investigation indicates that a

mistake or arbitrary, unfair, or illegal action has occurred, the office will work with the appropriate officials to rectify the problem.

B. Complaints may be filed by mail, telephone, or in person. Inquiries should be directed to:

Ombudsman for Corrections Office
Suite 102, 333 Sibley
St. Paul, Minnesota 55101
(612) 296-4500

The Ombudsman and staff make regular visits to state correctional institutions. Other programs and facilities are usually visited upon request. Complaints may be registered directly with them during these visits.

C. There are no required forms or fees.

D. The complainant will be contacted personally or by telephone within six days after the complaint is received. Most complaints are resolved in one month.

SEAWAY PORT AUTHORITY OF DULUTH
1200 Port Terminal Drive
Box 310
Duluth, Minnesota 55801
(218) 727-8525

Paul D. Pella, Port Director
(218) 727-8525

MINN. STAT. CH. 458

1. The Seaway Port Authority of Duluth is in charge of the public port terminal, Harbor Park and Air Park in the Duluth port area. The Port Authority is governed by a seven member Board of Commissioners; two are appointed by the Governor, two by the St. Louis County Board and three by the City Council of Duluth. The Port Authority solicits import and export cargo for the port, works for industrial development of the port area and provides information to the public on the port area.

FINANCE SECTION
Howard Wicker, Director

1. The Finance Section provides the bookkeeping and accounting services for the Port Authority. They provide no services directly to the public.

MARKETING AND SALES SECTION
Alan T. Johnson, Director

1. The Marketing and Sales Section solicits import and export cargo for the port. The Section works with shipping companies and companies requiring shipping to insure an increased cargo flow through the port. They provide no services directly to the public.

INDUSTRIAL DEVELOPMENT SECTION
Jerome Marks, Director

1. The Industrial Development Section offers Harbor Park (land on the waterfront owned by the Port Authority) and Air Park (land near Duluth International Airport owned by the Port Authority) for industrial development.

The Section contacts out of region and local industries to persuade them to either build new factories or expand and renovate facilities on these sites. The Section leases the land to industries. They provide no services directly to the public.

PUBLIC RELATIONS SECTION

Marsha Kelly, Director

1. The Public Relations Section promotes the Duluth port area by offering informational brochures, films, speakers for groups and a slide presentation. The Section answers all written and phone inquiries from the public. The Port Authority may be visited during any normal working day.

2. Inquiries may be made by phone, in person or by writing:

Seaway Port Authority of Duluth
1200 Port Terminal Drive
Box 310
Duluth, Minnesota 55801
(218) 727-8525

or, toll free in Minnesota, 1 (800) 232-0703.

3. There are no forms or fees.

4. All requests are handled as they are received. Obtaining speakers and the slide presentation depends on their availability.

SIBLEY HOUSE ASSOCIATION

C/O Mrs. Sidney D. Pidgeon, *Financial Secretary*
5840 Colfax Avenue South
Minneapolis, Minnesota 55419
(612) 861-6554

Mrs. C. J. Robinson, *President*
520 Pleasant Street
Mankato, Minnesota 56001

1. The Sibley House Association maintains the Sibley and Faribault Houses and conducts tours for the public.

2.A. (1) The Association provides guides for tours of the Sibley and Faribault Houses in Mendota from May 1 to October 31. Groups of more than ten should make reservations.

(2) For general information from May 1 to October 31, call:
Sibley House
(612) 452-1596

To make group reservations, contact:

Mrs. Roger Nielsen, Calendar Chairwoman
1847 Pumice Point
Eagan, Minnesota 55122
(612) 454-4730

(3) Admission fees for tours are:

- a. \$1.50 for adults,
- b. 50¢ for high school students, and
- c. 25¢ for children six through twelve.

B. (1) School groups, particularly 4th, 5th and 6th graders, are admitted free. Advance and confirmed reservations are required.

(2) Contact:

Mrs. Roger Nielsen, Calendar Chairwoman
1847 Pumice Point
Eagan, Minnesota 55122
(612) 454-4730

SECRETARY OF STATE
Room 180 State Office Building
St. Paul, Minnesota 55155
(612) 296-3266

Joan Anderson Growe, Secretary of State
(612) 296-3266

1. The Secretary of State, an elected official, is the keeper of the Great Seal of the State of Minnesota. As keeper of the Great Seal, the Secretary certifies the authenticity of official records, documents, proclamations and executive orders of the Governor and acts of the legislature and Attorney General, and appointments made by the Governor and all corporations doing business in the state. The Secretary stores the original enrolled acts of the legislature and the original U.S. Government Survey notes and township plats for the state. The Secretary registers trademarks, conducts special censuses, registers legal newspapers and files auctioneer's licenses. The Secretary files rules adopted by administrative agencies, oaths of office, extradition papers, certain bonds and village and municipal documents. The Secretary has rulemaking authority for voting machines, voting registration and ballot preparation.

FISCAL OPERATIONS DIVISION
Terri Elizondo

1. The Fiscal Operations Division handles all money taken in by the Secretary of State.

2. A. Any person purchasing materials from the office of the Secretary of State must contact the appropriate division. The division informs the individual of the cost and refers the individual to the Fiscal Operations Division. Upon payment, the Fiscal Operations Division issues a receipt to the individual. The individual returns the receipt to the appropriate division which then issues the proper materials.

B. For information, contact:

Office of the Secretary of State
Fiscal Operations Division
Room 180, State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-7976

C. For forms or fees see the appropriate division.

D. Requests are handled as soon as possible.

UNIFORM COMMERCIAL CODE DIVISION
Arnold Anderson, Director

MINN. STAT. CH. 135

1. The Uniform Commercial Code Division files certain financing statements on

debts that are secured by a personal property mortgage, lien or conditional sales contract. The Division also files lease agreements and notices of federal tax liens. All information in UCC files is available to the public.

2.A. (1) The Uniform Commercial Code Division files:

- (a) Financing statements which contain information required to project a security interest. The statement sets forth the name and address of the debtor and the secured party and the collateral covered;
- (b) Amendments which are used to change a financing statement;
- (c) Continuations which are used to renew the five year period in which the financing statement is effective;
- (d) Assignments which are used to assign all or part of the covered collateral to another party; and
- (e) Releases which are used to release part or all of the collateral from a security agreement.

(2) For information or aid in filing any of these forms, contact:

Office of the Secretary of State
Uniform Commercial Code Division
Room 180, State Office Building
St. Paul, Minnesota 55155
(612) 296-2434

(3) Forms for each of the filings are available from the Division.

(4) Fees are \$2 per request on a standard form; \$3 per filing on a non-standard form and \$1 for each name other than those required to be indexed.

(5) All information will be sent within two days after receiving the proper fee and form.

B. (1) The Division will conduct a search to determine whether an individual has financial obligations on file with the Secretary of State.

(2) For information or assistance, contact:

Secretary of State Office
Uniform Commercial Code Division
Room 180, State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-2434

(3) To request a search use form UCC — 11.

(4) Fees are \$2 per request on standard form; \$3 per request on non-standard form; 50¢ per page for a copy of any statement filed; and 50¢ for each financing statement and for each statement of assignment reported.

(5) Response to mailed requests is approximately five days. In person inquiries are handled immediately.

C. (1) The Division also files termination statements which remove a financing statement from the UCC files when the debtor's obligation has been satisfied.

(2) For information or assistance, contact:

Secretary of State Office
Uniform Commercial Code Division
Room 180, State Office Building
St. Paul, Minnesota 55155
(612) 296-2434

(3) A UCC — 3 form should be used.

(4) Fees are \$1 per filing on a standard form; \$2 per filing on a nonstandard form; and \$1 for each name more than one required to be indexed.

(5) Response to mailed requests is approximately five days. In person inquiries are handled immediately.

CORPORATIONS DIVISION

Arnold Anderson, *Director*

MINN. STAT. CH. 301 & 317

1. The Corporations Division receives incorporation papers filed by all business, nonprofit, foreign, professional, cooperative, bank and insurance corporations. The Division receives certification of amendments, mergers, consolidations, articles, changes of registered address, dissolution and receives certificates of trustee, notary and clerk of court. The Division registers trademarks, mergers and auctioneer's licenses, conducts special censuses and performs substitute service of process.

2.A. (1) All information within the Secretary of State's Office is available to the public. Sample forms for services are available from the Division. The Division recommends to prospective incorporators the booklet, *Laws Relating to Minnesota Business Corporations*, which is available from Documents Section (see page 18). The Division will give the corporate name, registered address, date of incorporation, capitol stock, any amendments, mergers, consolidations or other instruments filed to any person requesting the information.

(2) For information or to receive certified copies of corporate papers, contact:

Secretary of State
Corporations Division
Room 180, State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-2803

(3) Certified copies are one dollar per page, photocopies are 50 cents per page, good standing short form copies are three dollars, and long form copies are five dollars.

(4) All mailed requests must be accompanied by the required fee. Make checks payable to the Secretary of State. Information will be given as quickly as possible.

B. (1) The Secretary of State is required to approve the articles of incorporation before a business may operate in Minnesota. One or more natural persons of legal age may form a corporation for any lawful business purposes. The articles of incorporation of a corporation may state that the corporation has general business purposes. Corporations with general business purposes shall have unlimited power to engage in and to do any lawful act concerning any and all lawful businesses. Banks, savings banks, trust companies, building, loan and savings associations and insurance companies are not formed under the incorporation statutes.

(2) For information or to file articles of incorporation, contact:

Secretary of State
Corporations Division
Room 180 State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-2803

(3) For all filing fees except the consent fee add the Register of Deeds fee of \$1 per page. There is a minimum \$3 fee. Filing fees are:

(a) Articles of Incorporation	\$12.50
(b) Articles of Amendment superseding original articles of incorporation	12.50
(c) Articles of Amendment including the reduction of stated capital	6.50
(d) Agreement of Consolidation; Agreement of Merger or Certificate of Ownership and Certificate of Incorporation or Merger	25.00
(e) Voluntary proceedings for the dissolution and appointing a trustee	4.00

(f) Certificate of Trustee in voluntary proceedings	4.00
(g) Order of dissolution (Court order)	6.50
(h) Certificate of resolution fixing equality of shares	6.50
(i) Consent to use of name or a notice of intention to procure incorporation	4.00
(j) Certificate of resolution electing to accept or reject the provisions of Laws 1933 Ch. 300 and amending laws	12.50
(k) Filing any other instrument pursuant to the provisions of Minn. Stat. Ch. 301	6.50

(4) Forms are available from the Division.

(5) All filings are handled as the proper forms and fees are received.

C. (1) The Corporations Division files the articles of incorporation of all non-profit corporations. A nonprofit corporation is a corporation formed for a purpose not involving monetary gain for its shareholders or members and pays no dividends either directly or indirectly. A nonprofit corporation may be formed for agricultural, alleviation of emergency, athletic, benevolent, charitable, civic, community, welfare, education, fraternal, general welfare, health, horticultural, labor, literary, patriotic, political, professional, recreational, religious, scientific or social purposes.

(2) For information or to file for incorporation, contact:

Secretary of State
 Corporations Division
 Room 180 State Office Building
 St. Paul, Minnesota 55155
 (612) 296-2803

(3) Fees are:

a) Articles of incorporation	\$12.00
b) Merger or Consolidation, amendment	6.00
c) Change of registered address	2.00
d) Court dissolution	~ 2.00

(4) Forms are available from the Division.

(5) All filings are handled as the proper forms and fees are received.

FOREIGN CORPORATIONS SECTION

Virginia Daniels, *Director*

1. The Foreign Corporations Section receives applications for Certificate of Authority to transact business in Minnesota. The Section provides substitute service of process and maintains the original U.S. Government Land Survey notes and township plats. The Section files the U.S. Government Resurveys. The Section files railroad, utilities and telephone company supplement mortgages and releases.

2.A. (1) The Section files applications for Certificate of Authority for foreign profit and nonprofit corporations. A foreign corporation is a corporation organized under the laws of another country or state. The requirements for foreign business corporations are an application, a copy of the Articles of Incorporation with all amendments, certified by the proper official of the home state or country and the qualification fee. All records are available for public inspection except Part II of the Foreign Corporation Annual Report.

(2) For information or proper application forms, contact:

Secretary of State
 Foreign Corporations Section
 Room 180 State Office Bldg.
 St. Paul, Minnesota 55155
 (612) 296-2803

(3) Filing fees are:

a) Foreign Corporation Qualification fee	\$147.00
b) Foreign Nonprofit Corporation fee	22.00
c) Foreign Corporation Annual Report fee	12.50

(4) Applications are filed as soon as all forms and fees are received.

B. (1) The Section fulfills the substitute service of process for the Secretary of State. Service of process occurs when a summons to court or complaint is to be served upon a corporation and, for some reason, the summons cannot be served. The summons may then be served upon the Secretary of State. The Secretary of State will send a copy of the summons to the last known address of the corporation.

(2) For information, contact:

Secretary of State
Foreign Corporations Section
Room 180 State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-2803

(3) We require two copies of the summons and complaint for our purposes.

(4) Filing fees are \$5 for a domestic corporation and \$7.50 for a foreign corporation.

(5) The summons is mailed within 24 hours after the Secretary of State receives it.

C. (1) The Section files railroad, utility and telephone company mortgages and releases. The Section dates the original and files conformed copy.

(2) For information or to file documents, contact:

Secretary of State
Foreign Corporations Section
Room 180 State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-2803

(3) The filing fee with the conformed copy and original is 75 cents per page. The filing fee with the original only is \$1.00 per page.

(4) The Section files all documents as the document and fee are received.

D. (1) The Section stores the original township plats and the U.S. Government original survey notes and resurveys. Survey information filed with the Section is available to the public.

(2) For information or copies of filed documents, contact:

Secretary of State
Foreign Corporations Section
Room 180 State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-2803

(3) A copy of a township plat is \$1; copies of original notes are 50 cents for two facing pages.

(4) The Section handles all informational requests as they are received.

TRADEMARK SECTION

Ceil Dion, *Director*

1. The Trademark Section files all trademarks, renewals of trademarks, assignments of trademarks, and mergers, or changes of names. The Section also files money order and employment bonds and auctioneer's licenses. The Section will conduct special censuses if the federal census or state demographer estimate is felt to be

inaccurate. Cities and school boards may request special censuses with the expense to be borne by the city.

2.A. (1) The Section requires three specimens of the trademark. The Section does not file tradenames or division names of corporations. The Section conducts a search to assure the availability of the trademark before the Section will file the trademark. The Section will send a notice for renewal one year prior to the expiration of the trademark.

(2) For information, assignment forms or application for trademark, contact:

Secretary of State
Trademark Section
Room 180 State Office Bldg.
St. Paul, Minnesota 55155
(612) 296-2803

(3) Proper forms are provided by the Section.

(4) Fees are:

a) Trademark application per dozen copies	\$ 1.00
b) Trademark filing fee	18.00
c) Renewal filing fee	12.00
d) Assignment of trademark	5.00
e) Merger or change of name on filed mark	5.00

(5) The Section files all trademarks after forms and fees are received. Information requests are handled immediately.

B. (1) The Section will provide information on all auctioneers licensed in the state, and will issue money orders and employment bonds. A money order or bond entitles businesses to sell money orders and an employment bond entitles businesses to function as an employment agency.

(2) For information on names of licensed auctioneers, contact:

Secretary of State
Trademark Section
Room 180 State Office Bldg.
St. Paul, MN 55155
(612) 296-2803

(3) The Employment Bond form is provided by the Department of Labor and Industry (see page 102). Money order bond forms are available from the Section. Filing forms are available from all County Auditors.

(4) The fee for filing a money order bond is \$3; for filing an employment bond, \$5; and for filing a duplicate auctioneer's license, \$5 (original license \$15.00 from County Auditor).

(5) The Section files all bond forms after forms and fees are received. Information on licensed auctioneers is available immediately. An individual must visit the Secretary of State's Office to receive the entire list of auctioneers licenses in the state.

SOCIETY FOR THE PREVENTION OF CRUELTY
(State Humane Society)
Room 105, State Office Annex
117 University Avenue
St. Paul, Minnesota 55155
(612) 296-3613

Ruth Deschene, Executive Director
(612) 296-3613

MINN. STAT. CH. 343 AND 346

1. The Society for the Prevention of Cruelty prevents cruelty to animals by investigating complaints from the public, as well as organizing district and county societies, aiding local societies and agents in enforcing anti-cruelty laws, and educating the public about the protection of animals.

2.A. (1) The Society investigates every complaint about cruelty to animals, even complaints made anonymously. The Society can act as a law enforcement agency and start legal proceedings when necessary to resolve a complaint.

(2) The Society is on call 24 hours a day for emergencies involving cruelty to animals. They prefer complaints to be made by phone. To register a complaint of mistreatment, contact:

Society for the Prevention of Cruelty
Room 105, State Office Annex
117 University Avenue
St. Paul, Minnesota 55155
(612) 296-3613

(3) No forms or fees are required to file a complaint.

(4) Investigations of complaints are usually begun within 24 hours of receiving the complaint.

B. (1) The Society provides information and aid to communities organizing a county or district humane society. Although the community sets up the local society, the state Society conducts the initial organizational meeting. The Society then acts as an advisor in internal and external problems.

(2) For informational brochures and assistance in organizing a local humane society, contact:

Society for the Prevention of Cruelty
Room 105, State Office Annex
117 University Avenue
St. Paul, Minnesota 55155
(612) 296-3613

(3) There are no forms or fees involved with this service.

C. (1) The Society recruits, trains and formally appoints volunteer investigative agents throughout the State. The Society conducts training sessions when needed to train applicants, and will provide the same training to animal wardens, sheriff's deputies, police officers, and humane society employees. After an applicant has received training, the Board of Directors may authorize the applicant as an investigative agent. The agent then aids in investigating all complaints of animal mistreatment in his or her county or area.

(2) For applications or requests for training, contact:

Society for the Prevention of Cruelty
Room 105, State Office Annex
117 University Avenue
St. Paul, Minnesota 55155
(612) 296-3613

(3) All letters of application should include three references from non-relatives and a resume. There are no forms or fees required.

(4) The time needed to successfully complete an application or receive training depends on the number of applicants, and the schedules of training sessions and Board Meetings.

D. (1) The Society provides public education on the care of animals by sponsoring:

- a. Speakers and films for schools (usually available only on weekdays);
- b. radio and television shows;
- c. exhibits of posters showing actual abuse or neglect cases;
- d. brochures on the cruelty statutes and other regulations which are available to the public and the Peace Officers Training Board; and
- e. "Winter Thoughts" and "Summer Thoughts" on kindness to animals, a biennial guide to state law, local ordinances, animal nutrition, poisoning, over-population, and other animal care information. This pamphlet is particularly aimed at students interested in animal protection.

(2)a. To request a speaker or a film, call the Society at:

(612) 296-3613

b. To receive a copy of the statute brochure, "Winter Thoughts" or "Summer Thoughts", contact the Society by mail at:

Society for the Prevention of Cruelty
Room 105, State Office Annex
117 University Avenue
St. Paul, Minnesota 55155

(3)a. There is no charge for borrowing films.

b. Speakers are often available at no charge, otherwise fees vary.

c. The cruelty statutes brochure costs 50¢.

d. There is no charge for "Winter Thoughts" or "Summer Thoughts".

E. (1) The Society accepts memberships from the public.

(2) To receive membership forms, contact:

Society for the Prevention of Cruelty
Room 105, State Office Annex
117 University Avenue
St. Paul, Minnesota 55155
(612) 296-3613

(3) The fees for membership are:

a. Adult — \$3 per year

b. Child — 50¢ per year

c. Lifetime — \$100

All memberships are tax-deductible.

SOUTHERN MINNESOTA RIVERS BASIN COMMISSION

**300 Centennial Building
658 Cedar Street
St. Paul, Minnesota 55155
(612) 296-4800**

**Marilyn Lundberg, Administrative Assistant
(612) 296-4800**

1. The Southern Minnesota Rivers Basin Commission studies alternative methods of water conservation, such as flood water control, for the southern Minnesota rivers basin area. This area includes the watersheds (the area of land where run-off water feeds into a stream or river) of all streams and rivers that are tributaries of the Minnesota River and the Mississippi's tributaries after the Minnesota joins it in the Twin Cities.

The Commission published its recommended alternative conservation plans, and can receive funds to start water conservation projects. At this time, however, area residents can decide to use one of the plans and then approach the legislature themselves for funds. The Commission can guide and assist an area with implementation of any part of the recommended plan.

2.A. The Commission published its recommendations in the *Minnesota River Basin Report*, which is available to the public. The report explains the alternative methods for dealing with water conservation problems in this area. A report of the southeastern Mississippi basin is also being compiled, and will be available in 1978.

B. For copies of the Minnesota River Basin Report, contact:

Southern Minnesota Rivers Basin Commission
300 Centennial Building
658 Cedar Street
St. Paul, Minnesota 55155
(612) 296-4800

C. The report is free.

STATE BOARD OF INVESTMENT

**Room 105 MEA Bldg.
55 Sherburne Avenue
St. Paul, Minnesota 55155**

**Robert E. Blixt, C.F.A., Executive Secretary
(612) 296-3328**

1. The Minnesota State Board of Investment consists of the Governor, State Auditor, State Treasurer, Secretary of State and Attorney General. The Board invests all state funds according to the various statutory provisions applicable to the permanent trust funds, retirement funds, Department of Transportation funds, Invested Treasurer's Cash fund and other accounts managed by the Investment Board. The Board will invest money certified to the Board by other state agencies and by those organizations eligible to invest funds through the Board. Individual accounts, in the form of deferred compensation programs, are invested, but are administered by the retirement organizations. They provide no services directly to the public.

STATE COUNCIL FOR THE HANDICAPPED

Clifford B. Miller, Executive Director

(612) 296-6785

1. The State Council for the Handicapped advises the Governor, the Legislature and service-providing agencies about present services, programs and legislation for the disabled.

2.A. The Council provides information about disabilities or services and programs available to the public and disabled. They also hear complaints and make recommendations to the agencies to improve the services.

B. The Council prefers telephone or written inquiries, but in-person inquiries are handled. For information or to make a complaint, contact:

State Council for the Handicapped
208 Metro Square Bldg.
7th & Robert Streets
St. Paul, Minnesota 55101
(612) 296-6785

C. There are no fees or forms to request information or to make a complaint.

D. All requests are handled as soon as possible.

STATE BOARD OF ELECTRICITY

1954 University Avenue

St. Paul, Minnesota 55104

(612) 645-7703

Clarence Joriman, Executive Secretary

(612) 645-7703

MINN. STAT. § 326.241 through 326.248

1. The State Board of Electricity promulgates rules for licensing electricians and electrical contractors and inspects new electrical installations.

2.A. (1) The Board conducts examinations for nine classes of electrician's licenses. Each class has specific pre-examination qualifications. Examinations are conducted monthly.

(2) To receive specific license qualifications, application forms or testing locations, contact:

State Board of Electricity
1954 University Avenue
St. Paul, Minnesota 55104
(612) 645-7703

(3) License and examination fees are:

	<i>Exam fee</i>	<i>License fee</i> (original and renewal)
Class A Master	\$35	\$35
Class B Master	\$20	\$20
Master Elevator		
Constructor	\$35	\$35
Class A Journeyman	\$10	\$7.50
Class B Journeyman	\$10	\$7.50

Elevator Constructor	\$10	\$7.50
Maintenance	\$10	\$7.50
Lineman	\$10	\$7.50
Installer	\$10	\$7.50

(4) Upon receiving a passing grade and paying the licensing fee, a renewable license will be issued for one year.

B. (1) The Board issues electrical contractor's licenses.

(2) To request application forms, contact:

State Board of Electricity
1954 University Avenue
St. Paul, Minnesota 55104
(612) 645-7703

(3) Upon filing the following, the Board will issue an electrical contractor's license:

- a. application form;
- b. \$2000 electrical contractor's bond (performance bond);
- c. Certificate of Insurance showing public liability and property damage insurance as specified by statute;
- d. evidence that the applicant is a licensed Master electrician or that the firm employs a licensed Master electrician; and
- e. license fee of \$10.

(4) When forms are properly filed, a license may be issued the same day.

C. (1) The Board maintains a file of licensed electricians and electrical contractors in the state. The complete file cannot be sent to an individual, but questions regarding specific persons or firms will be answered. Information regarding licensing laws and procedures is also available.

(2) To receive this information, contact:

State Board of Electricity
1954 University Avenue
St. Paul, Minnesota 55104
(612) 645-7703

D. (1) The Board inspects new electrical installations throughout Minnesota, except in cities of the first class (St. Paul, Minneapolis and Duluth) or any other city which by ordinance establishes its own inspection department. The latest edition of the National Electrical Code is used as the minimum requirements for electrical work in the state. Electrical work must be installed by a licensed contractor, although a homeowner may install wiring on his own property if it is inspected for code compliance.

The person or firm performing the electrical work must file a request for inspection that includes the inspection fee when or before beginning installation. A rough-in inspection is made before concealing any wiring, and a final inspection is made after all work is completed.

(2)a. There are 44 contract electrical inspectors who work with the Board. The name, address and telephone number to the inspector in your area may be obtained from the Board.

b. Inspection forms and copies of the Electrical Code are available from the Board.

For either of these services, contact:

State Board of Electricity
1954 University Avenue
St. Paul, Minnesota 55104
(612) 645-7703

(3)a. Inspection fees are based on the ampere capacity of the electrical service being installed and the ampere capacity and number of circuits installed. The Board can tell a person the exact fee required.

b. Inspection forms cost 50¢ and may be obtained by mail or in person. Copies of the Electrical Code cost \$5.50.

E. (1) If electrical work is done and a state inspector does not arrive to examine the work, a complaint of possible statute violation should be made to the Board.

(2) To register complaints, contact:

State Board of Electricity
1954 University Avenue
St. Paul, Minnesota 55104
(612) 645-7703

STATE PLANNING AGENCY
Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Peter Vanderpoel, Director
(612) 296-4933

MINN. STAT. § 4.10-4.18

1. The State Planning Agency proposes policies and programs to the Governor and the legislature to plan growth and development in Minnesota. The Agency handles planning problems which are too broad in scope to be assigned to any specific state agency, including planning in the areas of health, developmental disabilities, the environment, human resources and transportation. They also give planning assistance to state and local units of government and stimulate public interest and participation in the development programs of the state. Most of the information from the Agency is presented in the forms of reports, all of which are available to the public.

FEDERAL-STATE RELATIONS DIVISION
Tom Harren

1. The Federal-State Relations Division helps state and local governments make use of federal grants-in-aid. The Division acts as a clearinghouse by reviewing all applications for these grants from government units, making sure the applications are in the proper form. They provide no services directly to the public.

HEALTH PLANNING DIVISION
John Dilley, Director

1. The Health Planning Division plans and develops health delivery systems for the state, including the development of primary health care services, particularly in rural or economically depressed areas; medical group practices, health maintenance organizations, and other systems for providing health services; training of physician assistants; disease prevention; and public health education. The Division oversees seven local health system agencies around the state through the Statewide Health Coordinating Council. The Council reviews applications from the health systems agencies for planning grants and funds available through the federal Public Health Service Act. They provide no services directly to the public.

DEVELOPMENTAL DISABILITIES PLANNING DIVISION

Marylee Fithian, *Director*

1. The Developmental Disabilities Planning Division develops programs to promote the availability and quality of services for persons with developmental disabilities (substantial handicaps which begin in childhood and are expected to continue indefinitely). These disabilities include mental retardation, cerebral palsy, epilepsy, autism, dyslexia (under certain conditions), and other conditions which require the same types of treatment. The Division's activities are directed by the Governor's Planning Council on Developmental Disabilities. The Council awards grants to local and regional agencies which develop plans to aid developmentally disabled persons in the area of housing, transportation, recreation and vocational training.

2.A. The Division publishes a quarterly newsletter.

B. To receive the newsletter or for further information, contact:

State Planning Agency
Developmental Disabilities Planning Division
Capitol Square Bldg.
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-4108

C. There are no forms or fees.

HUMAN RESOURCES PLANNING DIVISION

Dean Honestchlager, *Director*

1. The Human Resources Planning Division works to improve the effectiveness of state and local human resources programs, which include programs dealing with income maintenance, health education, higher education, social services and manpower. For example, the Division has conducted studies on declining school enrollment and lifetime learning opportunities. The Division works to improve human services planning at the state and local level by analyzing the demand for AFDC services, correctional services, mental retardation services and services for the elderly. They provide no services directly to the public.

DEVELOPMENT PLANNING DIVISION

Ed Hunter, *Director*

1. The Development Planning Division assists the governor and the legislature in understanding the major problems facing state government problems which are too broad in scope to fit under any one agency. The Division studies problems such as the state's economic climate and the labor situation. They provide no services directly to the public.

OFFICE OF THE STATE DEMOGRAPHER

Hazel Reinhardt, *State Demographer*

1. The Office of the State Demographer collects demographic information, including state and county population estimates and projections. The information is provided to the governor, the legislature and state and local government agencies. The information is used to plan programs for land use, housing and economic planning.

2.A. The Office publishes the *Pocket Data Book*, a pocket reference to data and trends in population, natural resources, education, pollution control, government finances and many other subjects.

- B. To order this book, contact the Documents Section (see page).
- C. The book costs \$5.00 plus sales tax.

COPPER-NICKEL REGIONAL STUDY

Bob Poppe, *Director*

- 1. The Copper-Nickel Regional Study is examining the potential environmental, social and economic impacts of proposed copper-nickel development in northeastern Minnesota. The Study must produce an extensive environmental impact statement, which the legislature will use to determine whether copper and nickel should be mined within the state. The work, which is being conducted in cooperation with the Departments of Natural Resources and Health, the Pollution Control Agency, the University of Minnesota, and the Arrowhead Regional Development Commission, is scheduled to be finished by mid-fiscal year 1979. They provide no services directly to the public.

ENVIRONMENTAL PLANNING DIVISION

Joe Sizer, *Director*

- 1. The Environmental Planning Division collects information on the natural resources of the state and makes recommendations to environmental decision-making state, regional and local government agencies and the legislature. They provide no services directly to the public.

LAND USE PLANNING SECTION

Roger Williams, *Manager*

- 1. The Land use Planning Section develops programs to improve state, regional and local decision-making processes for determining the best use of land in the state. The Section also conducts case studies and projects regarding land use. They provide no services directly to the public.

COASTAL ZONE MANAGEMENT SECTION

Steve Reckers, *Section Chief*

- 1. The Coastal Zone Management Section develops plans and policies for managing land use on the north shore of Lake Superior. The Section collects information on land use, water quality, ownership, soil conditions and economic conditions in the area. They work with regional development commissions and other area units of government to identify and review problems facing the North Shore. The Section is developing a management plan for the area which is scheduled to be completed by July, 1977. They provide no services directly to the public.

ENVIRONMENTAL INFORMATION SYSTEMS SECTION

Les Maki, *Manager*

- 1. The Environmental Information Systems Section provides information on land use and state resources to natural resource managing agencies, the State Planning Agency, the Environmental Quality Council, regional development commissions and local units of government. With the University of Minnesota, the Section handles the Minnesota Land Management Information System (MLMIS), a computerized collection of information on such topics as soils, land use and forest cover for each 40-acre parcel of land in the state. In addition, the Section organizes aerial photography and resource mapping for the state.

- 2.A. The Section will provide computerized information and a variety of aerial and resource maps to the public.

B. To receive data or maps or for information, contact:

State Planning Agency
Environmental Information System Section
Capitol Square Bldg.
St. Paul, Minnesota 55101
(612) 296-2007

C. Fees vary according to the information or maps requested.

D. Time needed to fill requests varies with the type of request.

ENVIRONMENTAL QUALITY BOARD

Peter Vanderpoel, *Chairman*

1. The Environmental Quality Board is composed of the heads of seven state agencies: Agriculture, Energy, Health, Natural Resources, Pollution Control, State Planning and Transportation. In addition, there is a representative of the Governor's office and four citizens appointed by the governor from the Citizens Advisory Committee. The Board promotes cooperation between state agencies on environmental matters.

ENVIRONMENTAL MANAGEMENT

Tom Rulland, *Manager*

1. Environmental Management supervises the Environmental Review Program, Permit Coordination Program and the Critical Areas Planning Section.

ENVIRONMENTAL REVIEW PROGRAM

Charles Kenow, *Coordinator*

1. The Environmental Review Program ensures that proposed major construction actions are adequately reviewed for their effect on the environment. The process involves preparation of Environmental Assessment Worksheets (EAWs) and Environmental Impact Statements (EISs). The EAW helps determine whether the action is major enough and the potential environmental impacts significant enough to warrant preparation of the more exhaustive EIS. The Program staff provides technical assistance to those involved in the process.

2. A. The Program has information on the types of actions requiring environmental reviews. The Program, through the State Register (see page), publishes the EQC Monitor, a weekly bulletin providing notice of activities which could affect the environment.

B. For information, contact:

State Planning Agency
Environmental Review Program
Capitol Square Bldg.
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-2615

ENVIRONMENTAL PERMIT COORDINATION PROGRAM

Tom Rulland, *Manager*

1. The Environmental Permit Coordination Program is an optional service which helps the public with the many government requirements for the use of the state's air, land, water or other natural resources. The Center provides a toll-free telephone number and a library of environmental information for use by the public.

2.A. The Information Center maintains and makes available the following information:

- (1) An inventory of state environmental permits and regulatory programs;
- (2) Procedures for processing all types of proposals which affect the environment;
- (3) Standards used by regulatory agencies to evaluate proposals;
- (4) A directory of contact persons in regulatory agencies;
- (5) Copies of environmental permit application forms;
- (6) Copies of laws and agency rules governing each permit or program. These are not available for distribution, but will be on file in the Information Center.

B. For information, contact:

State Planning Agency
Environmental Management Information Center
Room 100, Capitol Square Bldg.
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-9034

C. The Information Center is open from 8:00 a.m. to 4:30 p.m., Monday through Friday.

CRITICAL AREAS PLANNING SECTION

Cliff Aichinger, Manager

1. The Critical Areas Planning Section, under the authority of the 1973 Critical Areas Act, provides a procedure for planning and managing an area to protect important natural, cultural, scientific or historical resources while allowing compatible development to take place. The Section provides local government units within the critical area with interim rules to protect the area until the local governments develop their own rules. The Section also reviews environmental permits within the critical area. They provide no services directly to the public.

POWER PLANT SITING SECTION

John Hynes, Manager

1. The Power Plant Siting Section develops physical sites for power plants and high voltage transmission line sites and routes after they have been approved by the Minnesota Energy Agency (see Certificate of Need Division, p. 11). The Section also processes applications from electrical utilities for their construction.

2.A. The Section has a general mailing list for notices of all site hearings and applications. Persons may also have their names placed on various mailing lists for special projects.

B. To be placed on any of these mailing lists or for questions on the sites, contact:

Power Plant Siting Section
State Planning Agency
Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-2096

C. There are no fees.

D. Persons will be placed on the mailing list within two days.

OFFICE OF LOCAL AND URBAN AFFAIRS (OLUA)

Jim Solem, Director

1. The Office of Local and Urban Affairs (OLUA) conducts programs and seminars to assist local and regional governments in improving their planning abilities and management practices, and helps them to effectively use federal grants-in-aid. In addition, the office works in conjunction with the Minnesota Housing Finance Agency to improve the state's housing programs. They also examine the fiscal condition of local government in Minnesota. They provide no services directly to the public.

REGIONAL PLANNING ASSISTANCE SECTION

Sam Newman, Manager

1. The Regional Planning Assistance section helps the state's 13 Regional Development Commissions (RDC) improve their planning and programs. The Section reviews applications from the RDC's for grants-in-aid from the Department of Housing and Urban Development (HUD). They also review RDC applications for state financial assistance offered under the provisions of the Regional Development Act of 1969. They provide no services directly to the public.

LOCAL PLANNING AND COMMUNITY DEVELOPMENT ASSISTANCE SECTION

Ron Kaliszewski, Manager

1. The Local Planning and Community Development Assistance Section provides training and technical assistance to local units of government to improve their management practices and planning skills and make the best use of federal grants-in-aid. The Section provides seminars, slide/tape shows and two-day programs for local government employees on such topics as downtown improvement, tax increment financing, organizing a rural sewer and water district, zoning, capital improvements financing, and other subjects. They provide no services directly to the public.

PARKS AND RECREATION SECTION

Bill Atkins, Manager

1. The Parks and Recreation Section aids local governments in their use of federal and state grants to expand public parks and recreation areas, including evaluating and processing grant applications, on-site inspections of proposed parks, and requests for funding. They provide no services directly to the public.

GOVERNOR'S RURAL DEVELOPMENT COUNCIL

John Kostishack, Director

1. The Governor's Rural Development Council works with the regional development commissions to examine the problems of rural Minnesota, and develop programs to respond to these problems. The Council is made up of 13 citizens — one from each regional development commission and 13 state agency representatives. The Council reviews and approves grants provided by the Rural Rehabilitation Funds of 1932 for rural improvement programs.

2.A. Any government unit, state agency, or non-profit organization may apply for these rural improvement grants. Applications for grants are reviewed twice a year, in January and July, but they may be sent in at any time.

- B. To apply for the grants, or for further information contact:
Governor's Rural Development Council
Office of Local and Urban Affairs
State Planning Agency
Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-2395
- C. There are no fees.

FINANCIAL AND ADMINISTRATIVE SERVICE DIVISION

Leo Steiner, Director

- 1. The Financial and Administrative Service Division provides the accounting, personnel, purchasing and other service functions necessary for operating the State Planning Agency.

PUBLICATIONS SECTION

Karen Whiting, Information Officer

- 1. The Publications Section provides assistance to all divisions of the State Planning Agency in designing, editing, producing and publishing reports.
- 2.A. Reports on many different topics are available to the public. For example, "Selected Studies and Activities of the Minnesota State Planning Agency" describes all Agency projects; "Faces of the Future" contains population information and trends and their effect on the state's housing, employment, transportation and energy use.
- B. Persons interested in the activities of certain Agency divisions should call the divisions themselves for names of reports which are available. For further information, contact:
State Planning Agency
Publications Section
Capitol Square Bldg.
St. Paul, Minnesota 55101
(612) 296-2981
- C. There are no fees.
- D. Requests for reports are generally filed within one week.

MINNESOTA ENVIRONMENTAL EDUCATION BOARD (MEEB)

Karen Loechler, Acting Director

- 1. The Minnesota Environmental Education Board (MEEB) plans, develops and starts environmental education programs, projects and activities throughout the state, through 13 Regional Environmental Councils which correspond to the state's 13 regional development commissions. All members of the State Board and the regional councils serve without pay. The educational programs cover topics such as energy use, wildlife habitats, forest management and waste management. MEEB serves as a liaison with other state and federal agencies involved in environmental education to organize these programs within the state. The Board advises the legislature about the environmental education needs of the state and reviews environmental legislation to determine if it includes an educational aspect.

- 2.A. (1) MEEB communicates information concerning the environment by means of newsletters, new releases, radio and television, pamphlets and brochures, and

printed proceedings of environmental meetings. Persons may have their names placed on the mailing list to receive the bimonthly newsletter. Pamphlets, brochures and meeting proceedings are available on request.

(2) To be placed on the mailing list to receive these publications or for further information, contact:

Minnesota Environmental Education Board
257 Hennepin Square Building
2021 E. Hennepin Avenue
Minneapolis, Minnesota 55413
(612) 296-2368 / (612) 378-7010

(3) There are no fees.

(4) Requests for placement on the mailing list or for publications will be filed within one week.

B. (1) In response to requests from individuals and organizations, MEEB provides information on environmental education programs, materials and resource persons. MEEB also provides information about private, state and federal funding available for environmental education programs, projects, and activities.

(2) For information, contact:

Minnesota Environmental Education Board
257 Hennepin Square Building
2021 E. Hennepin Avenue
Minneapolis, Minnesota 55413
(612) 296-2368 / (612) 378-7010

(3) There are no fees.

(4) Information is generally provided the same day.

STATE UNIVERSITY BOARD
Office of the Chancellor
407 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-2844

Dr. Garry D. Hays, Chancellor
(612) 296-3717

MINN. STAT. CH. 136 AND 16

1. The State University Board appoints presidents, faculty and other necessary employees, establishes salaries, prescribes courses of study, establishes conditions of admission, grants degrees, and adopts rules for the seven state universities (formerly state colleges).

The Chancellor acts as chief executive officer, and recommends university policies to the Board. The Chancellor's office acts as a liaison between the Board, other agencies and the campuses.

2. Questions regarding conditions of admission, application forms, financial aid, availability of residence hall or off-campus housing, and specific academic programs should be directed to the specific campus. (See listing under State University System, page)

ACADEMIC AFFAIRS

Dr. Emily Hannah, Vice Chancellor

1. Academic Affairs coordinates the academic planning and curriculum development of the seven universities. They provide no services directly to the public.

FINANCE

Val Vikmanis, Vice Chancellor

1. Finance plans the budget, allocates the resources and controls the finances of the State University System. It also has overall responsibility for the auxiliary enterprises (student unions, bookstores, residence halls, etc.) of the System. No services are provided directly to the public.

PERSONNEL AND EMPLOYEE RELATIONS

Lance Teachworth, Director

1. Personnel and Employee Relations maintains labor relations with three employee unions, personnel administration and the equal opportunity and affirmative action programs. It provides no services directly to the public.

FACILITIES MANAGEMENT

C. Raymond Calhoun, Vice Chancellor

1. Facilities Management repairs, improves and corrects any deficiencies required by the Occupational Safety and Health Act for all buildings in the State University System. It also administers the energy conservation program for the System. No services are provided directly to the public.

STATE UNIVERSITY SYSTEM

Dr. Garry D. Hays, Chancellor

1. The State University System includes the seven state universities: Bemidji, Mankato, Moorhead, Metropolitan in St. Paul, St. Cloud, Southwest in Marshall, and Winona. These regionally located schools offer two-year, four-year, and graduate programs. In addition to the traditional degree offerings, the universities have developed a method so students working full-time can receive degrees without taking the customary courses. This external degree program includes new approaches to grading, use of off campus learning centers staffed by university faculty, workshops, independent study, student-university contracts setting forth student standards for degree completion, field work, internships, auto-tutorial study, and competence-based evaluation of education and work experience to count towards a degree. Metropolitan State University, which owns no land or buildings, operates exclusively through the use of the external degree program.

2.A. To receive specific information or application forms, contact:

Mr. Ed Aalberts
Director of Admissions
Bemidji State University
Bemidji, Minnesota 56601
(218) 775-2021

Mr. Michael Akin
Director of Admissions
Southwest State University
Marshall, Minnesota 56258
(507) 537-6258

Mr. Ross Alm
Director of Admissions
Mankato State University
Mankato, Minnesota 56001
(507) 389-1823

Mr. Floyd Brown
Director of Admissions
Moorhead State University
Moorhead, Minnesota 56560

Mr. Keith Rauch
Director of the Office of
Admissions and Records
St. Cloud University
St. Cloud, Minnesota 56301
(612) 255-2111

Mr. James Mootz
Director of Admissions
Winona State University
Winona, Minnesota 55987
(507) 457-2065

Ms. Judy Pendergrass
Director of Admissions
Metropolitan State University
121 Metro Square Building
St. Paul, Minnesota 55101
(612) 296-4455

B. Tuition and fees for 1976-1977 are the same at all universities except Metropolitan. Non-resident students are those not residing in the state, unless eligible under the reciprocity agreement which allows Wisconsin and South Dakota students to attend Minnesota State Universities at resident fees. Minnesota residents can also be eligible to attend state colleges in Wisconsin and South Dakota under this program.

Tuition Per Credit Hour (1976-1977)

Undergraduate	Resident	\$ 9.25
	Non-resident	\$18.50
Graduate	Resident	\$12.00
	Non-resident	\$23.25

Fees (1976-1977)

a. Application fee — \$10 (This may be refunded only if the University cannot accept the student due to over-enrollment or lack of housing.)

FULL TIME PART TIME

b. <i>Activity Fee</i>		
Regular year per quarter	\$15	\$7.50
Summer session per session	\$ 7.50	\$3.75
c. <i>Student Union Fee</i>		
Regular year per quarter	\$10	\$5.00
Summer session per quarter	\$ 5.00	\$2.50
d. <i>Student union/program fee</i>		
Regular year per quarter	\$ 5	\$2.50
Summer session per session	\$ 2.50	\$1.25
e. <i>Student health fee</i>		
Regular year per quarter	\$ 8.00	\$4.00
Summer session per session	\$ 4.00	\$2.00

f. Each university, including Metropolitan, will mail a copy of a student's transcript to any place the student requests. The first three transcripts are free. There is a one dollar charge for additional transcripts.

Metropolitan State University charges tuition by a different method due to the nature of the school.

	<i>RESIDENT</i>	<i>NON-RESIDENT</i>
Basic quarterly tuition	\$27	\$106
University sponsored learning opportunity	\$42	\$ 63
Assessment of prior learning experience	\$32	\$ 48
Each transcript recording of another university's course except an Associate of Arts listing	\$ 6	\$ 8

Room and board facilities are available at all universities except Metropolitan State University. Fees are standard:

	<i>ROOM AND BOARD</i> (per academic year)
Multiple occupancy room	\$1070
Double occupancy room	\$1115
Single occupancy room	\$1245
Double used as a single	\$1295
Multiple used as a single	\$1295

UNIVERSITY OF MINNESOTA

Office of the President

202 Morrill Hall

100 Church Street SE.

Minneapolis, Minnesota 55455

(612) 373-2851

C. Peter Magrath, President

(612) 373-2025

ARTICLE VIII, MINNESOTA STATE CONSTITUTION

1. The University of Minnesota was founded in February, 1851 under Chapter III of the Territorial Laws enacted by the Legislative Assembly. The University serves the people of the state through teaching, research, and public services. The teaching activities of the University relate to persons of all ages, although the major focus must inevitably be with students enrolled in regular academic programs. The formal and informal continuing and county extension programs are becoming increasingly important. Research is also essential to the University's ability to serve the public.

The governing body of the University is the Board of Regents. Its chief responsibilities are the election of the University President, enactment of rules and policies governing the University, control of University expenditures, and the approval of all staff changes. The 12 Regents are chosen by the state Legislature.

The President is responsible to the Board. He is the chief executive officer and is the representative of the faculties and University Senate to the Board.

BOARD OF REGENTS

220 Morrill Hall

100 Church Street SE.

Minneapolis, Minnesota 55455

(612) 373-0080

The Honorable Erwin L. Goldfine
Goldfine's by the Bridge
700 Garfield
Duluth, Minnesota 55802

The Honorable Lauris D. Krenik
Rural Route 1
Madison Lake, Minnesota 56063

The Honorable Robert Latz
548 Roanoke Building
Minneapolis, Minnesota 55402

The Honorable Lester A. Malkerson
Malkerson Motors, Box 98
Shakopee, Minnesota 55379

The Honorable Lloyd H. Peterson
523 Koronis Avenue
Paynesville, Minnesota 56362

The Honorable Michael Unger
2280 Priscilla Street
St. Paul, Minnesota 55108

The Honorable Neil C. Sherburne,
Chairman
Minnesota AFL-CIO Federation of
Labor
175 Aurora Avenue
St. Paul, Minnesota 55103

The Honorable L. J. Lee
508 Geary Avenue
Bagley, Minnesota 56621

The Honorable Wenda Moore, Vice
Chairman
2727 Dean Boulevard
Minneapolis, Minnesota 55416

The Honorable Loanne R. Thrane
7304 Loredo Drive
Chanhassen, Minnesota 55317

The Honorable David C. Utz, M.D.
Mayo Clinic
Rochester, Minnesota 55901

The Honorable George Rauenhorst
Olivia, Minnesota 56277

Due to space limitations of the Guidebook, we cannot print descriptions of all of the University's divisions. For the following services, contact the specific division for more information.

STUDENT SERVICES
Department of the Minnesota Union
(612) 376-1685

Office of Admissions and Records
(612) 373-0378

Student Activities Center
(612) 373-3955

Student Counseling Service, Morris
(612) 589-2929

Off-Campus Housing Offices
(612) 373-0822 and 373-7542

Office of Equal Opportunity and
Affirmative Action
(612) 373-7969

Student Counseling Bureau
(612) 373-4193

Telephone Information Services
(612) 373-2851

HEALTH AND CRISIS SERVICES
Alcohol and Other Drug Abuse Pro-
gramming Office
(612) 373-3150

Audiology Clinic
(612) 373-8740

Rehabilitation Center
(612) 373-8990

Speech and Hearing Clinic
(612) 373-4116

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Assessment Clinic (612) 373-9060	Childbearing-Childrearing Center (612) 373-8212 or 373-8368
Campus Assistance Center (612) 373-1234	Comprehensive Epilepsy Program (612) 376-5031
Chemical Dependence Treatment Program (612) 373-8324	Dight Institute for Human Genetics (612) 373-3792
Children's Rehabilitation Center (612) 373-9060	Drug Information Center, Morris (612) 589-3926, ext. 359
Dental Hygiene Program, Duluth (218) 726-8556	Drug Monitoring and Education for the Elderly Project (612) 376-7190
Drug Information Center (612) 373-8888	Emergency Department (612) 373-8000
Drug Information Service Center (612) 376-7190	Health Computer Sciences (612) 373-5613
Duluth Drug Education-Information Program (218) 726-7516	Health Sciences Student Personnel Office (612) 376-7564 or 376-1449
Hazeldon-University Chemical Dependency Research Service (612) 376-1324	Minnesota Regional Hearing Center (612) 339-0814
Health Sciences Placement Service (612) 373-0082	Pain Clinic and Pain Treatment Program (612) 373-9000
Minnesota Medical Foundation (612) 373-8023	School of Dentistry (612) 376-4373
Otolaryngology Clinic (612) 373-8736	University Hospitals (612) 373-8008

CONTINUING EDUCATION SERVICES

Aviation Education Research Center, Duluth (218) 726-8251 or 726-8117	Continuing Education in Public Policy (612) 373-3799
Chicano Studies Department (612) 373-9707	Continuing Education for Women (612) 373-9743
Continuing Education in the Arts (612) 373-4947	Continuing Medical Education (612) 373-8089

Continuing Education in Pharmacy (612) 376-5315	Department of Conferences (612) 373-4894
Continuing Education and Regional Programs (612) 589-2482	Gatekeeper Training Program (612) 376-5314
Center for Youth Development and Research (612) 376-7624	Labor Education Service (612) 373-3662
Continuing Business Education (612) 373-3640	Learning Resources Center, Crookston (218) 281-6510
Continuing Education and Extension (612) 373-3900	Martin Luther King Program, Central Office (612) 373-7947 or 373-7917
Minnesota Women's Center (612) 373-3850	Laboratory Nursery School (612) 373-2219 or 373-9853
Older Adult Program (612) 373-3941	Learning Resources Center, Waseca (507) 835-1000
Reading Clinic (612) 373-3974	Minnesota Metric Center (612) 376-7384
University Program Service (612) 373-4947	Minority Programs Office, Crookston (218) 281-6510, ext. 247
World Affairs Center (612) 373-3799	Program in English as a Second Language (612) 373-7855
Counseling Department (612) 373-3905	Rochester Continuing Education and Extension Center (507) 288-4584
Employer Education Service (612) 373-5391	Veterinary Teaching Hospitals (612) 373-1636 for large animals 373-1395 for small animals
Home Economics Education Division (612) 373-1530	

AGRICULTURAL EXPERIMENT STATION SYSTEM
Keith Huston, Director

1. The Agricultural Experiment Station System at the University offers research information to the public about agriculture, forestry, fisheries, wildlife, natural resources, rural home and community life, home economics, human nutrition, rural development, and processing, preserving, distributing, marketing and selling foods and fibers. Major research in agriculture includes production of field crops, vegetables, fruits, ornamental plants, flowers, and livestock (including poultry and turkeys); soils; control of plant and animal diseases; control of insects and weeds; irrigation; farm

machinery and equipment; farm structures; tillage; soil and water conservation; farm management; and marketing.

2.A. (1) Research results and related technical information can be obtained by contacting:

Agriculture Extension Service
University of Minnesota
240 Coffey Hall, 1420 Eckles Avenue
St. Paul, Minnesota 55108
(612) 373-1246

B. (1) Localized information relative to field crops, livestock production, soils, plant diseases, horticultural crops and agricultural engineering may be received from scientists at the nearest branch station.

(2) The branch stations are:

North Central School and
Experiment Station
William Matalamaki,
Superintendent
Grand Rapids, Minnesota 55744
(218) 326-3485

Rosemount Agricultural Experiment
Station
C. L. Wilcox, Superintendent
1605 160th Street, W.
Rosemount, Minnesota 55068
(612) 423-1491 or 423-2455

Southwest Experiment Station
W. W. Nelson, Superintendent
Lamberton, Minnesota 56152
(507) 752-7372

Northwest Experiment Station
B. E. Youngquist, Superintendent
Crookston, Minnesota 56716
(218) 281-6510, ext. 223

Southern Experiment Station
Richard Anderson, Superintendent
Waseca, Minnesota 56093
(507) 835-3620

West Central Experiment Station
Ralph E. Smith, Superintendent
Morris, Minnesota 56267
(612) 589-1711

AUDIOVISUAL LIBRARY SERVICE

W. D. Philipson, Director

1. The Audiovisual Library Service maintains a statewide motion picture rental agency providing 16mm and videotape instructional materials for schools, industries, and the general public. The library currently holds 10,200 titles. The Audiovisual Marketing Program sells faculty-produced motion pictures, filmstrips, and videotape programs in a variety of subject areas.

2.A. (1) To rent a film or videotape, the Service should be contacted between 7:45 a.m. and 4:30 p.m. Monday through Friday. For a specific title, contact the Reference Section at the Service address or call (612) 373-4043.

(2) All requests should be made to:
Audiovisual Library Service
3300 University Avenue
Minneapolis, Minnesota 55414
(612) 373-3764

(3) No forms are required, however, fees are charged. Fees vary according to the item rented.

B. (1) The Audiovisual Marketing Program can provide a sales catalog describ-

ing all instructional materials available for sale. They will also circulate preview copies of films at no cost to organizations planning a purchase.

(2) To request a catalog, preview copy or to buy a film, contact:

Donald Cain
Audiovisual Marketing Program
3300 University Avenue
Minneapolis, Minnesota 55414
(612) 373-3842

(3) Prices for films vary.

BELL MUSEUM OF NATURAL HISTORY

Harrison Tordoff, *Director*

1. The Bell Museum of Natural History has nearly 100 displays of Minnesota plants and wildlife mounted in typical environmental settings. Of special interest to children is the "Touch and See Room", which contains animal skeletons, horns and stuffed animals for children to handle. The museum also houses the Jaques Gallery of natural history art; extensive collections of research on animals; and the University's natural history library. The museum bookshop offers a selection of field guides and other natural history books for adults and children, as well as records of bird and animal calls. Natural history films are also presented at scheduled times during the year.

2.A. (1) Museum hours are 9 a.m. to 5 p.m. Monday through Saturday, until 9 p.m. on Wednesday, and 2 p.m. to 5 p.m. on Sunday. Individuals may tour the museum at any time that it is open. Groups of ten or more and groups requesting guided tours should contact the office ahead of time.

(2) To request a guided tour or make reservations for a large group, contact:

Bell Museum of Natural History
10 Church Street SE.
Minneapolis, Minnesota 55455
(612) 373-2423

(3) All museum programs are open to the public at no charge.

B. (1) A special service of the museum is the bird and wildlife information telephone number. Information on identifying various species of vertebrates (including birds, eggs and most animals) and general information on natural history and ecology is available.

(2) To ask for information, call:

*(612) 376-7626

(3) There are no forms or fees for this service.

(4) Most requests for information can be handled immediately.

BIOMEDICAL GRAPHIC COMMUNICATIONS DEPARTMENT

Martin Finch, *Director*

1. The Biomedical Graphic Communications Department provides professional art and photography services for the communication of scientific information. Technical types of artwork and photography are performed by specially trained staff, using a wide variety of equipment and techniques. Typical types of artwork include anatomical, schematic, and mechanical drawings; charts; graphs; and exhibit and brochure design. Photographic projects include small-object (macro) and photomicrography; specimen and instrument photography; surgical and patient photography; and x-ray enhancement. The Department can also produce 16mm motion pictures and animations.

2.A. To request artwork or photography, contact:

Biomedical Graphic Communications Department
C-566 Mayo Memorial Building
420 Delaware Street SE.
Minneapolis, Minnesota 55455
(612) 373-8824 or 373-8136

B. A price list is available on request, and project estimates are available at no charge. Photography charges are broken down into units (prints, negatives, slides, etc.) and artwork charges are made on an hourly basis. The Department cannot accept cash payments; payment by check upon completion and approval of the work is preferred. Receipts and invoices can be provided.

C. Routine service takes one week for photographic requests and two weeks for artwork. Projects requiring faster service can be negotiated on an individual basis. In some instances, rush charges will be added when agreed to in advance.

CEDAR CREEK NATURAL HISTORY AREA

2660 Fawn Lake Drive
Bethel, Minnesota 55005

(612) 434-5131

David F. Parmelee, *Chairman, Field Biology Program*
(612) 373-1292

1. The Cedar Creek Natural History Area includes a half-mile nature trail for public use. Signs along the trail identify trees, shrubs and plants. Guided tours are not available.

2.A. The public may use the nature trail throughout the day, seven days a week. Overnight camping is not permitted.

B. There are no fees.

CHILDREN'S CENTER

Marilyn Grave, *Director*

1. The Children's Center on the Crookston campus is a day-care facility for area families. The Center also serves as a learning laboratory for college students majoring in educational programs for pre-school youth. The Center provides care for up to 60 children from the ages of 6 weeks to 6 years. Hot meals are served.

2.A. Referrals from social service agencies in northwestern counties will be accepted on a space available basis. Parents or guardians should visit the Center in person to register children for the programs. A personal conference between the Center director and a family member is strongly recommended.

B. For information or to request admission forms, contact:

Children's Center
Robertson Hall
Crookston, Minnesota 56716
(218) 281-6510, ext. 284 or 281-4217

C. Fees are:

Full-time (5 hours or more)	\$5.75 per day
Part-time (less than 5 hours)	\$3.00 per day
Drop-in sitter service (minimum of 2 hours)	\$1.00 per hour
Lunch for part-time student	\$.75

D. Center hours are 7:45 a.m.-5:15 p.m. Monday through Friday. Services are maintained during most holiday periods, but not on nationally recognized legal holidays.

COMMUNITY RELATIONS AND EXTENSION SERVICES
Barbara Stuhler, Associate Dean

1. Community Relations and Extension Services, together with the Agricultural Extension Service, directs the Community Resource Development program. Staff members help communities, organizations, agencies and individuals deal with issues such as land use, housing, recreation, energy, water quality, small business management and industrial development. A part of this service also involves interpretation of government policies and programs as they relate to local communities. Staff members will arrange conferences, seminars, short courses, and credit classes on public policy issues, and are available as speakers. They can also find qualified speakers from outside the University.

2.A. To find out what programs are available in your area, contact:

Arnold Heikkila, Area Extension Agent
University of Minnesota, Duluth
2215 East 5th Street, Room 215
Duluth, Minnesota 55812
(218) 726-8126

Stephan Kraatz, Area Extension Agent
University of Minnesota, Crookston
209 Selvig Hall
Crookston, Minnesota 56716
(218) 281-6510

Roger Steinberg, Area Extension Agent
Rochester Continuing Education and
Extension Center
2120 East Center Street, Building 4
Rochester, Minnesota 55901
(507) 288-4584

Thomas Halbach, Area Extension
Southwest Minnesota State College
321 Administrative Service Bldg.
Marshall, Minnesota 56258
(507) 527-6172

Barbara Stuhler, Associate Dean
150 Wesbrook Hall
77 Pleasant Street SE.
Minneapolis, Minnesota 55455
(612) 373-0179

B. Services are provided at no charge whenever possible. A nominal fee may be set for conferences, seminars and short courses. Credit classes use the University tuition rate:

COMMUNITY SERVICES
Ethel Rasmussen, Coordinator

1. The Community Services division releases information about University services to individuals, groups, agencies and organizations, especially inner-city minority groups. They also organize workshops on social issues involving the University that are of interest to the general public.

2.A. Information about University services or workshops may be obtained by contacting:

Community Services
S-68 Morrill Hall
100 Church Street SE.
Minneapolis, Minnesota 55455
(612) 373-7509

COMMUNITY-UNIVERSITY HEALTH CARE CENTER

Dr. Jean Smelker, *Project Director*
(612) 376-4774

1. The Community-University Health Care Center provides continuing health care for low-income families living within a specific area of south Minneapolis. Services for both children and adults include medical, nursing, pharmacy, dental, nutrition, health education, community outreach, social, and psychological services.

2.A. Families and persons are eligible for health services if they meet low-income eligibility and if they live within the boundaries of I-94, Lake Street, 23rd Avenue South, and Nicollet Avenue.

B. Applications for services must be made in person at the clinic.

Community-University Health Care Center
2016 16th Avenue South
Minneapolis, Minnesota 55404

C. If eligibility requirements are met, children 18 years of age or younger receive services at no charge. Persons over 18 are usually charged a monthly fee.

D. After registration is completed, clients can usually be seen the same day they call. Scheduled appointments are encouraged.

COMPUTER CENTER

Andy Lopez, *Director*

1. The Computer Center provides computer services for nonprofit organizations in west central Minnesota.

2. For information, contact:

Computer Center
14 Camden Hall
Morris, Minnesota 56267
(612) 589-1665

DEPARTMENT OF CAMPUS RELATIONS, DULUTH

Julian B. Hoshal, *Director*

1. The Campus Relations Office provides speakers to local and area organizations and publishes a list of faculty and staff members who are willing to speak in their areas of expertise. The Office also offers guided tours of the campus to individuals and groups.

2.A. To arrange for a speaker, or receive a copy of the list of speakers, contact:

Department of Campus Relation
305 Administration Building
Duluth, Minnesota 55812
(218) 726-7110 or 726-7111

B. Guided tours can be arranged throughout the year. Contact:

Audrey Larson
Information Center
Kirby Student Center
Duluth, Minnesota 55812
(218) 726-7163

DEPARTMENT OF ELECTRICAL ENGINEERING
Electrical Engineering Bldg.
123 Church Street SE.
Minneapolis, Minnesota 55455
E. B. Lee, *Acting Head*

1. The Department of Electrical Engineering can provide a variety of technical services through their 4 shops and laboratories.

2.A. (1) The Microelectronics Laboratory offers custom service in microfabrication technology, including graduated reticles and photographic-plate processing, and has produced custom monolithic integrated circuits.

(2) For specific information, contact:

Wiley K. Smith
(612) 373-4562

B. (1) The Scientific Glassblowing Shop designs and constructs all types of scientific glass apparatus, such as glass to metal seals, high vacuum glass work, discharge tubes and glass lasers. A consulting service for all types of glassblowing technology, including sealing of glass windows and the application of various types of glass, is also available.

(2) For specific information, contact:

Johannes Smulders
224 Electrical Engineering
(612) 373-2488

C. (1) The Machine Shop offers design, consulting and manufacturing services in the areas of precision metal machining, prototype and working models, high vacuum, heliarc and electric welding, and silver soldering.

(2) For specific information, contact:

Ken Hagen
22 Electrical Engineering
(612) 373-2470

D. (1) The Magnetics Research Laboratory provides consultations and services in the areas of deposition of magnetic thin films by thermal evaporation and sputtering, measurement of DC magnetic moments and magnetic fields, characterization of the magneto-optical properties of materials and examination of materials using electron transmission and mirror microscopy.

(2) For specific information, contact:

J. H. Judy
359 Electrical Engineering
(612) 373-5031

DEPARTMENT OF MUSIC, DULUTH
R. R. Gauger, *Acting Head*

1. The Department of Music offers music concerts and recitals throughout the school year.

2.A. All events are open to the public.

B. For more information, or to be placed on the mailing list for scheduled events, contact:

Department of Music
239 Humanities Building
Duluth, Minnesota 55812
(218) 726-8208

C. Most events are free.

DEPARTMENTS OF MUSIC AND MUSIC EDUCATION

Lloyd Ultan, *Chairman*

1. The Departments of Music and Music Education sponsor many student performances, faculty performances, and guest artist appearances in recitals, master classes and lectures.
- 2.A. Almost all events are open to the public.
- B. For information or to obtain a free quarterly listing of events, contact:
Departments of Music and Music Education
104 Scott Hall
72 Pleasant Street S.E.
Minneapolis, Minnesota 55455
(612) 373-3452
- C. Most events are free.

DEPARTMENT OF THEATER AND MARSHALL PERFORMING ARTS

CENTER, DULUTH

R. C. Graves, *Head*

1. The Department of Theater and the Marshall Performing Arts Center offer student, community and touring group productions in theater and dance throughout the year.
- 2.A. All productions are open to the public.
- B. For more information, or to be placed on a mailing list to receive notices of performances, contact:
Department of Theater
141 Marshall Performing Arts Center
Duluth, Minnesota 55812
(218) 726-8550
- C. Department production tickets usually range from \$1.50 to \$3.00. Tickets for community group or touring company productions range from \$1.00 to \$5.00.

DRAMA ADVISORY SERVICE

David O'Fallon, *Associate Director*

1. The Drama Advisory Service provides technical information to theaters and individuals about all areas of theatrical production, from types of paint available to methods of creating fog on stage.
- 2.A. For information or assistance, contact:
Drama Advisory Service
326 Wesbrook Hall
77 Pleasant Street S.E.
Minneapolis, Minnesota 55455
(612) 373-4947
- B. There are no fees or forms.

GEOGRAPHY MAP LIBRARY, DULUTH

328 Social Science Building

Duluth, Minnesota 55812

(218) 726-7294

Leverett Hoag, *Department Head*

1. The Geography Map Library provides the largest collection of maps on the Duluth campus.

2.A. Maps are available for use in the library and most are available for loan.
B. If the map library is closed, assistance is available in Room 311 of the Social Sciences Building.

GEOLOGY DEPARTMENT, DULUTH

Richard W. Ojakangas, *Department Head*

1. The Geology Department will help individuals with questions about rocks, minerals, fossils, maps and other problems. In many cases they can provide answers to problems in identifying earth materials, and can refer the public to other appropriate sources of information.

2.A Individuals requesting identification of material should bring or mail a sample to the Department at:

Geology Department
229 Mathematics-Geology Building
Duluth, Minnesota 55812
(218) 726-7238

B. No fees are charged for most services. However, the Department cannot undertake major research projects for the public without special funding and arrangements.

C. The time required to make identifications may vary from a few minutes to several weeks.

HERBARIUM, BOTANY DEPARTMENT

Douglas Pratt, *Department Head*

1. The Herbarium will identify any flowering plant, fern, or lichen that grows wild in Minnesota for individuals. This service is not available to businesses or other profit-making enterprises.

2.A. (1) Plant samples (including flowers and fruits, or, in the case of lichens, thallus with fruiting bodies) can be mailed or hand delivered to:

Room 848
Biological Sciences Center
1445 Gortner Avenue
St. Paul, Minnesota 55108

Plants to be mailed should be pressed flat between several layers of newspaper (several changes of paper may be needed), 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. Plants delivered by hand should be transported in a box or envelope that has been moistened inside and sealed at the top.

(2) Demands on this service must be reasonable (1-10 identifications at a time).

(3) Under ordinary circumstances, identifications will be made within two days and at no charge. Whenever possible, hand delivered plants will be processed immediately.

B. (1) The Herbarium answers telephone requests for information.
(2) a. Telephone requests for information about flowering plants and ferns, contact:

Prof. Gerald Ownbey or Prof. Thomas Morley
(612) 373-2227 (612) 373-2229

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- b. For telephone requests for information about lichens, contact:
Prof. Clifford Wetmore
(612) 376-7284
- c. For telephone requests for information about toxic and drug plants, public libraries, hospitals and industry should contact:
Prof. Herbert Jonas
(612) 373-5919

C. Tours of the Herbarium Greenhouse can be arranged for small groups. For information, contact:

Herbarium, Botany Department
220 Biological Sciences Center
1445 Gortner Avenue
St. Paul, Minnesota 55108
(612) 376-3054 or 373-2211

IMMIGRATION HISTORY RESEARCH CENTER

Rudolph J. Vecoli, *Director*

1. The Immigration History Research Center is an archives and research center specializing in the histories of 25 immigrant groups in North America from east, central and southern Europe and the Middle East. The Center maintains a library and archives containing 25,000 volumes of published material and 1,800 linear feet of manuscripts. About 85% of this material is in languages other than English. The Center aids ethnic societies by helping them become established, making presentations and providing displays and information at conferences. They also issue the newsletter, *Spectrum*, which announces the activities of the Center.

2.A. Hours are 8:30 a.m. through 4:30 p.m. Monday through Friday, and 9:00 a.m. through 1:00 p.m. on Saturday.

- B. For information, or to request the newsletter, contact:

Immigration History Research Center
826 Berry Street
St. Paul, Minnesota 55108
(612) 373-5581

- C. There are no forms or fees.

INDUSTRIAL RELATIONS REFERENCE ROOM

Georgianna E. Herman, *Supervisor*

1. The Industrial Relations Reference Room maintains an extensive collection of materials in industrial relations.

2. For information about materials, contact:

Industrial Relations Reference Room
309 Business Administration Building
271 19th Avenue South
Minneapolis, Minnesota 55455
(612) 373-3681

INDUSTRIAL SAFETY RESOURCE CENTER, DULUTH

Robert V. Krejcie, *Coordinator*

1. The Industrial Safety Resource Center maintains safety information related to business, industry and governmental standards. Materials include American National Standards, construction standards, Federal Registers, Maritime Standards and Interpre-

tations, National Fire Protection Association, Occupational Safety and Health Reporter, and a variety of other safety periodicals. They also have sound and ventilation monitors.

2.A. All materials may be used at the Center. Some requests may be mailed out depending on the number of copies requested.

B. For information or to request material, contact:

Industrial Safety Resource Center
Industrial Education Building
Duluth, Minnesota 55812
(218) 726-8250 or 726-8117

INFORMATION AND REFERRAL SERVICE, CROOKSTON

Crookston, Minnesota 56716

Steve Sraatz, *Director of Community Services*

1. The Information and Referral Service handles phone inquiries about housing, legal matters, recreation, health care, regional services, and other matters of concern. The Service is staffed by senior volunteers.

2.A. For assistance, contact:

(218) 281-4444

B. Most inquiries are answered immediately. If the information is not available, the receptionist will seek the answer from authorities in the field.

INSECT INFORMATION CLINIC

Mark E. Ascerno, *Specialist-In-Charge*

1. The Insect Information Clinic identifies and provides information on household, yard, and garden insects and insect control.

2.A. Insect identification can be made by phone, mail or in person. Phone conversations will need to be explicit and detailed; mailed specimens must arrive intact and should be accompanied by pertinent written information. Information on how to properly mail specimens can be obtained from the Clinic. Specimens may also be hand carried. Office hours are 8 a.m. — noon and 1 p.m. to 4:30 p.m. Mondays through Fridays.

B. For information on identification, packing, or insect control, contact:

Insect Information Clinic
228 Hodson Hall
1980 Folwell Avenue
St. Paul, Minnesota 55108
(612) 373-1044

C. There are no forms or fees.

D. Mailed specimens are generally identified and information sent out the day they are received. Specimens that are hand delivered can usually be identified in 20 minutes. Individuals bringing specimens do not need to wait, but can leave their name and address for written replies.

KUOM RADIO

Marion Watson, *Director*

1. KUOM provides a full schedule of news, music, public affairs, instructional programs, and arts programs for the day-light listening hours. KUOM is a National Public Radio network affiliate and carries the award-winning news magazine program "All Things Considered", as well as "Options" and the arts magazine series "Voices in the Wind". KUOM broadcasts from studios on the Minneapolis and St. Paul cam-

puses, with a transmitter power of 5,000 watts. Programs can be heard from 10:30 a.m. to local sunset Monday through Friday, and from noon to sunset on Saturday.

2. For information about the radio station, contact:

KUOM Radio
550 Rarig Center
330 21st Avenue S.
Minneapolis, Minnesota 55455
(612) 373-3802

LAKE SUPERIOR BASIN STUDIES CENTER

Thomas J. Wood, *Director*

1. The Lake Superior Basin Studies Center consists of a team of scientists, educators and planners who study the lake and the area through a central office and 3 laboratories. Besides supporting the University staff, these laboratories will provide services to the public when the work load permits.

2.A. (1) The Analytical Laboratory conducts routine water quality, heavy metal and organic analyses.

(2) For current costs per analysis or additional information, contact:
Duane Long
Lake Superior Basin Studies Center
413 Administration Building
Duluth, Minnesota 55812
(218) 726-8542
or call
(218) 726-8288

B. (1) The Environmental Services Laboratory provides services in x-ray diffraction analysis and electron microscopy. Other routine analyses performed include turbidity, suspended solids, tailings, and amphibole material.

(2) A written request stating the problems and needs relative to the analysis is required for cost estimates and scheduling. Contact:

David Marklund
Lake Superior Basin Studies Center
413 Administration Building
Duluth, Minnesota 55812
(218) 726-8542

B. (1) The limnological Laboratory operates and maintains the Center's 2 research vessels on Lake Superior. They perform sampling for water quality studies, surveys of aquatic and land animals for biological studies, and all-season field tests for a variety of chemical, physical and biological studies.

(2) A written request stating the needs for a study is required for cost estimates and scheduling. Contact:

Robert Wilson
Lake Superior Basin Studies Center
413 Administration Building
Duluth, Minnesota 55812
(218) 726-8542
or call
(218) 525-4773 in summer

LANDSCAPE ARBORETUM
Francis Devos, Director

1. The grounds of the Landscape Arboretum contain 4,000 different plants, trees, shrubs, vines, perennials and annuals. The Arboretum's objectives are to display the best ornamental plants; to develop and introduce new plants to the area; to serve as an outdoor laboratory for students of horticulture; to distribute knowledge concerning the plants being grown; to stimulate interest in better landscaping; and to provide a recreational stimulus to visitors. The main building at the Arboretum houses an extensive library containing books and periodicals on botany, horticulture, and gardening, and a tea room. They also hold classes and workshops.

2.A. (1) The Arboretum is open to the public from 8:00 a.m. til sundown 7 days a week. Special bird hikes are held at 7:30 a.m. on weekends, but reservations must be made in advance. General hikes are also held mornings, which require no reservation. Tours for groups of 10 to 30 people may be arranged for weekdays.

(2) For information about tours, hikes, or to make reservations, contact:

Landscape Arboretum
3675 Arboretum Drive
Chaska, Minnesota 55318
(612) 443-2460

(3) Admission to the Arboretum is \$2.00 per car, and \$6.00 per bus for non-members.

B. (1) The Arboretum offers classes and workshops to the public. Fees are charged. For information, contact:

Landscape Arboretum
3675 Arboretum Drive
Chaska, Minnesota 55318
(612) 443-2460

C. (1) The Arboretum operates a bookstore and a tea shop. Hours for the bookstore are 10:00 a.m. to 4:00 p.m. Tuesday through Friday and 11:30 to 4:30 on weekends. Hours for the tea shop are 10:00 a.m. to 3:00 p.m. Tuesday through Friday, and the same hours as the bookstore on weekends.

(2) For information about library services or to make reservations for the tea shop, contact:

Landscape Arboretum
3675 Arboretum Drive
Chaska, Minnesota 55318
(612) 443-2460

D. (1) Memberships are available for the Arboretum. Members may use the grounds at no charge.

(2) Membership forms are available from:

Landscape Arboretum
3675 Arboretum Drive
Chaska, Minnesota 55318
(612) 443-2460

(3) Fees for membership are:

Individual Membership	\$10
Family Membership	\$15
Contributing Membership	\$25
Sustaining Membership	\$50
Supporting Membership	\$100

LOAN PLAY LIBRARY
305 Wesbrook Hall
77 Pleasant Street S.E.
Minneapolis, Minnesota 55455
(612) 373-4947
Ria Gregor, *Librarian*

1. The Loan Play Library has over 16,000 play scripts on file and is the largest play-lending library in Minnesota.

2.A. Plays may be checked out by any state resident. Hours are 2:00 p.m. to 5:30 p.m. Tuesday through Friday. Plays may be requested by mail as well as in person.

B. There are no fees, unless a request is made to have a play mailed out. In that case, the postage must be paid.

MINNESOTA GEOLOGICAL SURVEY
Matt Walton, *Director*

1. The Minnesota Geological Survey investigates the geology of Minnesota and publishes reports and maps describing their finds. Staff members can be consulted on water and mineral resource discovery, development, and management; environmental issues; waste disposal; construction and construction materials; and civil engineering.

2.A. (1) Minnesota geology and U.S. Geological Survey maps are available from the office, as well as all topographic quadrangle and other maps covering the state.

(2) For Specific information and prices, contact:

Minnesota Geological Survey
1663 Eustis Street
St. Paul, Minnesota 55108
(612) 373-3372

B. (1) The Survey maintains computerized data banks of water well drillers logs (containing information about the subsurface geology of the state) and on the mineral resources of the state. An open file of geologic and hydrogeologic maps is also maintained. This information may be used by the public.

(2) For information or to request data, contact:

Minnesota Geological Survey
1663 Eustis Street
St. Paul, Minnesota 55108
(612) 373-3372

MINNESOTA MARINE ADVISORY SERVICE
Dale R. Baker, *Director*

1. The Minnesota Marine Advisory Service is a cooperative service of the University and the federal government. They provide information about the state's Lake Superior coastal region to the public.

2. For information, contact:

Minnesota Marine Advisory Service
325 Administration Building
Duluth, Minnesota 55812
(218) 726-8106

MINNESOTA STATE THEATER GUILD
David O'Fallon, *Acting Director*

1. The Minnesota State Theater Guild incorporates theater activity in Minnesota on

all levels with the purpose of improving communications among theater groups and making theater-related services available to all groups. The Guild is open to children's theater and drama, community theater, professional theater, secondary school, college and university theater, and individuals.

2. For information, contact:

Minnesota State Theater Guild
326 Wesbrook Hall
77 Pleasant Street S.E.
Minneapolis, Minnesota 55455
(612) 373-4947

OFFICE OF RECREATIONAL SPORTS
C. E. Mueller, Director

1. The Office of Recreational Sports provides a variety of sports-related services to the public.

2.A. (1) Golf, tennis and ice-skating facilities are open to the public. Charges are nominal.

(2) For information about these sports, contact:

Office of Recreational Sports
107 Cooke Hall
1900 University Avenue S.E.
Minneapolis, Minnesota 55455
(612) 373-4200

B. (1) The Office will provide information about officiating certain sports, or they can arrange for an experienced official to work games.

(2) For information, contact:

Office of Recreational Sports
107 Cooke Hall
1900 University Avenue
Minneapolis, Minnesota 55455
(612) 373-4200

(3) Fees may vary.

C. (1) Information is available on a variety of subjects such as information of playing rules including special adaptations appropriate to sex, dimensions of playing surfaces and courts, and methods of structuring tournaments and meets; information on sports and activities to promote general fitness, such as jogging, swimming and exercise programs which includes speakers to address groups regarding fitness programs; and information on organizing club sports including personnel, services and finances. Staff members will also serve as consultants in forming new sports clubs, and the Office can arrange for individual or team competition in a wide variety of sports.

(2) For information about playing rules or general fitness programs and speakers, contact:

Office of Recreational Sports
107 Cooke Hall
1900 University Avenue
Minneapolis, Minnesota 55455
(612) 373-4200

For information about forming sports clubs or to request a consultant, contact:

Sports Club Section
Office of Recreational Sports
101a Bierman Field Athletic Building

516 15th Avenue S.E.
Minneapolis, Minnesota 55455
(3) Fees for speakers or consultants may vary.

OFFICE OF THE STATE ARCHAEOLOGIST

Eldon Johnson, *State Archaeologist*

1. The Office of the State Archaeologist encourages and coordinates state archaeological research, arranges for archaeological sites to be marked for view by the public, preserves sites located on private property, protects objects found on field expeditions or during public construction and demolition projects, and publishes reports of findings.

2.A. The Office will help identify archaeological objects and sites on private property, and also will provide information about Minnesota's prehistoric archaeology.

B. For information or assistance, contact:

Office of the State Archaeologist
215 Ford Hall
224 Church Street S.E.
Minneapolis, Minnesota 55455
(612) 376-1352

OUROBOROS HOUSE TOURS

Charles Hunter, *Director*

1. The Ouroboros Solar Energy House in Rosemount is an example of new trends in ecology-conscious housing. Tours of the house are offered to the public.

2.A. Individuals may make reservations to tour the house by contacting:

Ouroboros House Tours
320 Wesbrook Hall
77 Pleasant Street S.E.
Minneapolis, Minnesota 55455
(612) 373-5170

B. Tour fees are:

Adults	\$1.50
Children	\$.50

PLANT DISEASE CLINIC

Ward C. Stienstra and Francis L. Pfleger

1. The Plant Disease Clinic will answer questions on plant diseases, their cause, transmission, and control. Staff members will diagnose diseases of trees, field crops, vegetables, and house and garden plants.

2.A. (1) The in-house clinic at 304 Stakman Hall will accept phone calls, personal visits or letters. The office is open 8 hours a day from May to September, and 10-20 hours a week the rest of the year, so clients should call ahead for appointments.

(2) For assistance, contact:

Plant Disease Clinic
304 Stakman Hall
1519 Gortner Avenue
St. Paul, Minnesota 55108

(3) There are no forms or fees.

B. (1) The Clinic maintains a mobile clinic which travels to various metropolitan centers throughout the state, visiting 14 shopping centers within the Twin Cities,

Rochester, Mankato, St. Cloud and Duluth. The mobile clinic operates during the summer months, and advance notification is given through local news media. Plants with problems that exceed the facilities of the mobile clinic will be taken back to the main clinic for diagnosis.

(2) For information about when the mobile clinic will be in area, contact:

Plant Disease Clinic

304 Stakman Hall

1519 Gortner Avenue

St. Paul, Minnesota 55108

(3) There are no forms or fees.

PLANT PATHOLOGY DEPARTMENT

F. Aloysius Wood, Department Head

1. The Plant Pathology Department performs a variety of testing services to the public.

2.A. (1) The Department offers nematode soil analysis. A form is available from the Department which gives instructions for obtaining the soil sample needed.

(2) For information or to request the instruction form, contact:

110 Stakman Hall

1519 Gortner Avenue

St. Paul, Minnesota 55108

(612) 373-3124

(3) There is a \$3.00 fee for each sample analyzed.

(4) Results of the analysis will be mailed in 10 days.

B. (1) Bacterial light seed testing is done through the Minnesota Crop Improvement Association.

(2) For information on sending samples, contact:

Minnesota Crop Improvement Association

1900 Henderson Avenue

St. Paul, Minnesota 55108

(612) 373-0883

(3) There is a \$25.00 fee for each sample analyzed.

C. (1) The Department performs mycotoxin testing of livestock feed and grain.

(2) For information on sending samples, contact:

Plant Pathology Department

304 Stakman Hall

1519 Gortner Avenue

St. Paul, Minnesota 55108

(612) 373-1353

(3) There is a \$25.00 fee for each sample analyzed.

POISONOUS PLANT AND MUSHROOM IDENTIFICATION SERVICE

Thor Kommedahl, Elwin Steward, and Clyde Christensen

1. The Poisonous Plant and Mushroom Identification Service will identify plants and mushrooms as poisonous for the public, hospitals, poison control centers, veterinarians, police, etc.

2.A. (1) Identification of poisonous yard and house plants can be made during the week or on weekends due to the seriousness of the problem. Individuals may write, phone, or bring in the plant in person.

(2) For help with identifications, contact:

Dr. Thor Kommedahl
210 Stakman Hall
1519 Gortner Avenue
St. Paul, Minnesota 55108
(612) 373-1376
home telephone (612) 644-0783

(3) There are no forms or fees.

B. (1) Identification of mushrooms as edible or poisonous will be made in both emergency and nonemergency situations. Information about the home growing of mushrooms is also available.

(2) For help with identifications, contact:

Dr. Elwin Steward	or	Dr. Clyde Christensen
312 Stakman Hall		314 Stakman Hall
1519 Gortner Avenue		1519 Gortner Avenue
St. Paul, Minnesota 55108		St. Paul, Minnesota 55108
(612) 373-1383		(612) 373-1384

(3) There are no forms or fees.

RAPTOR REHABILITATION PROGRAM

Gary E. Duke, *Coordinator*

1. The Raptor Rehabilitation Program cares for all birds of prey (owls, hawks, falcons, and eagles) that have been injured or suffer from disease. Birds are treated and cared for and, where possible, allowed to regain the skills needed for catching food and for flying. Those birds that recover completely are released into the wild. Those birds not able to survive in the wild are provided to qualified institutional or governmental units for breeding, educational or research purposes.

2. For information about the operations of the Program or to bring in an injured or diseased bird, contact:

Raptor Rehabilitation Program
295 Animal Science/Veterinary Medicine
1988 Fitch Avenue
St. Paul, Minnesota 55108
(612) 373-0821

RETIRED SENIOR VOLUNTEER PROGRAM (R.S.V.P.)

Kay Kraatz, *Director*

1. The Retired Senior Volunteer Program serves Polk, Marshall and Norman counties by providing volunteer opportunities for retired persons, and at the same time providing workers for community organizations and agencies in need of help. Volunteer positions are matched to the interests, competencies, and physical capabilities of senior citizens who wish to offer their time, experience and skills. Volunteers may be assigned to positions with publicly owned and operated facilities or projects, or with local programs sponsored by private, nonprofit organizations other than political parties.

2.A. (1) Any retired person 62 years of age or older may become a member of R.S.V.P. There are no income, education or experience requirements. Volunteers may choose to belong to R.S.V.P. for a short term or for an indefinite period.

(2) To volunteer, or for more information, contact:

Retired Senior Volunteer Program

14 Hill Hall

Crookston, Minnesota 56716

(218) 281-6510, ext. 317

(3) There are no fees.

B. (1) Organizations such as schools, courts, libraries, museums, hospitals, nursing homes, day-care centers, institutions, and programs for shut-ins may request volunteer services. Members of RSVP cannot be used to displace employed workers.

(2) To request a volunteer, contact:

Retired Senior Volunteer Program

14 Hill Hall

Crookston, Minnesota 56716

(218) 281-6510, ext. 317

(3) There are no fees.

RODNEY A. BRIGGS LIBRARY

Russell E. Dubois, Head Librarian

1. The Briggs Library offers use of their library materials to residents of the Morris area after school, public or other available library services have been investigated and found insufficient.

2. A. Limited assistance and reference services are provided for individuals who are engaged in secondary or post-secondary school study, and interlibrary loans can be arranged. Materials may be used in the building and checked out by showing identification.

B. For further information, contact:

Rodney A. Briggs Library

Morris, Minnesota 56267

(612) 589-1070

SOIL TESTING LABORATORY

John Grava, Supervisor

1. The Soil Testing Laboratory provides farmers, florists and the general public with information on the proper use of fertilizers, lime, and soil additives on their soil.

2. A. Soil samples can be sent in for analysis. Samples can be mailed or hand delivered.

B. For information about preparing a sample, contact:

Soil Testing Laboratory

29 Soil Science Building

1529 Gortner Avenue

St. Paul, Minnesota 55108

(612) 373-1060

C. There is a \$3.00 fee for each sample processed.

D. Results of soil testing are usually mailed within 1 week.

STATE ORGANIZATION SERVICES(SOS)

William C. Rogers, Director

1. State Organization Services provides administrative and secretarial services to voluntary organizations in Minnesota. Professional persons are also available to write, proof, design and keyline organization communications.

2.A. Nonpartisan, nonsectarian, nonprofit voluntary organizations involved in public service may apply for membership.

B. To apply, contact:

State Organization Services
30 Shops Building
319 15th Avenue S.E.
Minneapolis, Minnesota 55455
(612) 373-3750

C. There are no membership fees, however, member organizations are charged an hourly rate (\$5.50-\$9.00) for actual time spent on the job, plus any material cost.

D. Each job requires a different amount of time to fill; however, as a rule, 5 working days should be allowed for a routine production or mailing job.

TREE COLLECTION

Perry L. Blackshear, Jr., Director

1. The Renewable Energy/Environment (TREE) Collection is a library consisting primarily of publications on renewable energy resources. It is a highly specialized collection that supports University, community and out-state projects. Materials are available in the areas of solar and wind energy, biomass energy (including solid wastes), ocean thermal energy conversion, energy technology, and economic aspects of energy. Projections of utilization and historical information are also available. Due to a lack of funds, no publications have been purchased since September 1976. Therefore the library's information resources are not up-to-date at this time.

2.A. Anyone may use the library's resources. Bibliographies on some subjects are available, and librarians will assist in finding information upon request.

B. For information, contact:

TREE Collection
114 Space Science Center
100 Union Street S.E.
Minneapolis, Minnesota 55455
(612) 373-7970

C. There are no fees for any services other than photocopying.

TWEED MUSEUM OF ART

W. G. Boyce, Director

1. The Tweed Museum of Art offers art displays and exhibits for the general public.

2.A. The Museum is open throughout the year.

B. To be placed on a mailing list describing Museum functions, or to inquire about specific exhibits, contact:

Tweed Museum of Art
Duluth, Minnesota 55812
(218) 726-8222

C. There are no fees.

UNIVERSITY COMPUTER CENTER

Peter C. Patton, Director

1. The University Computer Center operates 2 high-speed, general purpose computers.

2.A. Anyone may arrange for use of the computer systems. Professional assistance in system development, system analysis, programming, and the use of graphics equipment is offered.

- B. For further information, contact:
Thea D. Hodge, User Services
University Computer Center
232 Experimental Engineering Building
208 Union Street S.E.
Minneapolis, Minnesota 55455
(612) 376-5599

- C. Fees are based on the use of time and materials.

UNIVERSITY GALLERY

Lyndel King, Acting Director

- 1. The University Gallery exhibits art materials from its permanent collection of over 6,000 paintings, prints, sculptures, ceramics and decorative art.

2.A. (1) The Gallery itself, located on the 3rd and 4th floors of Northrop Auditorium, is open to the public from 11:00 a.m. until 4:00 p.m. Monday, Wednesday, and Friday; 11:00 a.m. until 8:00 p.m. Tuesday and Thursday; and from 2:00 p.m. until 5:00 p.m. on Sunday.

(2) There are no admission fees.

- B. (1) Permission to study the entire collection or to examine individual works can be arranged.

(2) Contact:

Director
University Gallery
110 Northrop Auditorium
84 Church Street S.E.
Minneapolis, Minnesota 55455
(612) 373-3424

(3) There are no fees.

- C. (1) Touring exhibitions of art from the collection can be arranged with institutions and organizations that can provide space and adequate security. Live interpretive programs usually accompany the exhibitions.

(2) To arrange a tour, contact:

Nina M. Archabal
University Gallery
110 Northrop Memorial Auditorium
84 Church Street S.E.
Minneapolis, Minnesota 55455
(612) 373-3614

(3) Fees for the tours vary, but are kept as low as possible.

- (4) Tour sites are scheduled several months in advance. Exhibitions usually last 4 weeks.

UNIVERSITY RELATIONS

Russell D. Tall, Director

- 1. The University Relations department serves the public by providing visitor information, publications, speakers, and special events. General information about the university is available to the public.

2. The department publishes a "Calendar of Events", listing cultural and social events happening on the Twin Cities campuses. The calendar is printed quarterly. The department can also provide a film, "Reaching Out", which shows a few of the ways the University affects people throughout the state.

B. To request the film, be placed on the mailing list for the calendar, or to request general information, contact:

University Relations
S-68 Morrill Hall
100 Church Street S.E.
Minneapolis, Minnesota 55455
(612) 373-2126

C. There are no fees for these services.

SPEAKERS BUREAU

Emmy Storholm, *Manager*

1. The Speakers Bureau will provide speakers for groups from the University. A speakers guide listing staff members and administrative staff is available with biographical data on the speakers, fees if any, and information about music ensembles, films and other program possibilities.

2.A. The speakers guide is available from the Bureau.

B. To request the guide, or obtain additional information, contact:

Speakers Bureau
S-68 Morrill Hall
100 Church Street S.E.
Minneapolis, Minnesota 55455
(612) 373-2126

C. There are no fees for the guide. Speakers fees may vary.

D. Requests for speakers made during the school year should be made at least 1 week in advance of the speech. During vacation and holiday periods, several weeks should be allowed.

E. There are speakers available on the Crookston, Duluth, Morris, and Waseca campuses. Contact the University Relations department on the specific campus.

UNIVERSITY TELEVISION

540 Rarig Center
330 21st Avenue S.
Minneapolis, Minnesota 55455
(612) 373-2846

David Sleeper, *Coordinator*

1. University Television produces several weekly programs for broadcast over KTCA-TV, Channel 2, the Twin Cities area educational television station. The programs range from general information programs to University credit courses.

2. Program times and titles can be found in the daily television listings of the metropolitan newspapers.

VOCATIONAL ASSESSMENT CLINIC

René V. Dawis and Lloyd H. Lofquist, *Co-Directors*

1. The Vocational Assessment Clinic provides professional services to individuals, clients of public and private community agencies, and employees of business and industrial organizations. Vocational assessment includes information that may be used in career planning, evaluating present careers, and considering changes in career plans. All participants must voluntarily cooperate with the Clinic.

2.A. To arrange an initial interview, or to obtain further information, contact:

Vocational Assessment Clinic
N-555 Elliott Hall
75 East River Road
Minneapolis, Minnesota 55455
(612) 376-7197

B. The regular fee for assessment and planning is \$85. For a more in-depth assessment, the fee is \$150. If the prospective client is already working with, and is the client of, a professional psychologist, the fee is reduced to \$50. The report will be sent to the client's psychologist.

C. An appointment for the first interview with a counselor can usually be made within 2 weeks. The service usually takes 4 to 5 weeks and consists of 1 session of testing and 4 weekly 1-hour interviews with a counselor.

WATER RESOURCES RESEARCH CENTER

John J. Waelti, Acting Director

1. The Water Resources Research Center conducts research and investigations, and provides training to scientists in the fields of water and water related resources. The Center plans and arranges for University faculty and persons from private colleges to conduct such research.

2.A. The Center publishes reports of research projects and provides public information bulletins. The Center also arranges periodic seminars and conferences on topics of current interest.

B. To request publications, or inquire about projects or seminars, contact:

Water Resources Research Center
107 Hubbard Building
2675 University Avenue
St. Paul, Minnesota 55114
(612) 646-6309

C. There are no fees for any of the Center's publications. Fees for seminars may vary.

UPPER GREAT LAKES REGIONAL COMMISSION

400 Providence Building

Duluth, Minnesota 55802

(218) 723-4896

Mike Pintar, Governor's Representative
(218) 723-4896

1. The Upper Great Lakes Regional Commission provides state and local governments in northern Minnesota, Michigan and Wisconsin with developmental grants for industry, energy resources, tourism, transportation, human resources, and governmental services. Commission grants may consist completely of federal funds or be a combination of state and federal funds. As the Commission consists of the governors of those three states and a federal co-chairman, there is direct state participation in the granting of the federal funds. The Commission provides no services directly to the public.

WATER RESOURCES BOARD
Room 206, 555 Wabasha Street
St. Paul, Minnesota 55102
(612) 296-2840

Erling M. Weiberg, Executive Secretary
(612) 296-2840

MINN. STAT. CH. 112 & § 105.72 through 105.79

1. The Water Resources Board establishes new watershed districts and hears intervention petitions. A watershed district is established to improve water conservation in a natural watershed (the area draining into a particular river or stream). An intervention petition is the process used by the Board to resolve water policy problems caused by seeming contradictions in state water laws.

2.A. (1) The Board reviews the nominating petition for the establishment of a watershed district. This petition should include:

- a. the name of the district;
- b. the reason for the district;
- c. the purpose of contemplated action (improving stream channels, reclaiming wet or overflowed land, diverting watercourses, etc.);
- d. the number of proposed managers (between three and five from a list of ten nominees, unless the proposed district includes six or more counties and then there may be nine managers);
- e. a map of the proposed district; and
- f. a request for the establishment of a district.

A public hearing will be set up in the proposed district.

A nominating petition may be signed by any of the following:

- a. half of the counties within the watershed district;
- b. the county or counties comprising at least 50 percent of the watershed area;
- c. the majority of the cities within the watershed area; or
- d. at least 50 citizens of the proposed district excluding those living in a city that has already signed the petition.

Copies of the petition must be filed with the Secretary of the Board, the auditors of the counties involved, the Director of the Division of Water and the Commissioner of the Department of Natural Resources.

(2) To file a petition, receive information or obtain a copy of the governing statute, contact:

Water Resources Board
Room 206, 555 Wabasha Street
St. Paul, Minnesota 55102
(612) 296-2840

(3) There are no forms or fees.

(4) Three to six months are needed to establish the watershed district after the petition has been filed.

B. (1) The Board hears intervention petitions when questions arise about state water policy. The intervention petition may be signed by:

- a. the Governor;
- b. the agency involved;
- c. the Commissioner or a Director of the Department of Natural Resources;

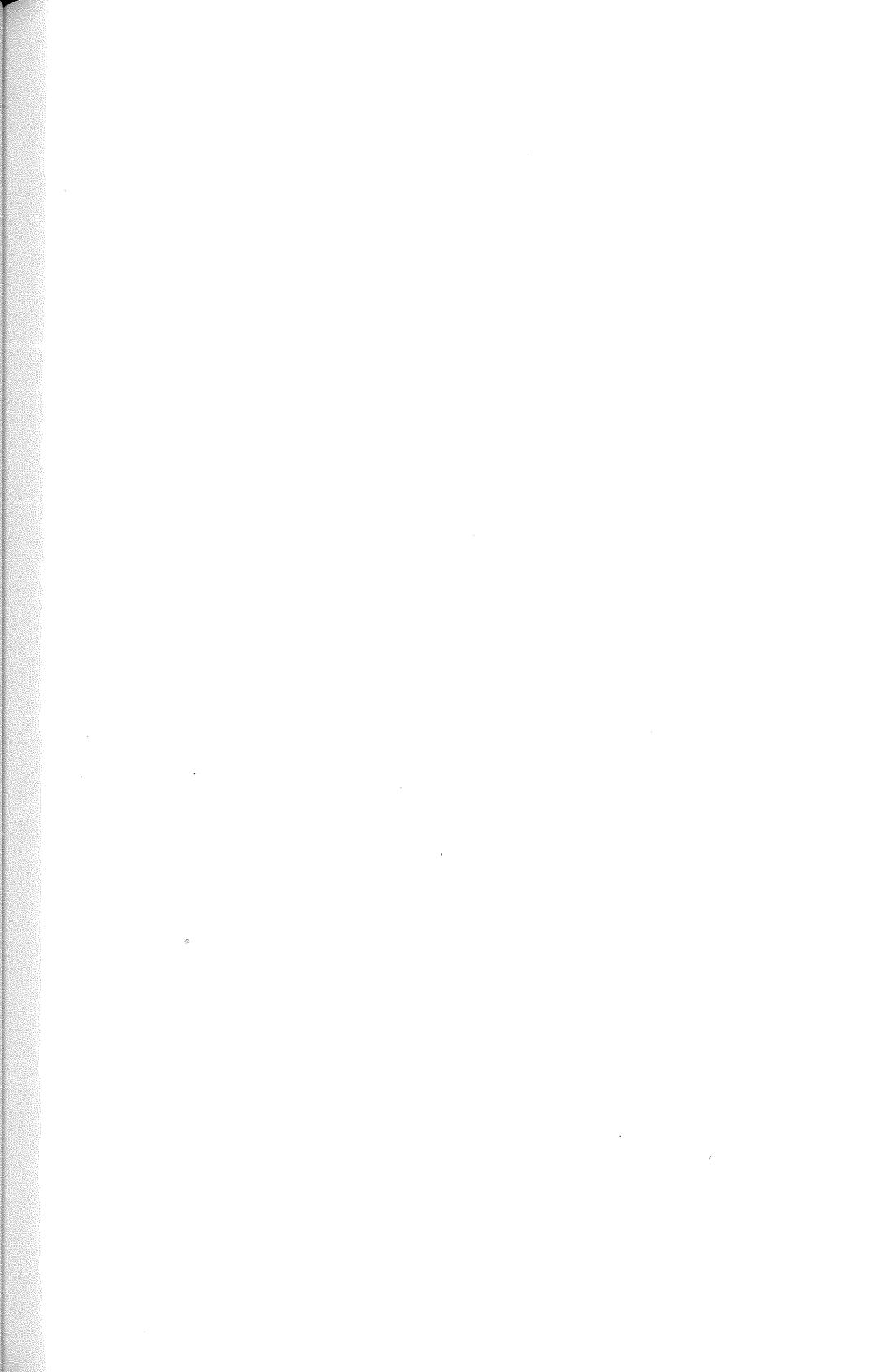
- d. persons or groups representing a substantial portion of the state; or
- e. an individual.

The Board decides the validity of the petition before agreeing to hear it. After deciding to hear the petition, a public hearing is held and the Board writes its recommendation within 60 days of the close of the hearing.

(2) To receive a petition form, a copy of an intervention petition, a copy of the governing statute or information, contact:

Water Resources Board
Room 206, 555 Wabasha Street
St. Paul, Minnesota 55102
(612) 296-2840

(3) There are no fees involved with this service.



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