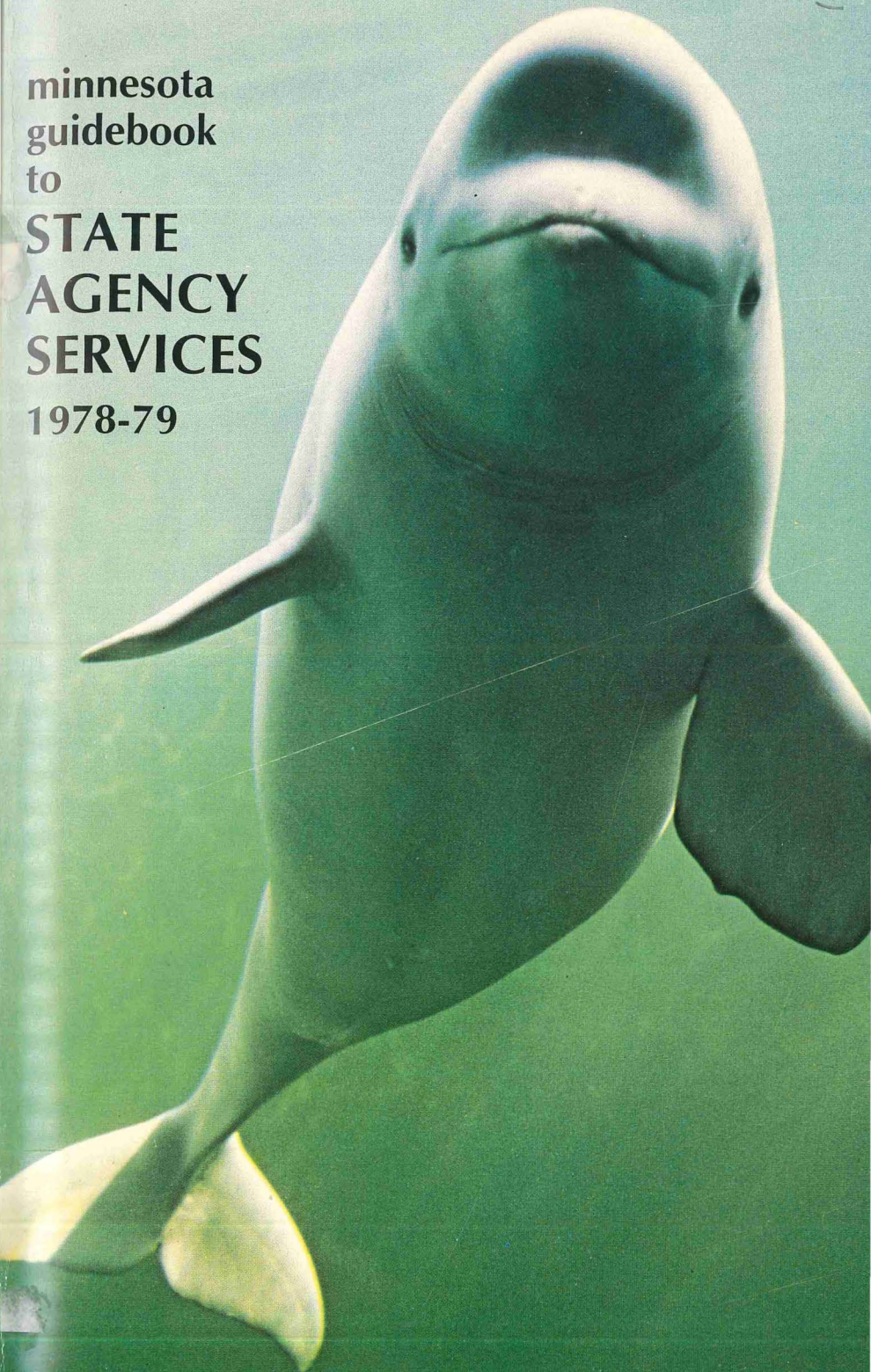


**minnesota
guidebook
to
STATE
AGENCY
SERVICES
1978-79**



\$4.95

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STATE AGENCY SERVICES

1978-79



Robin PanLener, editor

COVERS

The beluga whales on the covers of the guidebook are a popular group at the Minnesota Zoological Garden in Apple Valley. "Beluga" is Russian for "white", the color of these adult whales, which average 13 feet in length and can grow as large as 22 feet. Minnesota's belugas came from Churchill, Manitoba on the shores of Hudson Bay and now live in a 500,000 gallon, 2% saline solution, temperature controlled aquarium. Populations of belugas are found in arctic areas in both hemispheres. They are sometimes called "sea canaries" from their frequent and varied calls and soundings. These sounds come from the whale's blowhole or breathing passage. The new zoo features a sonar amplification system which transmits the voices of the whales to their visitors.

Copies of the *Minnesota Guidebook to State Agency Services 1978-79* cost \$4.95 each, plus 20¢ sales tax, and may be ordered from the Office of the State Register, 408 St. Peter Street, Suite 415, St. Paul, Minnesota 55102. Orders must be prepaid and checks or money orders made out to the Minnesota State Treasurer. Handling and postage will be paid for by the Office of the State Register. Orders are processed as soon as they are received. For more information call the Office of the State Register (612) 296-0929.

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Acknowledgements

Artistic contributions to the *Minnesota Guidebook to State Agency Services 1978-79* came from Walter Breckenridge, Maria Dinulescu, Rick James and Dan Metz. Photographs on both front and back covers were taken by John Perrone and are property of the Minnesota Zoological Garden. Graphic contributions came from the Plant Management Division, Department of Administration, the U.S. Department of Energy, The Nature Conservancy, Inc., the State Planning Agency, the Bureau of Policy and Planning, Department of Transportation, and the Science Museum of Minnesota.

Written contributions for the Minnesota Profile came from James T. Clancy, Office of the State Register, Department of Administration, Susan Ersted, Health Education and Information Section, Department of Health, and Bob Swanson, Marketing Services, Department of Agriculture.

Special assistance for material collection was received from Wanda Hurtgen, Department of Administration, Sheila Wistad Fugina, Dave Rademacher and Ingmar Sollin of the Department of Economic Development, Charles Wechsler of the Department of Natural Resources, Karen Whiting of the State Planning Agency, and Dennis Brott, Department of Transportation.

Staff assistance was provided by Paul Hoffman, Steve Ordahl, Cindy Peterson, Carol Porter, Jack Richter and Roy Schmidtke.

Introduction

The 1978-79 edition of the Minnesota Guidebook to State Agency Services provides information about 98 state agencies. In the process of describing the services they provide to the public and to other agencies and units of government almost 100 more organizations are mentioned. The new edition also offers maps, graphics and art work about Minnesota and Minnesotans. A new section, the Minnesota Profile, compiled from data and information contributed by state agencies, details Minnesota's growth, resources, history, and present conditions.

Organizational structure of the larger agencies is shown through a change in type size for the name of offices. The largest type size lists the name of the state agency. As the agency breaks down into more specific responsibilities the size of the type gets smaller. For example:

Department of Administration
BUREAU OF BUILDING CONSTRUCTION AND
CENTRAL SERVICES
MATERIALS MANAGEMENT DIVISION
DISTRIBUTION CENTER AND STATE REGISTER ACTIVITIES
OFFICE OF THE STATE REGISTER

To find who answers to whom, follow the type size of the titles up to the next larger size.

This edition of the guidebook also serves as a telephone directory to, and for, state agencies. Each office has its telephone number listed in bold type next to its title.

For specific information, readers and users of the guidebook are directed to the index. Particular questions about services, information, complaints, grants, assistance, licenses, permits, registration, examinations, regulations, tests and much more can be easily directed to the proper agency through reference to the index.

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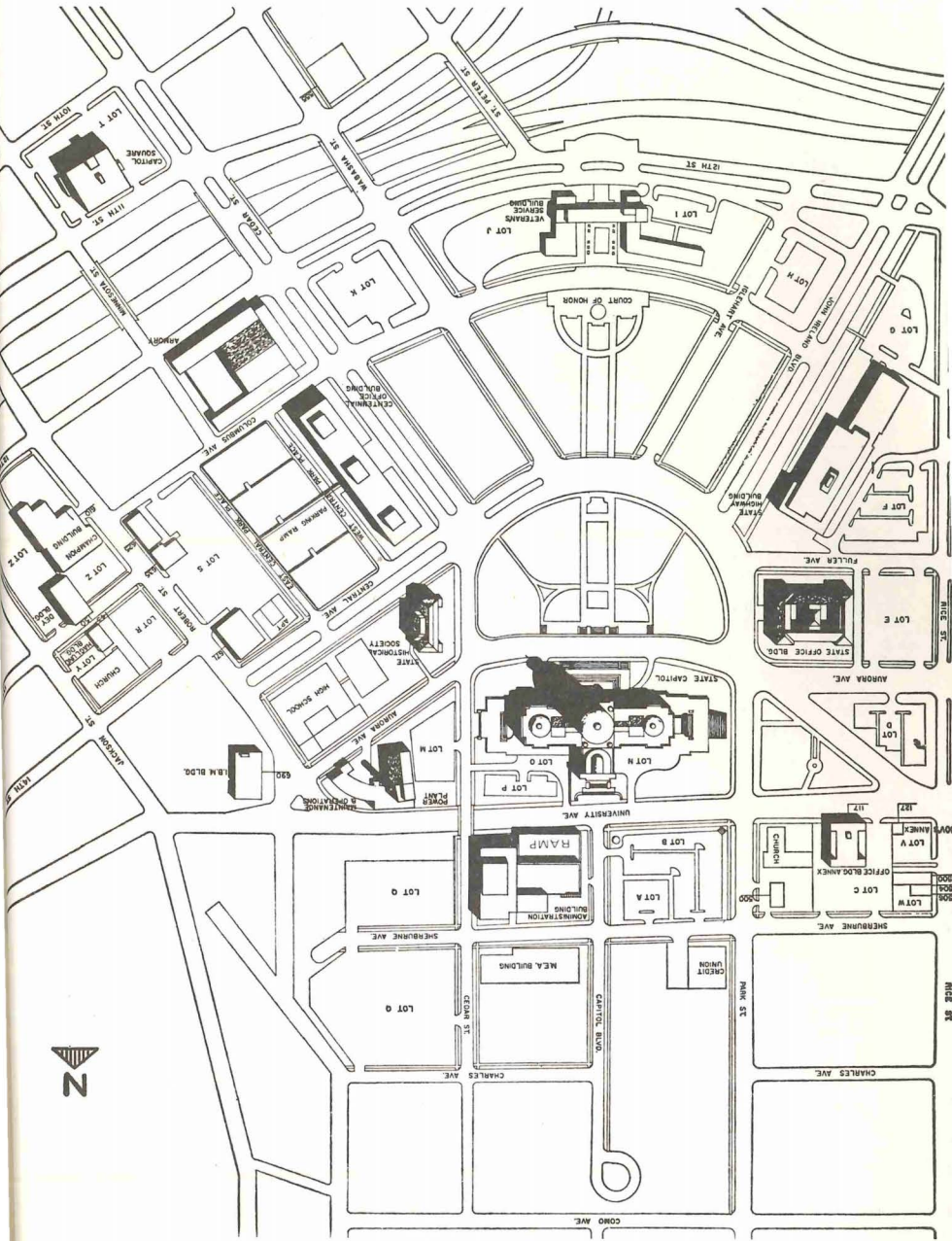
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Board of Abstracters

**309 East Main Street
Box 431
Anoka, Minnesota 55303
(612) 421-2550
K. B. Skurdal, secretary-treasurer**

Minnesota Statutes section 386.63

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.

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 Division of the Department of Commerce.

For license renewals or licensing information, contact the Administrative Services Section at the Department of Commerce, 5th Floor Metro Square Building, 7th and Robert Streets, St. Paul, Minnesota 55155, (612) 296-7903.

The examination fee and the license fee are both \$25.00. There is no fee for filing complaints. The board contacts applicants two or 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

**5th Floor, Metro Square Building
7th and Robert Streets
St. Paul, Minnesota 55101
(612) 296-7937
Marian Flanagan, executive secretary**

Minnesota Statutes section 326.17

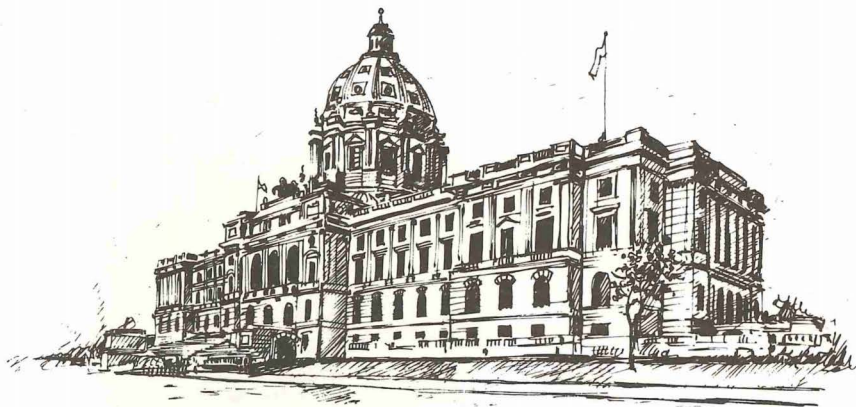
The Board of Accountancy administers the uniform certified public accountant (CPA) examination and licenses certified public accountants.

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.

For examination and application information, or to make a complaint, contact the Board of Accountancy. Applications are available from the board office. Renewal

applications are mailed in November to all state certified public accountants. The first time examination fee is \$100.00. The individual renewal fee is \$15.00.

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 applicant.



Department of Administration

2nd Floor, Administration Building
50 Sherburne Avenue
St. Paul, Minnesota 55155
(612) 296-3891

OFFICE OF THE COMMISSIONER, (612) 296-3862

Richard L. Brubacher, commissioner
William G. Strusinski, deputy commissioner

Minnesota Statutes chapter 16

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-treasurer of the Minnesota Commission on Interstate Cooperation, chairman of the School Loan Committee, and administrator for the Juvenile and Criminal Defense Grants Program.

**OFFICE OF THE ATTORNEY GENERAL, (612) 296-7030
ADMINISTRATIVE AGENCIES DIVISION**

**Room G-25 Administration Building
J. Michael Miles, director**

This division of the attorney general's office handles all legal services for their client agencies: the Departments of Administration, Finance, Personnel, and Military Affairs, the Office of Hearing Examiners, the Personnel Board, the County Attorney's Council, the Executive Council, the State Board of Investment, the Minnesota Educational Computing Consortium and the Designer Selection Board. The division also approves rules from all state administrative agencies as to form and legality for the Office of the Attorney General. This is one of the last 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 their client agencies.

BUREAU OF ADMINISTRATION, (612) 296-6950

Thomas E. LaVelle, assistant commissioner

Juvenile and Criminal Defense Grants Program

The commissioner of administration in consultation with the Attorney General, is responsible for the administration of the 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. Receiving corporations are specified by law. Only one grant is awarded in each area per year, with the money disbursed by the commissioner by July 1. After June 30, 1978, a minimum 10% match will be required from non-state funds. Send applications to the Office of the Commissioner, Department of Administration, 50 Sherburne Avenue, St. Paul, Minnesota 55155.

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

EMPLOYEE SUGGESTION SYSTEM, (612) 296-6798

Roberta Schneider, administrator

The Employee Suggestion System operates for approximately 30,000 state employees. The 7-member State Employee 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.

All state employees are eligible to participate in the suggestion program except members and employees of the board, employees of the University of Minnesota, and

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persons employed on a contract basis. Generally, employees whose jobs are such that they are expected to develop new ideas; receive a special assignment on the same subject as covered by the suggestion; or can put the idea into effect themselves are not eligible to receive awards for suggestions.

Positive, constructive proposals are solicited to:

1. improve service, communications, methods and techniques;
2. decrease costs, paper work, time, accidents, storage and filing space;
3. eliminate waste, duplication and bottlenecks;
4. advance production, use of existing facilities and job interest;
5. simplify forms, reports, machines, methods and procedures.

The following are earned for adopted suggestions:

1. \$10 to \$1,000 for ideas that save money (10% of first year's net savings);
2. \$10 to \$50 for safety ideas;
3. Certificate only to \$50 for ideas which do not result in cash savings or dollar amounts cannot be ascertained.

Awards for 2 and 3 above take into consideration the degree of benefit for hazard, ingenuity of the idea, cost of adoption; effort on the part of suggester; and completeness of the proposal.

Submit the idea on an "Idea Form." This form is available in suggestion system boxes, from personnel or business office, or at the suggestion system office. Send the completed form to the Employee Suggestion System, G-26 Administration Building, St. Paul, MN 55155. When the suggestion is received, a number is assigned and an acknowledgement sent. The suggestion is then sent to an evaluator in an agency directly concerned with the subject of the suggestion. Allow at least 60 days for a determination.

RECORDS MANAGEMENT DIVISION, (612) 296-6657

Gloria Gold, director

The Records Management Division serves all state agencies and units of local government by coordinating and managing the forms management system, the state records center program, and the state central micrographic services.

FORMS MANAGEMENT UNIT, (612) 296-9700

Richard Hullsiek, forms manager

The Forms Management Unit identifies and inventories all official state forms. It may also serve political subdivisions in helping to organize and manage a forms system. Services may be requested on "Application for Records Management Services" available by contacting the Records Management Division, Room 110, Nalpak Building, 333 Sibley, St. Paul, MN 55101. There is no charge for these services.

RECORDS CENTER, (612) 296-3122

Beverly Swanson, manager

The Records Center stores permanently and semi-permanently maintains official records which are used infrequently. The center also retrieves these records should they be needed. Records Center staff assists agencies in establishing retention and

disposition schedules for their records. Center services are also available to political subdivisions of the state of Minnesota.

Services may be requested on "Application for Records Management Services" by contacting the Records Management Division, Room 110 Nalpak Building, 333 Sibley, St. Paul, MN 55101. There is no charge for the service.

MICROGRAPHICS UNIT, (612) 296-9704

Patricia Shipp, manager

The Micrographics Unit 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. Micrographics services are also available to political subdivisions of the state of Minnesota.

Fees are charged for all micrographics production. For fee schedule or to request services, contact the Records Management Division, Room 110 Nalpak Building, 333 Sibley, St. Paul, MN 55101.

BUREAU OF BUILDING CONSTRUCTION AND CENTRAL SERVICES, (612) 296-7037

Norman R. Osterby, assistant commissioner

ARCHITECTURAL AND ENGINEERING DIVISION, (612) 296-4640

Paul F. Cummings, director

The Architectural and Engineering Division 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.

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

After the selection of a consultant has been made by the Designer Selection Board or the commissioner of administration, the Architectural and Engineering Division 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 Procurement Division.

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.

BUILDING CODE DIVISION, (612) 296-4626

**408 Metro Square Building
7th and Robert Streets
St. Paul, Minnesota 55101
Don Pates, director**

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:

1. assistance in applying and interpreting the state building code;
2. assistance and information regarding building materials, as in the case where a building official requires information on a substitute material;
3. consultations with architects and engineers;
4. 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;
5. assistance in meeting energy conservation standards for new buildings;
6. monitoring and licensing mobile home installers and mobile home manufacturers;
7. answers to consumer inquiries regarding mobile homes;
8. registration of mobile home installers.

CODE CONSULTANT AND PLAN REVIEW SECTIONS, (612) 296-9990

Richard A. Brooks, assistant director

CODE CONSULTATION SECTION, (612) 296-4629

Sivert Hendrickson, section chief

The Code Consultation Section provides assistance to the public in interpreting and applying the state building code. The section also assists and advises Minnesota building officials in the use of approved materials for construction and assists and advises municipal building officials whether alternate materials and methods meet the state building code requirements. For assistance and information contact the division at (612) 296-4639.

PLAN REVIEW SECTION, (612) 296-4630

Wayne Stevens, section chief

The Plan Review Section reviews and evaluates building construction documents for structures for which municipalities request review; manufactured structures; public schools; state-licensed buildings such as hospitals and nursing homes; state-owned buildings; and all buildings financed in whole or part by the state.

Personnel are available for consultations through this section. For information and assistance contact the division.

**ENERGY CONSERVATION AND MOBILE HOME/
MANUFACTURED BUILDINGS, (612) 296-9931**

ENERGY CONSERVATION SECTION, (612) 296-8204

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. For information and assistance contact the division at (612) 296-4639.

**MOBILE HOME/MANUFACTURED BUILDING SECTION,
(612) 296-4628**

Richard Hauck, section chief

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

1. monitoring and licensing mobile home dealers and mobile home manufacturers;
2. registration of mobile home installers;
3. answering consumer concerns and inquiries regarding mobile homes. The section also monitors mobile home installation standards and manufactured building plants.

Licenses for mobile home dealers are available from the section. The section also keeps records of all bonded dealers and manufacturers as this is a prerequisite for licensing. Licenses are available at the section office at Mobile Home/Manufactured Building Section, 408 Metro Square Building, 7th and Robert Streets, St. Paul, Minnesota 55101.

The form needed is the Dealer/Manufacturer Form. This form may be obtained by mail or phone from this section at no charge. The yearly licensing fee is \$44. Licenses are processed as soon as the application is received. Processing usually takes one to two weeks.

The Mobile Home/Manufactured Building Section registers mobile home installers. Registration can be accomplished by mail or in person. This service is available at the Mobile Home/Manufactured Building Section. Forms are necessary for registration. 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. Registration handled through the mail will be completed within one to two weeks. Registration handled in person will be completed immediately.

MATERIALS MANAGEMENT DIVISION, (612) 296-6131

Larry L. Volmer, director

The Materials Management Division is responsible for the development and management of a statewide materials management program. Through the inventory management activity it provides statewide personal property inventory management programs. This division also manages the state's federal surplus, central stores and documents distribution centers as well as the Office of the State Register.

**DISTRIBUTION CENTER AND STATE REGISTER ACTIVITIES,
(612) 296-6131**

Eugene A. Wrobel, assistant director

The distribution center activities provide distribution center support services to state

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agencies and public health institutions. The State Register activity publishes the *State Register*, *Minnesota Guidebook to State Agency Services*, and the *Minnesota Code of Agency Rules (MCAR)*.

FEDERAL SURPLUS PROPERTY SECTION, (612) 296-2853

James Johnson, manager

The Federal Surplus Property Section manages a distribution center for federal surplus property; such as maintenance, repair, operating equipment, and supplies for public agencies and non-profit educational and public health institutions or organizations. The General Services Administration identifies surplus federal property and notifies the section when this property is available to the state. The Federal Surplus Property Section then requests 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.

Public agencies, non-profit educational, and public health institutions or organizations may inspect or pickup federal surplus property at the Federal Surplus Property Section, 5420 Highway 8, Arden Hills, MN 55112, (612) 633-1644.

Non-profit educational and public health institutions or organizations may obtain information regarding eligibility and procedures for acquiring federal surplus property by contacting the above location.

State agencies must present a department purchase order (Form 502SA) coded to its class 26 expenditure authorization in order to obtain federal surplus property.

CENTRAL STORES SECTION, (612) 296-2111

Walter Sepolski, manager

The Central Stores Section manages 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. In addition, the central store furnishes a catalog and price list of available supplies.

Orders for supplies are submitted by the user agencies on a six-part central stores order form ADM 657. For more detailed information, refer to the central stores user manual. User manuals and catalogs may be obtained by contacting the central stores.

DOCUMENTS SECTION, (612) 296-2874

Eda Staudenmaier, manager

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. They also administer the "Slip-Service" law by providing photocopies of legislative acts as soon as they become available.

Publications available to the public fall into the categories listed below.

Catalogs 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 3500 lakes; and the *Index of Fire Plan Maps*, which lists maps for hunting or hiking.

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

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).

Rules of state agencies sold individually.

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

Tax court decisions, worker's compensation decisions, *Minnesota State Register*, Minnesota reports (Supreme Court decisions), and the *Minnesota Guidebook to State Agency Services*.

Stage flags and decals.

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

All the above items are available at the Documents Section, 140 Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155.

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 mail orders must be accompanied by a check. The cost of items available varies according to the cost of printing, postage, storage and handling. This section operates on a revolving fund, receiving no legislative appropriation and is completely self-sustaining.

There is no charge for any of the three catalogues available from the Documents Section. The cost for photo-copies of legislation is 25¢ for the first two pages, and 15¢ for each additional page, plus 4% sales tax and is determined by statute. Costs for individual rules are determined by the Office of the State Register.

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 the 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.

Orders by letter take two or three weeks for delivery. Orders made in person are filled immediately. All services offered to the public are also available to state agencies. Prices are shown in the catalogues. Routine purchases may be made by state agencies using Adm. Form 502SA. Orders may be brought in and filled over the counter or mailed to the documents office. Subscription services and "notice of publication" services are offered upon request. Please contact the Documents Section for details.

Ozalid reproduction of architectural and survey tracings are handled through this section. All drawings submitted for reproduction must be on tracing paper or vellum; any reasonable length but not exceeding 42 inches in width. The finished reproduction has blue lines on white paper and is the same size as the original. No reductions or enlargements can be made by this method. NOTE: There must be no paste over, mends or glued images on tracings. This service must be ordered on Adm. Form 619. Prices are based on square feet.

The Documents Section handles distribution of state agency publications to libraries pursuant to Minn. Stat. ch. 15.18. At the present time, 44 depositories are sent copies of all printed materials emanating from state departments that are printed for public distribution. The correct number of copies must be sent to documents who then assumes responsibility for shipping and postage. There is no charge to departments.

The general public represents well over half of the clientele served by documents. However, many state departments have found it advantageous to use documents' services for promoting public distribution of reports, study manuals and various other

important information. For details on special services for state agencies, call the Documents Section.

OFFICE OF THE STATE REGISTER

(612) 296-8239

Stephen A. Ordahl, manager

The Office of the State Register edits, publishes, sells and distributes three major publications of the state of Minnesota. In these publications appear all state agency rules, the Governor's executive orders, notices of official hearings, opinion solicitations, human rights decisions, banking bulletins, appointive position vacancies and listings of state agency services available to the public and other units of government.

The *State Register*, established by the legislature for informing the public of all state government activities, is published every Monday. According to Minnesota Statute sections 15.01 through 15.052 the following must be published in the *State Register* in order to become effective: proposed, temporary and adopted rules of state agencies, executive orders of the Governor, official notices of hearings, opinion solicitations, human rights decisions, banking bulletins, appointive position vacancies and other important state government information. Subscription information is listed below.

The *MCAR (Minnesota Code of Agency Rules)* is a 15-volume, loose-leaf set of permanent rules of all government agencies. The set provides extensive information on the nature and requirements of all formal and informal procedures related to the administration of official agency duties. Each subscription consists of four quarterly updates. Subscription information is listed below.

The *Minnesota Guidebook to State Agency Services* contains descriptions of over 90 state agencies, departments, boards, authorities, commissions, councils, offices and facilities. The book states the processes whereby the public may obtain information and services, file complaints, make submissions or requests, and secure assistance. The *Minnesota Guidebook to State Agency Services* is an easy to use reference book that provides vital information on obtaining state grants, licenses, publications, guides, maps, names, addresses and phone numbers of people to contact for state agency services. The book also contains information about the state of Minnesota collected and contributed by state agencies. Information on purchasing a copy of the book is listed below.

A comprehensive catalogue of the state's films, slides, cassettes, photographs, and records is being prepared for publication in late fall, 1978. For information contact the Office of the State Register.

Publication rates are as follows:

<i>State Register</i>	\$110.00 per year for single subscription (includes a copy of the <i>Minnesota Guidebook to State Agency Services</i>)
	\$ 85.00 each additional subscription (also includes a guidebook)
	\$ 2.25 single copies

<i>MCAR (Minnesota Code of Agency Rules)</i>	\$325.00 per 15-volume set (includes one year's subscription service)
	\$105.00 renewals
<i>Minnesota Guidebook to State Agency Services</i>	\$ 4.95 plus 20¢ sales tax
<i>State Register binders</i>	\$ 5.00 plus 20¢ sales tax

All orders must be paid in advance. Checks should be made out to the "Minnesota State Treasurer."

For more information, to order, or to subscribe to the office's publications, contact the Office of the State Register, Suite 415 Hamm Building, 408 Saint Peter Street, St. Paul, Minnesota 55102.

INVENTORY MANAGEMENT ACTIVITY, (612) 296-6131

The Inventory Management Activity develops and directs a statewide inventory management program which includes formal inventory systems ensuring the effective management of all state-owned personal property.

CONSUMABLE INVENTORY SECTION, (612) 296-5701

John Tuset, manager

The Consumable Inventory Section is responsible for the development and maintenance of an inventory management program 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 and monitors systems at all agencies to include inventory planning capabilities, perpetual inventory records, stock controls, reporting procedures and warehousing techniques.

Inventory management guidance and assistance is provided to agency personnel via training sessions and user's manuals. For information or assistance contact the Consumable Inventory Section, 671 No. Robert St., St. Paul, Minnesota 55101.

FIXED ASSET INVENTORY SECTION, (612) 296-7098

Keith Hovland, manager

The Fixed Asset Inventory Section is responsible for the development and maintenance of a computerized inventory management 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.

Program guidance and assistance is provided to agency personnel via training sessions and user's manuals. For information or assistance contact the Fixed Asset Inventory Section, 671 No. Robert St., St. Paul, Minnesota 55101.

SURPLUS PROPERTY UTILIZATION SECTION, (612) 296-1048

Paul Krenik, Jr., manager

The Surplus Property Utilization Section is responsible for providing policies and procedures to ensure optimum utilization of all state-owned personal property. This section directs the transfer of surplus property between state agencies preventing the

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purchase of new property of similar nature. A cataloged listing of all needed and available surplus property is periodically circulated to all agencies.

Surplus property management guidance and training is provided to agency personnel via training sessions and user's manuals. For information or assistance contact the Surplus Property Utilization Section, 671 No. Robert St., St. Paul, Minnesota 55101.

SURPLUS PROPERTY SALES SECTION, (612) 296-6132

Warren Woods, manager

The Surplus Property Sales Section is responsible for directing the sale of all surplus personal property which has no further utility value to the state. Surplus 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 deemed most advantageous to the state.

Persons interested in purchasing surplus state personal property or providing auctioneering services should call or write to the Surplus Property Sales Section, Materials Management Division, 671 North Robert Street, St. Paul, Minnesota 55101.

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.

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 will 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 of the sale. Public service announcement releases are also sent to radio and television stations throughout the state.

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.

Guidance and assistance in the sales disposition of non-transferable surplus property is provided to agency personnel via training sessions and user's manuals.

AUDIT SECTION, (612) 296-5162

Sidney Zochert, chief auditor-consultant

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. For information or assistance contact the Audit Section, 671 No. Robert St., St. Paul, Minnesota 55101.

PROCUREMENT DIVISION, (612) 296-2513

Vern S. Bruce, director

The Procurement Division purchases all supplies and equipment for state agencies. State departments and agencies may obtain information regarding division services via bulletins published for their use. To receive these bulletins you may call or write the Procurement Division, Room 112 Administration Building, St. Paul, MN 55155.

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.

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. Persons wishing to participate in the bid procedure should write to the director of procurement, at the Procurement Division's address above.

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.

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. discription of supplies and services to be furnished under each item;
9. place, method and condition of inspection or testing, if required; and
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 successful 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.

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.

BUYING SECTION, (612) 296-2601

James J. Corrigan, assistant director

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.

STANDARDS AND ENGINEERING SECTION, (612) 296-6860

Donald T. Hackman, assistant director

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.

CONSTRUCTION CONTRACTS SECTION, (612) 296-2612

Betty Jane Frank

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.

OFFICE EQUIPMENT REPAIR, RENTAL AND SALES SECTION, (612) 296-6410

Eugene D. Kilmer, section chief

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.

Forms to be used, addresses, telephone numbers, and price schedules for services rendered are contained in the "Procedures Manual to Obtain Services from Publications and General Services." For further information, call or write the Office Equipment Repair, Rental and Sales Section, Room 25 State Office Building, St. Paul, MN 55155.

PUBLICATIONS AND GENERAL SERVICES DIVISION, (612) 296-3277

Hyman H. Cohen, director

The Publications and General Services Division provides mail handling, printing and duplicating services. The division has published and distributed a "Procedures Manual to Obtain Services from Publications and General Services" for the convenience of users throughout the state system. The purpose of the manual is to give users help in contacting and obtaining information, aid, and usable services. It contains forms to be used, addresses, telephone numbers, and price schedules for services rendered. To obtain a copy of the procedures manual, call or write the Publications and General Services Division, 506 Rice Street, St. Paul, MN 55103.

CENTRAL MAILING SECTION, (612) 296-6801

Michael Perry, section chief

The Central Mailing Section provides mailing, addressing and inserting services to all state agencies in the Twin Cities metropolitan area.

PRINTING AND DUPLICATING SECTION, (612) 296-3277

Donald N. Johnson, state printer

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 can be bid out to commercial printers through the Procurement Division. 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.

BUREAU OF INFORMATION SERVICES, (612) 296-9134

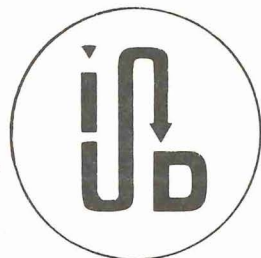
Charles E. Coskran, assistant commissioner

CABLE COMMUNICATIONS DIVISION, (612) 296-2545

Robert McDonald, director

The Cable Communications Division provides staff services to the Cable Communications Division Board (CCB), a seven-member, governor appointed group. The Cable

Communications Division and CCB 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. For a listing of services provided by the board see the entry for the Cable Communication Board.



**INFORMATION SYSTEMS DIVISION (ISD),
(612) 296-6990**

Nancy M. Abraham, acting director

The director of the Information Systems Division is responsible for operating the state's computers and coordinating the computer systems used in 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 ISD director manages the data processing resources of the state. The incumbent is also responsible for maintaining the solvency of the state's Computer Revolving Fund.

The Information Systems Division (ISD) of the Department of Administration provides the necessary services for the analysis, design, and programming of automated information systems as well as for the production of computer programs for user agencies. Prior to any work being done, the necessary funds to pay for the work specified must be encumbered in the statewide accounting system by state agencies and must be certified in writing as available for payment by non-state agencies. Work performed is billed and must be paid for on a monthly basis.

Application for ISD services should be made to the User Relations Unit, Information Systems Division, Fifth Floor, Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155.

SYSTEMS DEVELOPMENT SECTION, (612) 296-6330

John D. Schwartz, assistant director

The Systems Development Section designs and develops computerized information systems for state agencies. Rates for services rendered shall be charged in accordance with the rate schedule published by the Information Systems Division and approved by the commissioner of finance.

The User Relations Unit provides the necessary interface with user agencies by coordinating their information processing needs as well as providing a data administration function.

ADMINISTRATIVE SUPPORT SECTION, (612) 296-6326

Norbert A. Bohn, assistant director

The Administrative Support Section deals with standards and controls and internal improvements in operations and management. It provides for physical security of the premises, issues charges to user agencies, and provides training in the areas of data processing.

OPERATIONS SECTION, (612) 296-6317

Robert V. Atkinson, assistant director

The Operations Section handles production and the input and output for the production facilities (computers).

SYSTEMS MAINTENANCE SECTION, (612) 296-6351

Richard A. Kelly, assistant director

The Systems Maintenance Section supports the computer hardware and software needed to accomplish the present and future workloads of the state in the area of information systems. It also handles the maintenance of production systems.

TELECOMMUNICATIONS DIVISION, (612) 296-6191

Clinton H. Lomis, director

The Telecommunications Division plans, designs, coordinates and approves telecommunications systems for state agencies to meet their present and future needs, economically and reliably. The division also provides service to the public.

Consultation and design services are available to state agencies for the following systems.

Local, long distance, North Star Telephone Network (NSN) and Wide Area Telecommunications System (WATS).

Radio and radio paging.

Video, including closed circuit television and connection to cable TV systems.

Audio, including public address and intercoms.

Teleconferencing

911 emergency telephone service.

TELPAC acquisition.

Telephone courtesy and proper telephone network usage.

The division receives and refers calls from the public to the appropriate agency. For Minnesota state office information call:

Twin Cities	(612) 296-6013
Brainerd	(218) 828-2200
Duluth	(218) 723-4613
St. Cloud	(612) 253-8978
Rochester	(507) 285-7000
Mankato	(507) 625-3552

There is no charge for this service. Calls are immediately referred.

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. To send information to a state agency use the state TWX/TELEX number: (910) 563-3592. There is no charge for this service. When information is received, the division will contact the addressee and mail the transmission or arrange to have it picked up.

The division has a facsimile machine capable of sending and receiving copies of pictures, letters, graphs, signatures, and other printed material. To send facsimile transmissions use: (612) 296-7654. There is no charge for this service. When fac-

similes arrive, the division will contact the addressee and arrange to mail the transmission or have it picked up.

The division provides a teletypewriter for the deaf. A deaf person must, however, have a compatible machine to communicate with the system. To send messages to a state agency use: (612) 296-7654. There is no charge for this service. 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 division will ask the proper state agency and send the answered request via teletype.

The division compiles the state telephone directory. The directory costs \$3.50 and is available at the Documents Section, 140 Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155.

The division is responsible for inserting and changing listings of state agencies in telephone company directories.

The division assists counties in developing 911 emergency telephone service plans. For information or assistance, call or write the Telecommunications Division, Room G-4 Administration Building, St. Paul, Minnesota 55155.

BUREAU OF MANAGEMENT, (612) 296-6852

Daniel B. Magraw, assistant commissioner

CETA CENTRAL DIVISION, (612) 296-6697

Lois M. Pollari, director

The newly organized CETA Central Division provides administrative services to state departments and agencies. The division acts under the Federal Comprehensive Employment and Training Act to provide job training and employment opportunities for economically disadvantaged, unemployed, and 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 Department of Administration are processed and monitored by the CETA Central Division.

The CETA Central Division acts as a clearinghouse for all state department and agency public service employment needs under the CETA program. Applications for the services may be made by calling or writing to the CETA Central Division, Room 203 Administration Building, St. Paul, Minnesota 55155.

A preliminary proposal form delineating procedures will be returned to the requesting agency for review and completion. This service is provided without a fee.

CONTRACTS MANAGEMENT OFFICE, (612) 296-6736

William H. Siemers, director

The primary responsibilities of the Contracts Management Office are the review, modification, approval, or disapproval of any written instrument (such as contract for services, grants, income or receivable agreements, inter-agency agreements or loan agreements) containing the elements of offer, acceptance, and compensation consideration to which the state, including any of its departments, agencies, boards, or any

employee acting in an official capacity is a party. This does not cover any biddable service which is handled by the Procurement Division in the Department of Administration, contracts for architectural services, or leases.

The objectives are to simplify and expedite contract processing and to protect the state's interest by promoting competition, using services available through other state agencies when appropriate, and requiring performance evaluation under certain circumstances.

Assistance is available to determine need, review alternatives, recommend selection procedures, review drafts and suggest changes. For assistance and information call the Office of Contract Management. The form generally used for contractual services is the standard contract form entitled "Contractual (non-state employee) Services" ADM FORM 1051. You may order or pickup the form from Central Stores, 139 East 12th Street, St. Paul, Minnesota 55155, (612) 296-2111. See the Central Stores catalog for the price of the form.

DATA PRIVACY UNIT, (612) 296-6733 or 296-6729

Donald A. Gemberling, Manager

The Data Privacy Unit 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 unit may be able to 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. All requests for information or aid in finding data kept by government agencies on individuals should be directed to the Data Privacy Unit, Room 203 Administration Building, St. Paul, Minnesota 55155. There are no fees for this service. All requests are handled as soon as they come in. Requests may be made by phone, letter, or in person.

FISCAL SERVICES DIVISION, (612) 296-6271

Lawrence R. Dowdle, director

The Fiscal Services Division does the accounting for the Department of Administration, the Office of the Lieutenant Governor, the Office of Hearing Examiners, the Capitol Area Architectural and Planning Board, the Citizens' Committee on Voyageurs National Park, and the Council on Affairs of Spanish Speaking people.

The division processes the A68 (interdepartmental billings) payment transactions for those divisions of administration and the hearing examiners' office that provide services to other state departments or agencies. The A68 procedures are outlined in the statewide accounting procedures manual.

GENERAL ACCOUNTING SECTION, (612) 296-6278

Karl Wallin, section chief

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.

TRANSACTIONS SECTION, (612) 296-6273

Dennis Reek, section chief

The Transactions Section makes the payments for materials and services used by the Department of Administration with the exception of the Information Systems Division.

GOVERNOR'S OFFICE SUPPORT SECTION, (612) 296-6285

John Pemble, section chief

The Governor's Office Support Section does the accounting for the Office of the Governor and the Office of the Lieutenant Governor. The section prepares and reviews budgets, reviews all expenditures, and prepares all requests for services of materials.

**INFORMATION SYSTEM ACCOUNTING SECTION,
(612) 296-6354**

James Joiner, section chief

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.

INTERNAL AUDIT UNIT, (612) 296-4604

Warren D. Madigan, internal auditor

The Internal Audit Unit reviews and assesses the soundness, adequacy, and application of accounting, financial, and other operation controls, and recommends operational improvements within the Department of Administration. The unit also assesses the extent of compliance with established policies, plans, and procedures.

MANAGEMENT ANALYSIS DIVISION, (612) 296-5130

Lois M. Anderson, projects coordinator

The Management Analysis Division supports the commissioner of administration in his statutory responsibility to improve the management and reduce the cost of state government by providing management analysis services to state agencies, the legislature, and the Governor's office.

For information about requesting management analysis services, contact the commissioner of administration. No forms are required. All requests for any of the management analysis services (described below) should be submitted in writing to the commissioner. No fees are charged for these management analysis services.

Upon receiving a request, the commissioner and/or his designee promptly contacts the requesting party to discuss scope of service needed and level of effort, and to negotiate scheduling of the management analysis service, taking into consideration both the client's deadlines and the availability of analysts' time.

ADMINISTRATIVE PROJECTS PROGRAM, (612) 296-5097

Dorothy Westberg, program leader

This program provides a variety of analytic and administrative services to enhance the department's provision of its services to other agencies, including coordination of the department's assistance to agencies in installing management improvements recommended by the Legislative Audit Commission, and the preparation and distribution of executive and reorganization orders.

EXECUTIVE PROJECTS PROGRAM, (612) 296-6804

John P. Goggin, program leader

This program includes projects assigned by the Governor and the commissioner of administration and involves providing information, analysis, and recommendations as the basis for executive decision-making.

LEGISLATION REVIEW PROGRAM, (612) 296-6869

Timothy Leahy, program leader

This program involves reviewing and analyzing all proposed departmental legislation for the Governor's office and the legislature.

MANAGEMENT STUDIES PROGRAM, (612) 296-5130

This program is intended to improve the management and efficiency of state government by conducting management studies in state agencies upon their request, assisting state agency heads in assessment of problems in organizational structure and/or operational procedures, developing alternative solutions, and implementing accepted recommendations.

REORGANIZATION APPROVALS PROGRAM, (612) 296-6879

Richard E. Manthey, program leader

This program involves reviewing and approving all state agency proposals for reorganization and assisting state agencies, at their request, in the preparation of their reorganization proposals.

PERSONNEL SERVICES DIVISION, (612) 296-2885

James L. Ware, director

The Personnel Services Division 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 *ADMINFO*, the Department of Administration newsletter.



VOYAGEURS NATIONAL PARK PROJECT, (218) 283-3507

Donald Parmeter, executive director

The Department of Administration received a grant from the Upper Great Lakes Regional Commission for administration of this project. The purpose of the project is to provide coordination of federal, state and local governmental actions including input from private citizens in order to develop a comprehensive program for the development of Voyageurs National Park. For information contact the Voyageurs National Park, 205 Fourth Avenue, International Falls, Minnesota 56649.

BUREAU OF REAL ESTATE AND TRANSPORTATION (612) 296-7040

John C. Moen, Assistant Commissioner

CENTRAL MOTOR POOL DIVISION, (612) 296-2163

Glenn Johnston, director

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, (612) 296-2163

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

TRAVEL COORDINATION CENTER, (612) 296-5658

Jerry Brunnette, travel coordinator

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. 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. Complaints should be filed at Travel Coordination Center, 610 North Robert Street, St. Paul, Minnesota 55101. No forms or fees are needed.

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.

TO REQUEST AN AUTOMOBILE

An employee requesting an automobile must obtain an ADM 800 form, available from Central Stores. The initial request for a vehicle can be made by calling 296-5658 and the ADM 800 form, with an authorized signature, must be given to the dispatcher when the car is picked up. The form must be completed by the person or agency requesting the vehicle.

Vehicle requests must be made in advance. For short-term usage or a trip, the division requires requests to be made no later than 2:00 p.m. the day before the car is needed, earlier if possible. For using cars on a monthly basis, or for out-of-state travel, a vehicle must be reserved at least one week in advance.

Each month the user agency will be billed according to the requisitions (ADM 800) and/or travel logs signed off by members of the agency. From the mileage driven, the Central Motor Pool Division will calculate the proper billing amount and send it to the Fiscal Services Division for payment. A copy is then sent to the using agency.

For information or assistance contact the Central Motor Pool Division, 610 North Robert Street, St. Paul, MN 55101.

ACCIDENTS

An employee involved in a traffic accident should make no statements except to law officers, representatives of the state's insurance company, or the Central Motor Pool Division. He should give his name, address, and the name and address of the state's insurance company. This information is on a card attached to an accident report blank in the packet of material in the glove box of each car.

A full report on each accident must be made to the Central Motor Pool Division as soon as possible. If there is injury or property damage over \$300 in value, the "Min-

nesota Motor Vehicle Accident Report" (Department of Public Safety) must be filled out and sent to the division. All accidents must be reported. If the accident is serious, call collect at (612) 296-2163.

COMMUTER VAN POOL

The Travel Coordination Center also manages the State Employee Commuter Van Pool Program. The vans serve areas not having adequate public transportation in the metropolitan area and in selected out-state locations. State employees and blind operators share use of the vans with one employee serving as van coordinator for each van. Purchase costs and operating costs are borne by users. For further information contact the Travel Coordination Center, 610 North Robert Street, St. Paul, Minnesota 55101. There are no forms. Passengers are charged a fee.

CENTRAL MOTOR POOL SHOP

The Central Motor Pool Shop is responsible for routine maintenance of division vehicles in the Minneapolis-St. Paul metropolitan area. Operating economy is accomplished by a program of regular, periodic servicing of its vehicles.

SERVICING

Gasoline and oil should be obtained from the service center at 610 North Robert if possible. A state credit card is included with the keys in each vehicle, and it should be used at the division pumps.

Each car also contains a list of commercial stations having state contracts. Petroleum products should be purchased from a source on the list so that the state will get the discount. If it is impossible to buy fuel from an authorized source, ADM 559 (a field order form for gasoline and oil that is in each car) should be used.

Any purchase over \$35.00 must be approved by the Central Motor Pool Division prior to the time any work is done by calling (612) 296-8318. Collect calls to the division will be accepted. The purchase of tires or batteries is not done except in cases of emergency. For such items to be shipped to out-of-state addresses, call (612) 296-8317.

ROUTINE MAINTENANCE

Oil changes and lubrication, minor tune-ups, and check-ups will be routinely performed by the Central Motor Pool Division. However, if a driver keeps the car over long periods of time, it is his responsibility to see to it, by means of a phone call, that the necessary maintenance is scheduled and performed. The driver should check the slips on the left door jam to see if maintenance is required. Oil changes are performed every 4,000 miles or 3 months, and minor tune-ups every 15,000-20,000 miles. To obtain servicing and routine maintenance contact the Central Motor Pool, 610 North Robert Street, St. Paul, MN 55101, (612) 296-8318.

ENERGY CONSERVATION PROGRAM, (612) 296-8204

Donald T. Johnson, coordinator

The Energy Conservation Program studies all state-owned buildings which are heated by oil, coal, gas or electricity to determine the most effective manner in which insulation, climate control and lighting changes can be used to conserve energy.

PLANT MANAGEMENT DIVISION, (612) 296-6401

Axel Peterson, director

The Plant Management Division maintains all state buildings in the capitol complex, the health building, the twin city metropolitan area community colleges, the economic security buildings in Minneapolis and St. Paul, and the governor's residence. 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 smoking and 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.

BUILDINGS AND GROUNDS SECTION, (612) 296-9905

Clarence H. Ernst, assistant director

The Buildings and Grounds Section provides routine grounds maintenance and daily janitorial care of state buildings in the state capitol complex group and other related buildings in the twin cities metropolitan area. The section maintains the lawns and parking lots year-round and during the winter it removes snow from sidewalks, ramps, and parking lots. The section also moves furniture and office equipment for state agencies upon request. It provides no services directly to the public.

CLEANING AND GROUNDS MAINTENANCE

Contact the Plant Management Division at 296-6401 if the need for emergency cleaning arises in any state building, including the filling of towel or tissue dispensers. This number can also be used if emergency grounds services are required, such as sanding a sidewalk or snow removal.

MATERIALS TRANSFER

This crew handles the movement of office furniture and supplies between building locations in the metropolitan area. In some cases it may be determined that a private mover would be required, in which case the agency will be referred to the Procurement Division for the move to be placed out for competitive bidding.

To request this service, the requesting agency must submit a memorandum setting forth all pertinent details including dates, places, and materials to be moved. The request should be submitted at least two weeks in advance of the date service is desired. The name and extension number of the person responsible for the move must be identified in the memo. If an estimate of cost or time is desired, it should be stated. Submit requests to the Plant Management Division, G-9 Administration Building, St. Paul, MN 55155.

There is no charge to the agency for a move made during regular working hours. After regular working hours or on Saturday, Sunday or holidays, the charge is based on the manhours required at the prevailing overtime rate.

PLANT OPERATIONS AND MAINTENANCE SECTION, (612) 296-2777

Mahlon Schleis, assistant director

The Plant Operations and Maintenance Section operates, maintains, and repairs building 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.

CENTRAL SHOP SERVICES

Furniture repair and refinishing, picture framing, sign making, and construction of cabinets, shelves, etc., are services available upon request. Requests must be made to Plant Management by using ADM Form 796 which can be obtained from Central Stores. An estimate of the cost of the service will be furnished upon request. All cost estimates are valid for 30 days. Charges for service will be sent to the user agency for payment. Submit requests to the Plant Management Division, G-9 Administration Building, St. Paul, MN 55155.

REPAIR AND MAINTENANCE SERVICES

Individuals wishing to report a light out, room too hot or too cold, broken window, broken key in lock, etc., may call the maintenance dispatcher on extension 6800. ADM 797 is also used to make such a report.

SPECIAL SERVICES SECTION, (612) 296-9902

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.

There are four cafeterias at the capitol complex which the public may use. Prices are generally moderate.

Centennial Building
Ground Floor
658 Cedar Street

Capitol Square Building
Lower Level
550 Cedar Street

State Capitol
Basement
Aurora Avenue

Transportation Building
Ground Floor
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
5th Floor
20 West 12th Street and
Columbus Avenue

State Office Building
Basement
Wabasha Street

State Administration Building
1st Floor
50 Sherburne Avenue

PERMITS TO USE STATE BUILDINGS

For permits to use state buildings for public group activities contact the Special Services Section.

LOST ITEMS

For reporting or trying to find lost items contact the Special Services Section.

FLAG PROTOCOL

For information regarding flag protocol contact the Special Services Section.

Employee suggestions are complaints concerning the cafeterias and vending stands operating in the capitol complex and the health department building in Minneapolis should be addressed to the Plant Management Division, Special Services Section.

PARKING

Plant Management maintains parking facilities located at the health building on the U of M campus, 1246 University Avenue, St. Paul, and the capitol complex. The division is also responsible for administering the parking which is provided pursuant to leased space in the seven-county metro area. All parking (except meters) is by contract and payment is by payroll deduction for state employees who are under the Central Payroll System.

Application for contract parking must be made in writing to the Plant Management Division. The memo should contain the applicant's name, employing agency, telephone extension at work, type of vehicle (compact or regular), the motor vehicle license number. If in a car pool, name each passenger, employing agency, and location if it is other than in the capitol complex. Indicate the desired parking location.

Since the demand for parking space is greater than the space available, assignment of parking space will be made from applications based on these priorities: (1) handicapped persons; (2) car poolers; (3) employees who require special parking because of conditions of employment; and (4) all other applicants by date of application.

When departments or agencies have individuals or groups coming into the capitol complex for meetings, hearings, etc., special reserved meter parking can (if available) be obtained from Plant Management for which there is a flat charge of \$1.00 per vehicle per day or part of a day.

Copies of the Department of Administration's parking regulations are available from the Plant Management Division. Submit any request regarding parking to the Plant Management Division, G-9 Administration Building, St. Paul, MN 55155, (612) 296-6401.

CONFERENCE ROOM SCHEDULING

Plant Management maintains a schedule for the use of conference rooms in the capitol complex. Rooms included in this service are:

1. Veterans Building, Room A — seats approximately 40, Room 304 — seats 35, and Room D — seats approximately 100 maximum.
2. Administration Building, Room 116A and B — seats 40 each or a total of 80 maximum when used together as one room.
3. Capitol Square, Room A (first floor) — seats 50 to 60 maximum, and Room 305 — seats 20.

These conference rooms are reserved on a first-come, first-served basis by calling

Plant Management at 296-6401. If all rooms are filled, an attempt will be made to find other meeting space.

The State Office Building auditorium is also available. Reservations are to be made through the legislature by calling 296-5974.

KEYS: ISSUE AND REPLACEMENT

Exterior doors to all major buildings in the capitol complex are controlled by an electronic security system. Card readers are installed at the main entrances to each building. Authorized persons will be admitted after regular business hours by means of a card which, when inserted into a reader, will operate the door locking mechanism.

Persons holding exterior door keys to buildings equipped with the surveillance and monitoring system must return them to Plant Management, since keys cannot be used on doors controlled by the electronic system.

Interior door keys will be issued to persons so recommended by the department head and where a need for an interior key is shown. A charge is made for each key issued. For information or assistance contact the Plant Management Division.

LOST AND FOUND OR ABANDONED PROPERTY

Personal articles found on state property should be sent to Plant Management, Room G-9 Administration Building. A tag should be attached indicating the date and place where the item was found and the name of the finder.

A person who has lost an article should contact Plant Management and give a description of the article along with information about when and where it may have been lost. Articles turned into the Plant Management Lost and Found will be held for 30 days and subsequently disposed.

If a personal vehicle of a state employee is stolen or vandalized, the owner should immediately report to the St. Paul Police Department and the Department of Public Safety, Capitol Security Division, by calling 296-6741.

State property missing and unaccounted for should be reported immediately to the Legislative Auditor and Capitol Complex Security Office by calling 296-6741. Public Safety Form 7015 should be submitted.

CENTRAL DELIVERY SERVICE, (612) 296-6401

The Central Delivery Service picks up and delivers inter-office and federal mail (no personal federal mail is handled) from all state offices within the capitol complex between 8:00 a.m. and 4:00 p.m. daily. Requests for this service should be placed with the Plant Management Division by calling 296-6401.

REAL ESTATE MANAGEMENT DIVISION, (612) 296-6674

Marlo W. Hanson, director.

The Real Estate Management Division is responsible for the assignment of work space in state-owned or leased buildings and for acquiring and disposing of land for the Department of Administration. The space management activity includes evaluation and allocation of office and other types of space needed for the operations of state

agencies. The division conducts all leasing arrangements for state agency space and maintains a current inventory of state-owned space in the metro area and all leased space throughout the state.

The division also acquires and disposes of real estate. Property is acquired by direct purchase, condemnation, or gift. Disposition of property is by transfer to another state agency, sale to another governmental body, or sale by bid to the general public. Services include verifying funding and legislative authority, recommending priorities of acquisition and disposition, obtaining and certifying real property appraisals, negotiating options, and coordinating the purchase with the Attorney General's office.

Information regarding any of the above-mentioned real estate activities is available from the Real Estate Management Division, Room G-22, State Administration Building, St. Paul, Minnesota 55155.

The commissioner of administration is responsible for the issuance of permits to search upon lands owned by the state for abandoned or lost property. The commissioner grants such permits upon agreement to and performance of specified terms and conditions, including the division between the state and finder of the proceeds from disposition of the property. Send applications for permits to the Real Estate Management Division.

No forms are needed for permit applications. However, each application must include:

1. name, mailing address, and phone number of applicant;
2. description of how proposed search will be conducted;
3. specific description of area where search will take place.

There are no application fees.

Permits will be forwarded within 15 days of compliance with the terms and conditions and written acceptance thereof. (Information relative to the terms and conditions may be obtained from the above location.) The compliance with the terms and conditions portion of the application process could be prolonged if applicant liability insurance is deemed necessary.

Board on Aging

204 Metro Square Building

St. Paul, Minnesota 55101

(612) 296-2770

Harold Windingstad, chairman

Gerald A. Bloedow, executive secretary

Minnesota Statutes section 256.975

The Minnesota Board on Aging, formerly the Governor's Citizens Council on Aging, was established in 1956 to meet the special needs of the 600,000 older persons in the state. The Governor appoints the 25 members of the board, choosing individuals from throughout the state.

Professional staff assist the board in the development of new service programs and the stimulation of public interest in aging. Advisory committees at local, regional, and

state levels also help the board with planning and decision-making to insure the design of responsive, representative programs.

The Board on Aging administers about \$10 million in federal and state grants yearly and has started more than 200 programs for older persons in Minnesota.

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

Nine Area Agencies on Aging are located throughout Minnesota and work within regional development commissions to maximize their planning capabilities. These agencies, listed by region in the Department of Public Welfare section, Aging Division, offer technical assistance to aging programs in their respective regions, promote the development of new aging services, coordinate existing services, engage in an on-going planning effort on behalf of older persons and have direct responsibility for the funding and review of a number of Older Americans Act programs in their regions.

The board administers a state-wide Nutrition Program for the Elderly through which more than 8,000 hot, nutritious meals are provided daily at 240 congregate dining facilities throughout the state. The program offers older persons, particularly those with low incomes, low-cost, nutritionally sound meals served in strategically located centers such as schools, churches, community centers and senior citizen centers where they can also receive other social and rehabilitative services. Besides promoting better health through improved nutrition, the program is aimed at reducing the isolation of old age.

Under the nutrition program, the board makes grants to local agencies to provide congregate meals and eight social services: transportation, recreation, shopping assistance, nutrition education, outreach, health and welfare counseling, personal escort services and information and referral. The program encourages congregate dining to facilitate social interaction, but may also provide home delivered meals to those older persons unable to partake in group meals.

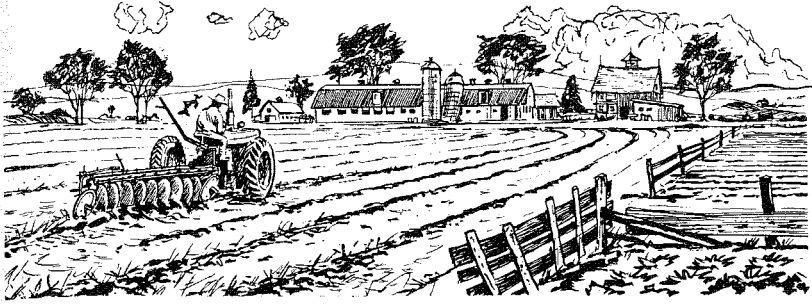
The Senior Companion Program employs about 70 low-income older persons as friends for elderly and handicapped adults living in their own homes or in institutions. The Foster Grandparent Program employs more than 100 low-income persons, age 60 and older, to serve retarded persons lacking close personal relationships with adults. Both programs are conducted by the Minnesota Association for Retarded Citizens at locations throughout the state.

The board publishes the *Senior Spotlight*, an 8-page, bi-monthly newsletter containing information about board programs and activities and developments in aging programs at the local, state, and national levels. Copies and subscriptions are free. To be placed on the mailing list, contact the Board on Aging.

The Board on Aging is developing nursing home ombudsman activities throughout the state to enhance the quality of care and quality of life for residents of long-term care facilities. Board staff work with nursing homes, consumer groups, and other state agencies to stimulate the improvement of the long-term care system.

The board issues a *Consumer's Guide to Nursing Home Care* which is available from the Metropolitan Council, 300 Metro Square Building, St. Paul, Minn. 55101, (612) 296-6464. Cost is \$2.50.

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



Department of Agriculture

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

Minnesota Statutes chapters 17-34

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. It encourages the development of agricultural industries through market development and regulation of food products.

AGRONOMY SERVICES DIVISION, (612) 296-6121

John Halvorson, director

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. It inspects livestock feed and field, tree, shrub and lawn seed.

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. For information on application forms, contact the Agronomy Services Division at the Department of Agriculture's address listed above.

The application form for antifreeze is "Registration of Antifreeze No. AF-6-69." The form must be completed in duplicate. There is no form for the Hemp Growers Permit. There is a \$30 antifreeze registration fee. 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, (612) 296-8312**Leo M. Lehn, supervisor**

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. This section registers all pesticides offered for sale in the state of Minnesota. For information or application forms, contact the Pesticide Control Section at the Department of Agriculture's address listed above.

The form used in "Application for the Registration of Pesticide Products" — No. 105, Rev. 1/77. The fee is \$10 per product registered. Registration must be renewed annually before January 1. This section sends renewal applications 30 to 60 days before the renewal date. Registrations are issued upon return of the application, a copy of the product label, and the fee.

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:

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;

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.

For information or application forms, contact the Pesticide Control Section at the Department of Agriculture's address listed above.

Forms used are:

1. application for License to Sell Restricted Use Pesticides — No. AG-00153-01;
2. application for a Commercial Pesticide Applicator License/Certification — No. AG-00135-01. (rev. 12/77);
3. application for a Noncommercial Pesticide Applicator License/Certification — No. AG-00135-01. (rev. 12/77);
4. application for Pest Control Applicators License — No. 801. (rev. 12/77); and
5. application for permit to apply a pesticide which contains . . . (TCDD) — No. 101. (8/76).

Fees are:

1. sell restricted use pesticides	\$35.00
renewal application late fee	10.00
2. commercial pesticide applicator firm and first operator	17.50
each additional operator	7.50
renewal application late fee	5.00
3. noncommercial pesticide applicator firm and first operator	17.50
each additional operator	7.50
renewal application late fee	5.00
4. pest control operator	10.00
renewal application late fee	50% penalty
license renewals	6.00
company licensed by state	75.00
company licensed by county or municipality	15.00

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). 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. 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.

All pesticide and fertilizer (including anhydrous ammonia) emergencies, such as accidents, spills, fires, floods, poisonings, exposure's or leaking containers 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:

Ross Grotbeck, pesticide specialist
(612) 296-8971 (office)
(612) 698-6903 (home)

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

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.

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.

For information or to obtain a Pesticide Damage Claim Inspection Request Form, No #716. Rev. 5/77, contact the Pesticide Control Section at the Department of Agriculture's address listed above.

FERTILIZER CONTROL SECTION, (612) 296-8309

Leo M. Lehn, supervisor

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 fertilizers labelled as specialty fertilizers and soil conditioners with recommendations for commercial agricultural use.

For information or application forms, contact the Fertilizer Control Section at the Department of Agriculture's address above. The form used is the "Application for Fertilizer License — No. 304 (1/72)." This form must be completed in duplicate. 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. 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.

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. There is a \$50 fee for each product registered. 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, (612) 296-5151

Clifford Christenson, supervisor

The Seed Laboratory Section issues a variety of permits to grain screenings buyers and vendors or agricultural seeds. They also register hybrid seed corn and test seeds.

The section issues permits to buyers of weed infested grain screenings. No grain screenings 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. For information or application forms, contact the seed laboratory at the Department of Agriculture's address listed above.

There is no fee for this permit. The permit must be renewed annually before December 31. The section will send renewal application 30 to 60 days prior to the renewal date.

The seed laboratory registers all hybrid seed corn varieties sold in Minnesota. The registration insures quality products and correct labeling on seed corn packages. For information or application forms, contact the Seed Laboratory Section at the Department of Agriculture's address listed above.

The form used in the "Originator's and Owner's Registration of Hybrid Seed Corn Variety — No. AG-00160-01 (rev. 11/77)." The form must be completed in duplicate. There is a \$15.00 fee for each variety registered. All varieties must be registered by February 1 of each year.

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. For information or to request a test, contact the Seed Laboratory Section at the listing above.

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. 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.

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. For information, schedule of fees, and application for seed tax permit, contact the Seed Laboratory Section at the address listed above.

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.

WEED CONTROL SECTION, (612) 296-6121

This section administers the agricultural weed law through assistance to local weed inspectors. Department district field inspectors provide training and technical support to township officers, and local and county weed inspectors in their weed inspection and eradication efforts.

Local units of government may obtain information and assistance for the weed control program by contacting the Weed Control Section, 648 State Office Building, Saint Paul, Minnesota 55155. There is no fee for this service.

FEED CONTROL SECTION, (612) 296-8435

Thomas McConnell, supervisor

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.

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.

For information, the proper application form or to make a complaint, contact the Feed Control Section at the Department of Agriculture's address listed above.

The application form for feeds distributed in packages of 10 pounds or less is "Application for Registration of Commercial Feeds — No. 203 (rev. 9/77)." The form for feeds distributed in packages over 10 pounds is "Application for Registration of Commercial Feeds — No. 201 (rev. 8/77)." No form is necessary to register a complaint.

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.

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, (612) 339-0371

Edward G. Moline, director

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.

The division inspects and grades grain according to official U.S. 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.

For information and location of class I weighing stations or to request an inspection or test contact the Grain Inspection, 316 Grain Exchange, Minneapolis, Minnesota 55415.

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

Protein analysis: (612) 336-2068

The division supplies the necessary forms. The division issues certificates for pro-

tein analysis, grain weighing and grading. Fees are charged to the person or firm requesting the services according to the division's fee schedule available upon request. 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 DIVISION, (612) 296-2292

A. C. (Al) Schloesser, director

The Livestock Licensing and Weighing Division issues licenses to livestock market 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.

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.

For information, application and agreement forms or specific fees contact the Livestock Licensing and Weighing, Livestock Exchange Building, South Saint Paul, Minnesota 55075.

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.

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 interstate commerce, are required to register with the Packers and Stockyards Administration, USDA, and file a federal-type bond. Minnesota accepts such bonds in lieu of a state bond when the department is named trustee.

For information, application forms, bond forms, financial statements, and annual report forms, contact the Department of Agriculture, Livestock Licensing and Weighing Division at their above address.

For information and forms concerning federal registration and bonding requirements contact the U.S. Department of Agriculture, Packers and Stockyards Administration, 208 Post Office Bldg., South St. Paul, Minnesota 55075, (612) 451-6897.

License fees are:

livestock market agency	\$100
livestock dealer	35
packing company	35
livestock dealer and packing company agent	20

License fees are not prorated and licenses are not transferrable.

Livestock market agency licenses are granted for one calendar year. All other licenses expire on June 30 of each year. Processing time for the issuance of licenses is normally one week.

PLANT INDUSTRY DIVISION, (612) 296-3347

Robert Flaskerd, director

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, and provides inspection service for fresh fruit and vegetables. Plant industry provides service to various industries, municipalities, and the general public. They approve municipal mosquito control programs and other pest control activities.

TECHNICAL SUPPORT SECTION, (612) 296-1348

Ronald Sushak, supervisor

The Plant Industry Technical Support Section provides laboratory diagnostic services for municipalities, industries, and the general public. Laboratory tests of tree samples for Dutch elm and oak wilt disease are provided. Also, nosema test for beekeepers, and barley loose smut tests for farmers and seed industry.

Dutch elm and oak wilt diagnostic service is free. Nosema test is free. The barley loose smut test cost is \$7.50 per sample.

No forms are required. Tree samples may be submitted to the laboratory during the active growing season. Sampling procedure information for all tests can be directed to the Department of Agriculture, Technical Support Section, 670 State Office Building, Saint Paul, Minnesota 55155.

CROP PEST CONTROL SECTION, (612) 296-8620

Hilbert Hoger, supervisor

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.

The section certifies foreign shipments according to the particular state's or country's plant health department regulations. The section certifies corn or small grain shipments to western United States. Upon completion of a signed compliance agreement and an inspection of screening facilities, shippers may be issued phytosanitary certificates for western state product entry. For foreign markets, certificates are issued after inspection of shipments. Both state and federal foreign phytosanitary certificates are available depending on shippers' need, certifying that the shipment is healthy and pest free.

For information or to request an inspection and certification contact the Crop Pest Control Section, 670 State Office Bldg., Saint Paul, Minnesota 55155.

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

The section issues permits to anyone bringing soil or live plant pests into the state.

This permit is issued in conjunction with the USDA. For information or to request a permit, contact the Crop Pest Control Section at their above address. Forms for this permit are available from the section or the USDA. There is no fee for this permit. The section approves after review of the returned application. The section annually surveys for and destroys all rust producing barberry and Mahonia bushes that are found in grain producing areas. For information or to request a survey, contact the Crop Pest Control Section at the address listed above. There are no forms or fees. The section conducts these surveys annually. To find out when the section will be surveying your area, contact the section.

SEED POTATO CERTIFICATION SECTION, (612) 296-0592

Jerome Jevning, supervisor

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

Applicants must enter their entire potato acreage planted into the program. It is advisable to contact this office prior to planting if the applicant is unfamiliar with the program requirements. The certification program is voluntary. For information or assistance in joining the program contact the Seed Potato Certification, 670 State Office Bldg., Saint Paul, Minnesota 55155.

The section will provide the necessary application forms. 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. The section must receive all applications by June 15.

FRUIT AND VEGETABLE INSPECTION SECTION, (612) 296-8557

James Erickson, supervisor

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. For information or to request an inspection contact the Fruit and Vegetable Inspection Section, 670 State Office Bldg., Saint Paul, Minnesota 55155.

There are no forms. 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. The section will answer a request within 24 hours.

NURSERY INSPECTION SECTION, (612) 296-8619

John Berends, supervisor

The Nursery Inspection Section inspects all nurseries, wholesalers and retailers of nursery stock as disease and insect free and certifying them providing proper plant care. Certified nurseries can ship to Canada and other states meeting their plant quarantine requirements. This section governs the sale and protection of wild flowers.

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 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.

For information or to request an inspection contact the Nursery Inspection Section, 670 State Office Building, Saint Paul, Minnesota 55155.

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

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.

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.

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. For information or to request a permit, contact the Nursery Inspection Section at their above address. There are no forms or fees to request this permit. However, there is a nursery or dealer license fee. Permission is issued after review of the request.

MUNICIPAL PEST CONTROL SECTION, (612) 296-1350

Dharma Sreenivasam, supervisor

This section reviews applications from municipalities for authority to engage in municipal mosquito control programs, and provides technical guidance and approval of municipal mosquito control effort statewide. The section also coordinates the surveillance of disease transmitting mosquitoes throughout the state.

For information or request for authority to engage in a mosquito control program contact Municipal Pest Control Section, 670 State Office Building, Saint Paul, Minnesota 55155.

Requests for approval of municipal mosquito control program should be made on forms available from the section. Authorization to qualifying programs is normally granted within one week in the form of a "letter of program approval." No fee is charged for this approval.

APIARY INSPECTION SECTION, (612) 296-0591

Richard A. Hyser, supervisor

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. The section will provide technical assistance to beekeepers when they request such information. For information or to register a bee colony contact the Apiary Inspection Section, 670 State Office Bldg., Saint Paul, Minnesota 55155.

Application forms are available from the section. 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. Registration takes 30 days.

**MINNESOTA CROP AND LIVESTOCK REPORTING SERVICE,
(612) 296-2230**

David N. Taylor, agricultural statistician in charge

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.

The service has a checklist available for requesting any reports issued by the service. For information or to request the checklist contact the Department of Agriculture, Minnesota Crop and Livestock Reporting Service, 270 Metro Square Bldg., Seventh and Robert Streets, Saint Paul, Minnesota 55101.

There are no fees or forms, except the checklist. After the checklist has been completed and returned, the desired releases will begin being sent the following month.

MARKETING SERVICES DIVISION, (612) 296-2847

M. C. Combs, director

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

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. For information contact the Department of Agriculture, Marketing Services Division, 540 State Office Bldg., Saint Paul, Minnesota 55155.

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. 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.

**AGRICULTURAL PROMOTIONAL ORDERS SECTION,
(612) 296-6883**

Carl W. Aldean, supervisor

The Agricultural Promotion Orders Section services existing research and promotion orders and advises agricultural commodity groups on procedures essential to establish-

ing new orders. This section conducts and/or supervises council elections, operates and/or directs the system for making refunds to producers unwilling to participate in the programs, and oversees the basic operations of the eight existing councils to assure that each council conducts business in conformity with the particular enabling legislation bringing it into existence.

Research and promotion orders, whereby the producers of specific commodities may organize to obtain funding through a check-off system to maintain and/or increase utilization of their commodity, presently represent eight check-off programs: beef, dairy, area one potato, soybean, paddy wild rice, wheat, turkey (200 or more birds) and egg (flocks of 3,000 or more hens). For information contact the Department of Agriculture, Agricultural Research and Promotion Orders, 540 State Office Bldg., Saint Paul, Minnesota 55155.

FAMILY FARM SECURITY PROGRAM, (612) 296-8435

D. Daniel Garry, administrator

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.

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. For further instructions, requirements, and procedures, interested parties should contact the Department of Agriculture, Family Farm Security Program, 510B State Office Building, Saint Paul, Minnesota 55155.

Prospective applicants should contact a lending institution for forms or information. There are no fees. The interest payment adjustments must be repaid without interest at the term of the loan.

DAIRY INDUSTRIES DIVISION, (612) 296-3647

Orlowe M. Osten, director

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.

The division licenses individuals who grade and inspect milk and cream to determine the amount of payment to be made to the producer. For information or applica-

tion forms contact the Department of Agriculture, Dairy Industries Division, 530 State Office Bldg., Saint Paul, Minnesota 55155.

Fees are: \$15.00 for initial license; and \$6.00 for renewal. Renewal applications are automatically mailed to the licensee about six weeks prior to renewal.

All milk-receiving stations, creameries, cheese factories, condensers, milk plants, transfer stations, cream stations, marketing organizations not operating dairy plants, frozen dairy food plants must be licensed. Such establishments should require the food manufacturer/processor license application.

Fees are:

food manufacturers/processor	\$100
renewal fee	\$100

The division mails renewal applications to the license holders approximately six weeks before the renewal date.

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. For information or to request an inspection, contact the Dairy Industries Division at their above listing.

Fees are:

grade "A" inspection service per plant per year	\$360
per grade "A" dairy farm per year	\$ 40

The division sends billing forms for the annual inspection to grade "A" processors prior to the renewal date.

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. 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.

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. For information or application for certification, contact the Dairy Industries Division listed above. There are no fees. The division will issue certification based on an application and required survey.

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 20 district field inspectors. For information or the local field inspector, contact the Dairy Industries Division at their above address. There are no forms or fees necessary to make a complaint. The time needed to answer a complaint varies. The division will respond to the complainant within 24 hours.

DAIRY PRACTICES DIVISION, (612) 296-2841

Robert F. Thimmesh, director

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.

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.

For information, contact:

Department of Agriculture
Dairy Practices Division
560 State Office Building
Saint Paul, Minnesota 55155

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

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

Complaints should be filed with the St. Paul office. There are no forms or fees necessary to register a complaint. The division will begin to investigate a complaint as soon as it is received.

FIELD ACCOUNTING AND STATISTICS DIVISION, (612) 296-6996

Fred A. Spannaus, director

The Field Accounting and Statistics Division has three functions: licensing all wholesale dealers who purchase produce for resale or use in a processing plant, the random auditing of dairy plant records for discriminatory pricing practices and excessive milk fat gains, and the auditing of county fair associations and other semi-state activities.

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.

Produce growers may contact the Division regarding possible recourse in the event of the financial failure of a wholesale produce dealer. For information, aid in filing an application or application or bond forms, contact the Department of Agriculture Field Accounting and Statistics Division, 557 State Office Bldg., Saint Paul, Minnesota 55155.

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.

The division mails renewal applications approximately 6 weeks before the July 1 renewal date.

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. For information or to request a special audit, contact the Dairy Plant Records Audit at the Field Accounting and Statistics Division address listed above. There are no forms or fees to request an audit. Audits require varying amounts of time depending on the size of the audit.

The division also audits the records and accounts of all county fair associations and other instrumentalities of the state which received funding through or are supervised by the Department of Agriculture.

All county fairs must have their records to the division by November 1 of each year for auditing. The records and the audit report will be returned to the associations upon completion of the audit.

Other instrumentalities of the state receiving funding through or supervised by the department, such as research and promotion orders and breeders and growers associations, may request the division to audit their records and accounts. Such requests may be made at any time by contacting the division. For information or audit requests, contact the Field Accounting and Statistics Division at their address above. Fees for all audits are based on the actual time and expense of the audit.

This division registers all corporations involved in farming, owning and leasing agricultural land. Corporations meeting certain legal requirements may be certified as an authorized farm corporation to farm or own or lease farmland. The department sends an annual report form to all registered corporations. For information or to file the annual report form, contact the Department of Agriculture's address listed above. Corporation filings and annual reports must be made on department forms. There is no fee for this certification. 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.

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.

For information or to gain accreditation, contact the Department of Agriculture at the above address. The department provides a form for accreditation. There is a \$100 fee for requesting accreditation. The department will grant or deny accreditation within 60 days of the request.

FOOD, MEAT AND POULTRY INSPECTION DIVISION, (612) 296-2627

Bernard J. Steffen, director

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.

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."

For information or to request an application form contact the Department of Agriculture, Food, Meat and Poultry Inspection Division, 530 State Office Building, Saint Paul, Minnesota 55155.

License fees are:

retail food handlers less than \$250,000	\$ 15
between \$250,000-\$1,000,000	30
over \$1,000,000 volume	50
wholesale food handler	30
wholesale food broker	15
wholesale food processor or manufacturer	100
wholesale food processor under USDA	
meat or poultry inspection program	50
canneries per case produced	½¢
out-of-state beverage registration per company	100

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.

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. For information, contact the Food, Meat and Poultry Inspection Division listed above.

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. For information or to register a complaint, contact the Food, Meat and Poultry Inspection Division at their above address. There are no forms or fees. Complaints require varying amounts of time to resolve. The division will respond to the complainant without delay.

MEAT ADVISORY BOARD, (612) 296-7587

Bernard J. Steffen, department liaison

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. For information or to make a suggestion contact the Meat Advisory Board, 530 State Office Bldg., Saint Paul, Minnesota 55155.

SHADE TREE PROGRAM, (612) 296-8580

Jane Meyer, administrator



The Shade Tree Program administers the state's grant-in-aid programs for oak wilt and Dutch elm disease control and reforestation. This section also regulates the control and reforestation programs administered by the local governmental units.

All Minnesota municipalities are eligible to receive sanitation and reforestation grants by submitting to the Shade Tree Program an application and a description of their control and reforestation programs for approval by this section.

Municipalities with approved control and reforestation programs may receive *up to 45%* of their sanitation costs and *up to 50%* of their reforestation costs for trees planted on public property. The actual percentages may vary depending on the size of the budgets submitted.

Applications for calendar year 1978 had to be submitted by November 15, 1977.

Municipal sanitation activities eligible for state reimbursement include:

1. diseased tree identification and inspection;
 2. disruption of common root systems;
 3. trimming of elm and oak trees for purposes of disease control;
 4. girdling of oak trees where appropriate for purposes of disease control;
 5. removal and disposal of dead or diseased elm or oak wood; and
 6. subsidies for trees removed from private property.
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For information contact the Department of Agriculture, Shade Tree Program, 600 Bremer Building, St. Paul, Minnesota 55101.

For laboratory tests of tree samples contact the department's Plant Industry Division — Technical Services, 670 State Office Building, St. Paul, Minnesota 55155, (612) 296-3347.

This section may also make grants to eligible applicants for the cost of facilities, equipment and systems for the disposal or utilization of diseased shade trees. Eligible applicants include:

1. any home rule charter or statutory city of more than 40,000 population in the metropolitan area or a combination of such cities with a combined population of 40,000 under a joint powers agreement;
 2. any home rule charter or statutory city of more than 20,000 population outside the metropolitan area or a combination of such cities with a combined population or 20,000 under a joint powers agreement;
 3. any special purpose park and recreation board organized under a charter of a city of the first class;
 4. any non-profit corporation serving a city of the first class; and
 5. any county.
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Such grants may not exceed 50% of the cost of such facility, equipment or system. Applications are available from this section. For information, contact the Shade Tree Program office listed above.

This section may also make grants for experimental programs. The objective of the experimental grant program is to establish and evaluate the effectiveness of various types of shade tree disease control methods and treatment programs and combinations of control practices for use in Minnesota.

All Minnesota municipalities and counties with approved disease control program may submit proposals for such grants. In addition, the department may enter into contracts with the University of Minnesota and municipal, state and federal agencies.

To apply, the interested city/county/agency should submit to this section a proposal outlining the intended experimental program. For information, contact the Shade Tree Program at its address listed above.

ACCOUNTING DIVISION, (612) 296-6187

Joseph G. Komro, Jr., director

The Accounting Division provides the budgeting, accounting, payments, and licensing functions for the department.

GENERAL ACCOUNTING SECTION

Emma Copeland, supervisor

This section performs the daily accounting transactions for the department and pays all bills. Vendors may contact this section where there is a question concerning any payments of their invoices. The General Accounting Section, 430 State Office Building, Saint Paul, Minnesota 55155.

STAFF SUPPORT SECTION, (612) 296-6187

L. George Davis, supervisor

This section processes the claims for the livestock compensation program. Under the program, livestock owners may be compensated up to \$400.00 for livestock destroyed or crippled so that they must be destroyed by an endangered species; i.e. eastern timberwolf. The owner, upon determination by the Department of Natural Resources conservation officer and the county extension agent that the livestock was destroyed by an endangered species, can be compensated by the department for the fair market value of the livestock up to \$400. Any insurance collected on the loss is deducted from that amount.

For further information or submission of a claim, contact the area D. N. R. conservation officer or the county extension agent in the county where the loss occurred. No claim requests are handled by the department's Account Division.

LICENSING SECTION, (612) 296-6187

Robert Nixon, supervisor

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.

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. For information or to request an application form contact the Licensing Section, 430 State Office Building, Saint Paul, Minnesota 55155.

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.

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

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

PLANNING AND DEVELOPMENT DIVISION, (612) 296-7686

Randall Young, director

The Planning Division aids other divisions within the department on long-range planning, program development, and promulgating division rules. The Division is the liaison with other state and federal agencies and conducts environmental review for the department.

WEATHER MODIFICATION, (612) 296-7686

David McGinnis, weather modification specialist

This activity is responsible for the licensing of persons desiring to conduct weather modification operations in Minnesota. All weather modification activities must be granted permission before cloud seeding can begin. Forms are available from the weather modification specialist. A fee of \$100.00 should accompany the application.

Information is provided to individuals and groups interested in learning about weather modification. Presentations will be made to students, farmers, and others requesting information. Assistance in organizing weather modification projects will also be provided by the activity.

PERSONNEL AND OFFICE MANAGEMENT DIVISION, (612) 296-2323

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 to the area of clerical overload, space allocation and utilization, inventory control, and O.S.H.A. reporting. For information contact the Personnel and Office Management Division, 502 State Office Building, Saint Paul, Minnesota 55155.

LABORATORY SERVICES DIVISION, (612) 296-3273

Richard Schifsky, director

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.

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. For information or to request certification contact the Laboratory Services Division, 510 State Office Building, Saint Paul, Minnesota 55155.

Fees are:

initial certification	\$200
split sample — per set	45

The division certifies a laboratory after certification is requested and department standards are met.

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. For information or to request an appointment, contact the Laboratory Services Division at its address listed above.

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.

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

Minnesota State Fair



Minnesota State Agricultural Society

Minnesota State Fairgrounds
Falcon Heights, Minnesota 55108
(612) 645-2781

Michael D. Heffron, secretary-general manager

Minnesota Statutes, chapter 37

The Minnesota State Agricultural Society conducts the annual Minnesota State Fair, and administers the maintenance, control and improvement of the state fairgrounds. The 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 Falcon Heights, is used on a year-round basis for special events and shows and for storage purposes on a rental basis.

The following fees are currently applicable:

Outside gate admission	
adults	\$2.00
16 and under	.75
5 and under	free
Senior citizens day, 65 and over	free
Children's days, under 16	free
Parking on fairgrounds, per car	\$2.00
Parking lots south of Como Avenue	free
Campground charges per night (camper vehicles only; utility hook-ups are available at north camp sight, north of Machinery Hill)	\$4.00
Tickets for evening grandstand	Prices vary
information available at (612) 645-2781	
Afternoon grandstand	
reserved seats	\$3.00
general admission adults	\$2.00
general admission under 16	\$1.00
Coliseum ringside seats	\$3.50
Coliseum box seats	\$2.50
Coliseum reserved seats	\$2.00
Coliseum general admission	\$1.50
<i>(Ticket prices for all shows are subject to change)</i>	

Handicapped facilities on the fairgrounds include nine special fitted rest rooms, low-mount telephones and curb cuts for wheelchairs. Services include special seating in the grandstand and coliseum accessible to wheelchairs which should be reserved in advance; reserved parking and drop-off areas, and wheelchair rental service.

Employment opportunities at the Minnesota State Fair are handled through the Minnesota Department of Economic Security. Persons seeking positions at the fair should contact that office at 390 N. Robert St., St. Paul, Minnesota 55101, (612) 296-8400.

OPERATIONS DIVISION, (612) 645-2781, ext. 206

Kenneth Wenzel, director

PLANT MANAGEMENT GROUP, (612) 645-2781, ext. 205

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 year-round watchman/security service.

SPACE RENTAL & SPECIAL EVENTS GROUP, (612) 645-2781, ext. 214

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.

All concessions and non-agricultural-livestock exhibitions are handled by the space rental department. Permits are issued in the following classifications:

1. **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 fairgrounds during the period of the fair;
2. **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
3. **"Gratis"** space use: institutions or organizations whose exhibits qualify as educational or perform a service to the state fair or its patrons. Space, as available, will be designated "gratis" upon confirmation that each exhibit meets the above qualifications. No sales, deliveries or advance orders are permitted on places designated "gratis."

For information and applications on space rental, contact the Minnesota State Agricultural Society, Space Rental Department, at the fairgrounds address above, or call (612) 645-2781 ext. 221.

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.

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.

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. Individuals, 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).

For information or contract applications, contact the Minnesota State Agricultural Society at the fairgrounds or call the Special Events Group.

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. Several buildings, not used for special off-season events, are available for rent based on either of the following conditions:

1. monthly storage involves using a large area for warehousing purposes and is rented on a monthly basis;
2. 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.

SPECIAL SERVICES GROUP, (612) 645-2781

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 and the campgrounds, located at the north end of the fairgrounds. This group also includes public safety, which administers the child care center, medical aid and fire marshal

services. The child care center, located on Underwood Street, provides supervision and recreation for lost children during the fair, as well as a groundswide paging system. The center is also headquarters for wheelchair and stroller rental.

PUBLIC AFFAIRS DIVISION, (612) 645-2781, ext. 223

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, (612) 645-2781, ext. 217

Steve Pooch, coordinator

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, natural resources, poultry, senior citizens, sheep, swine and vegetable-potatoes.

For information, details and individual premium books for each department contact, the Minnesota State Agricultural Society, Competitive Exhibits Group at the fairgrounds address above. Premium lists showing categories of competition and prizes available, judging schedules, rules, entry fees and entry deadlines vary with each department.

COMMUNICATIONS GROUP, (612) 645-2781, ext. 251

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 also supervise the operation of seven information booths.

For information about any of these communications services, contact the Minnesota State Agricultural Society, Publicity Department.

AMUSEMENT GROUP, (612) 645-2781, ext. 218

Hazel Redlack, coordinator

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 shows, held in the bandshell, grandstand and various locations around the fairgrounds.

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. For information and entry details, contact the Minnesota State Agricultural Society Amusement Group.

FINANCE DIVISION, (612) 645-2781, ext. 220

James Roehl, director

The Finance Division provides the financial management of the state fair. The division manages ticket sales and the cashier sections.

For complete ticket information, call and ask for the Ticket Department of the Minnesota State Fair.

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.

ADMINISTRATIVE GROUP, (612) 645-2781, ext. 212

The Administrative Group handles the administrative services such as personnel management and fiscal services.

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

5th Floor Metro Square Building

7th and Robert Streets

St. Paul, Minnesota 55101

(612) 296-2388

Lowell E. Torseth, executive secretary

Minnesota Statutes sections 326.02-326.16, 326.53, 609.03

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

The board gives the architecture qualifying test (9-hours for non-college graduates) and design examination (12 hours for all architecture applicants) and the landscape architecture registration examination (19 hours) the second week of June each year. The architectural professional practice examination (16 hours) is given the second week of December each year. The engineer-in-training and land surveyor-in-training examination (8 hours each) are given in April and November each year. The engineering and land surveying professional practice examinations (8 hours each) are also given in April and November each year. Applications for architecture, engineering, 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.

For information or to apply for an examination contact the board at its above address. Applications are available from the board office. The examination fees are \$100.00 and there is a \$15.00 retake fee. Requests for applications are filled on a same day basis.

The board also renews licenses every two years, contacting license holders by mail in May. Licenses must be renewed by July 1. The board issues reciprocal licenses (out-of-state applicants who have previously been registered in their home state).

Prospective reciprocal land surveyors must pass a 4-hour examination on Minnesota survey law and procedures.

For information on license renewal, or to apply for a reciprocal license, contact the board. The application forms are available from the board office. The reciprocal license fee is \$100.00 and a license renewal is \$30.00. Reciprocal applications are reviewed within two to three weeks.

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. To register a complaint, contact the board. There are no forms or fees. Complaints are answered as soon as possible.



minnesota state arts board

314 Clifton Avenue,
Minneapolis, MN 55403
(612) 874-1335

Minnesota Statutes section 139.10

The Minnesota State Arts Board has eleven citizen members appointed by the Governor, approved by the senate, from each of the eight congressional districts, and three at-large members. The board receives state and federal funds for the support of arts activities throughout the state.

A variety of forms for assistance are available from the board, including grants assistance and technical assistance in the form of consultant services, workshops and conferences, and publications. The board offers grants assistance to any non-profit, tax-exempt organization, units of government, including schools, libraries and recreation departments, and agencies and departments of state government, and individual artists.

Funds are available in the following categories:

INDIVIDUAL ARTIST ASSISTANCE — for the creation of new works of art, or continuation of works in progress

GENERAL OPERATING SUPPORT — for arts-producing and exhibiting organizations of state-wide or multi-region impact

SPONSOR ASSISTANCE — for organizations wishing to present residencies, perform-

ances, exhibitions, lectures, conferences by professional artists or performing groups (this includes works of art in public places)

PRODUCTION ASSISTANCE FOR ARTS ACTIVITIES AND SERVICES — for organizations producing specific programs or services of state-wide or multi-region impact

LOCAL/REGIONAL ARTS DEVELOPMENT — for the production or creation of arts programs or services of local or regional impact

Information on all arts board programs and services, including deadlines, application forms and instructions can be obtained at the arts board. There are no application fees. Application deadlines for most categories occur every three to four months. Approximately \$2 million is available for grants assistance. All grants from the arts board to organizations must be matched dollar-for-dollar. Grants to individual artists are not matched.

Other services are available free of charge. The board currently has 12 professional staff members available to assist organizations and individuals with arts program development and referral to other resources which can provide needed expertise or services. The staff will provide consultant services and review project ideas prior to submission of an application for a grant, and offer technical assistance in areas such as administration, planning, budget, promotion and publicity.

The Minnesota State Arts Board can sponsor workshops and conferences in areas of state-wide concern. These can focus on strengthening existing programs and the development of new abilities in arts programs and projects. In the past the arts board has conducted workshops on application writing. During 1978-79 the arts board intends to extend the service to include panel member training and sponsor development.

The following publications are available free of charge to any organization or individual:

The Arts Board — Minnesota State Arts Board newsletter

The MSAB Annual Report

The Minnesota Literature Newsletter — literary arts newsletter

The Development and Functions of a Regional Arts Program

Sponsor Assistance in Education, A Policy

People wishing to receive these publications may simply request to be put on the arts board's mailing list.

The Minnesota State Arts Board is one of five state arts agencies (Minnesota, Iowa, Wisconsin, North and South Dakotas) which form the Affiliated State Arts Agencies of the Upper Midwest. This organization, at the direction of its members, develops programs which are offered within the member states. Many Minnesota residents benefit by several of these programs particularly in the area of sponsor assistance. The board can also assist any organization or individual wishing to apply to the National Endowment for the Arts for grants assistance. National Endowment for the Arts publications are also available at the board's office in limited quantities.

Calendar information on arts events, groups, organizations, festivals and classes in the Twin Cities metropolitan area is available from the Arts Resource and Information Center, Minneapolis Institute of Arts, 2400 Third Avenue South, Minneapolis, Minnesota 55403, (612) 871-3500.

The Twin Cities Metropolitan Arts Alliance serves people who live and work in the metropolitan Twin Cities area. They offer MAT (Metropolitan Alliance Tickets) vouchers to persons eligible in the following categories: senior citizens, pre-school teachers and day care workers, elementary, secondary or vocational school teachers, teachers or students in a Community Education Program, union members, blue collar

workers, people enrolled in or served by a human service program for low-income persons (settlement houses, community centers, United Way Agency, etc.), adults enrolled in institutional treatment programs (rehab programs, group homes, health or psychiatric care centers, etc.) and others. Vouchers are sold in sets of five for \$5.00, are each exchangeable for a ticket at the box office of your choice, either as a full admission or as a discount toward admission, are valid for 6 months from their purchase date and are transferable. For more information contact the arts alliance at 310 Fourth Avenue South, Room 822, Minneapolis, Minnesota 55415, (612) 332-0471.

Many newspapers and radio and television stations throughout the state offer calendar information about local arts events. Check your local media for more information.

Board of Assessors

Centennial Office Building

638 Cedar Street

St. Paul, Minnesota 55155

(612) 296-5040

William E. Slavin, CAE, secretary-treasurer

Minnesota Statutes 270.41-270.53

The Board of Assessors licenses assessors in Minnesota and develops courses and tests to provide training and standards for these licenses. The board has a code of ethics for assessors and handles any complaints from the public about assessors.

Complaints regarding an assessor not fulfilling the requirements of the office may be filed by writing or calling the board. To file a complaint, or for information, contact the Board of Assessors.

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 3 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.

The certified assessor license requires one year of experience working in an assessor's office and three week-long assessor courses. It is 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 brought to a board meeting for consideration. This license must be renewed annually each January 1.

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 continuing education units, which are generally equivalent to thirty hours of course work during each three year period.

To apply for a license, or for information, contact the Board of Assessors at the address listed above. Certified licenses cost \$3.00 per year. Accredited licenses cost

\$5.00 per year. Applications for licenses are processed at the next regular board meeting.

Approved assessor courses for continuing education units are 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.

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.

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. 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.

Office of Attorney General

102 State Capitol
St. Paul, Minnesota 55155
(612) 296-6196
Warren Spannaus, Attorney General

Minnesota Constitution Articles V, VII

The Attorney General is chief legal counsel for the state. His 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, (612) 296-6427

Alan H. Maclin, special assistant attorney general

The Antitrust Division investigates and conducts litigation to enforce state antitrust laws. It brings litigation to recover treble damages (three times the initial damage) for violation of federal anti-trust laws where the state or a state agency as a purchaser was damaged.

The Antitrust Division brings actions based on complaints by the public. It can bring actions under a 1976 federal law providing treble damages to customers 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.

To file an antitrust complaint, contact the Office of the Attorney General, Antitrust Division, 515 Department of Transportation Building, St. Paul, Minnesota 55155. There are no fees or forms to file a complaint. Antitrust litigation may take years to process.

CONSUMER PROTECTION DIVISION, (612) 296-3353

Jean Heilman, special assistant attorney general

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 groups. The division will also send out copies of consumer protection laws.

To receive information, a copy of a law or to request a speaker contact the Office of the Attorney General, Consumer Protection Division, 102 State Capitol, St. Paul, Minnesota 55155.

There are no forms. The fee for a speaker varies. Copies of consumer laws are available for duplication costs. Requests are handled immediately.

The Consumer Protection Division has a three step process in resolving consumer complaints against a business. First the division acts as an intermediary 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.

To initiate a complaint action, write the Consumer Protection Division.

There are no fees or forms. Complaints take a minimum of one month to resolve. The total time necessary depends on the amount of action taken.

CRIMINAL DIVISION, (612) 296-7575

Thomas L. Fable, deputy attorney general

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.

The Criminal Division answers inquiries by the public about criminal matters in general and the division's operation in particular. Direct all questions to the Office of the Attorney General, Criminal Division, 122 Veterans Service Building, St. Paul, Minnesota 55155. There are no forms or fees. All requests are handled as soon as possible.

ATTORNEY GENERAL'S OPINIONS OFFICE, (612) 296-6480

Kenneth E. Raschke, assistant attorney general

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.

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.

For information, contact the Attorney General's Opinions Office, 102 State Capitol, St. Paul, Minnesota 55155. There are no forms or fees. Requests are handled as received.

Office of the State Auditor

Veterans Service Building
20 East Columbus Circle
St. Paul, Minnesota 55155
(612) 296-2524
Robert W. Mattson, state auditor

Minnesota Statutes, chapter 6

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.

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:

1. location and number of resident partners and professional staff in Minnesota;
2. all Minnesota government units or agencies which are present clients for audit and consulting services; and
3. any other pertinent information.

The State Auditor alone makes the selection of the firms to be audited. Mail the letter to the Office of the State Auditor at the above address. Contracts are let in the fall of the year.

The citizens of a city, 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.

The petition form and other requirements are available from the Office of the State Auditor. The agency audited pays the cost of the audit. The time required for an audit varies with the size of the agency audited.

Board of Barber Examiners

5th Floor Metro Square Building
7th and Robert Streets
St. Paul, Minnesota 55101
(612) 296-2364
Adam J. Mikrot, executive secretary

Minnesota Statutes, chapter 154

The Board of Barber Examiners regulates the practice, registration and inspection of all licensed barbers, barber schools and shops in the state, and administers the Barbers Unfair Trade Practice Act.

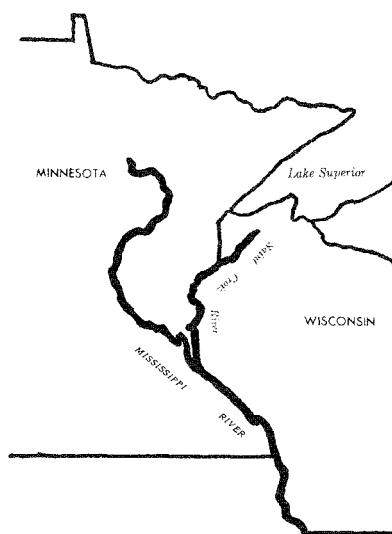
The board gives three different types of examinations to qualified applicants: registered barber, registered apprentice and instructor. The examinations are given four times each year, in February, May, August and November. Upon successful completion of the examination and the payment of the licensing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

For information or to request an application, contact the Board of Barber Examiners. Application forms are available from the board office. Fees are:

Examination and certificate — registered barber	\$ 18.00
Examination and certificate — apprentice	16.00
Examination — instructor	150.00
Certificate — instructor	35.00
Renewal of license — registered barber	18.00
Renewal of license — apprentice	16.00
Renewal of license — instructor	35.00
Student permit	10.00
Initial shop registration	50.00
Initial school registration	1,000.00
Renewal shop registration	10.00
Renewal school registration	200.00
Restoration of registered barber license	25.00
Restoration of apprentice license	25.00
Restoration of shop registration	25.00

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

The board receives and investigates all complaints received by the public. The board has the power to suspend or revoke the licenses of professionals, shops or schools, found to be in violation of the law. For information or to make a complaint, contact the Board of Barber Examiners at their address and telephone listed above. There are no forms or fees. Complaints are answered as soon as possible.



Minnesota-Wisconsin Boundary Area Commission

619 Second Street
Hudson, Wisconsin 54016
(612) 436-7131 or (715) 386-9444
James M. Harrison, executive director

Minnesota Statutes Sections 1.31-1.40

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.

The commission advises the state governments and private parties on protecting the St. Croix and Mississippi River areas. It conducts special studies on interstate and regional river corridor problems for state agencies, organizations and individuals. Technical assistance is provided to state and local agencies for preparation of zoning ordinances and water surface use regulation. The commission also provides information on federal programs related to the two rivers to state agencies, local governments, and the public.

For information or to request a study, contact the Minnesota-Wisconsin Boundary Commission at the above address. There are no forms or fees. Information can be obtained immediately by phone on laws and rules governing land and water uses of the

St. Croix and Mississippi River Valleys. If special studies are required, the amount of time needed will depend on the extent of the request and the amount of detailed information desired.

Board of Boxing

5th Floor Metro Square Building
 7th and Robert Streets
 St. Paul, Minnesota 55101
 (612) 296-2501
 James J. O'Hara, commissioner

Minnesota Laws, 1976, chapter 222

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

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.

For information or to receive an application, contact the Board of Boxing. License fees and renewal fees are the same.

Fees are:

	<i>Professional</i>	<i>Amateur</i>
Referees	\$25.00	\$10.00
Judges	10.00	10.00
Seconds	5.00	2.00
Boxers	5.00	no fee
Managers	10.00	

Professional franchise licenses are issued quarterly (13 weeks). The fees are:

Minneapolis, St. Paul, and Bloomington	\$250.00
Cities of the first class (population less than 150,000, but more than 100,000)	125.00
Municipalities with a population less than 100,000 but more than 10,000	50.00

Amateur franchise licenses are issued annually. The fees are:

Cities with population over 150,000	\$150.00
Cities of the first class (population less than 150,000)	50.00
All other cities and towns	25.00

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.

The board will investigate all complaints concerning boxing licenses. The board has the power to suspend or revoke a license.

For information or to register a complaint, contact the Board of Boxing at its address and phone number above. Complaints are handled as soon as possible.

Cable Communications Board

500 Rice Street
 St. Paul, Minnesota 55103
 (612) 296-2545
 Robert McDonald, director

Minnesota Statutes, chapter 238

The Cable Communications Board (CCB), 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 CCB encourages and informs both municipalities and cable operators in developing cable systems for the state. The board works with the State Planning Agency, the Telecommunications Division of the Department of Administration, the Metro Council and other regional development commissions. The CCB 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.

A pamphlet, *Guidelines to Franchising Procedures*, is available from the board. This guide has information regarding the reasons for establishing cable service territories, requirements for certification of franchises, examples of forms useful to municipal officials and committees, evaluation of service proposals, franchise standards, and procedures that should be followed in the awarding of franchises.

To obtain a pamphlet or further particular information, contact the Cable Communications Board. In addition, application forms for use by operators needing certification of franchises may be obtained in person at the offices of the board, or the forms will be mailed promptly in response to telephone calls for them. Copies of the pamphlet offered and the application forms indicated are normally available on call, but processing for delivery by mail will likely take a week or so. No fees or other costs are charged for either the pamphlet or for copies of the application forms.

Capitol Area Architectural and Planning Board

400 S.W. State Office Building
 St. Paul, Minnesota 55155
 (612) 296-7138
 Gary Grefenberg, executive secretary

Minnesota Statutes 15.50

The Capitol Area Architectural and Planning Board is responsible for the architecture, land use planning and zoning administration within the capitol area of St. Paul. The board is composed of four members appointed by the Governor and two members appointed by the mayor of the city of St. Paul. The Lieutenant Governor serves as chairperson.

A comprehensive land use plan and a zoning ordinance developed and adopted by the board are used to regulate both public and private new construction, changes in use of land or buildings within the capitol area. Any private organization or individual seeking to engage in any of this development activity must apply for a zoning permit. Permit application forms and instructions are available by contacting the Capitol Area Architectural and Planning Board office.

Before any public building, street, parking lot, monument or other construction can be built or altered on any public lands within the capitol area, before any substantial alteration or improvement can be made to public lands or buildings, prior written consent must be obtained from the board.

The Capitol Area Architectural and Planning Board sponsors architectural competitions for any new public buildings within the capitol area estimated to cost in excess of \$500,000. Plans for any landscaping scheme, street plan, comprehensive plan or property acquisition or for any proposed alteration or an existing public building, landscaping scheme or street plan may also be secured by a similar competition.

The commissioner of administration and the Capitol Area Architectural and Planning Board jointly share responsibility for preparing standards and policies governing the repair, alteration, furnishing, appearance and cleanliness of the public and ceremonial areas of the state capitol building.

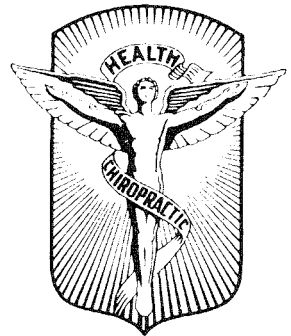
The Capitol Area Architectural and Planning Board also advises the legislature on the appropriate development of the capitol area.

Inquiries are responded to promptly. The board can take up to a maximum of seventy-five days to act upon a request for a zoning permit, and the following is the fee schedule for permit issuance:

The greater of:

1. Three dollars per thousand square feet of usable floor space or fraction thereof of any building, structure, or part thereof under application, OR
2. The board's actual costs of notice, supervision, inspection and any other costs incidental to the issuance of any permit or certificate resulting from the enforcement of the zoning ordinance.

The fee for the issuance of a copy of any valid permit or certificate in force is five dollars.



Board of Chiropractic Examiners

717 Delaware Street S.E., Room 336
Minneapolis, Minnesota 55414
(612) 296-5430

E. I. Puckropp, D.C., executive secretary, chief administrative officer

Minnesota Statutes sections 148.01-148.10

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.

Complaints regarding a chiropractor may be filed by writing or calling the board. The board has the authority to revoke or suspend licenses as a result of investigations following a complaint. To register a complaint contact the Board of Chiropractic Examiners at the above address.

A chiropractor must have a minimum of board required clinical workshops, seminars, etc., annually for license renewal. For information regarding continuing education, contact the Board of Chiropractic Examiners listed above. Fees for workshops and seminars depend on the length of the course and the institution offering the course.

The board issues new licenses and renewals. An applicant must have certain requirements before receiving an application for an examination:

1. 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.
2. The examinee must pass the National Board of Chiropractic Examination which consists of basic science and chiropractic subjects.
3. The applicant must possess at least two letters of character references.
4. The applicant must satisfactorily complete four years of study in an accredited or status accredited chiropractic college receiving a doctor of chiropractic (D.C.) degree.
5. The applicant must pass the practical examination which includes subjects on dietetics, case management, X-ray, chiropractic treatment procedures and clinical sciences.

To receive the application for, or specific information on licensing, contact the Board of Chiropractic Examiners at the listing above.

There are several fees:

Examination fee	\$ 50.00
Renewal fee	\$ 50.00
Professional corporation fee	\$100.00
Professional corporation renewal fee	\$ 25.00

Examinations are scheduled during the fourth weekends in January and June. Applications are mailed any time, but must be in the board office at least 15 days before an examination date. For more information contact the board's office listed above.

Department of Commerce

500 Metro Square Building

7th and Robert Streets

St. Paul, Minnesota 55101

(612) 296-4026

John R. Larson, chairman, commerce commission, (612) 296-6848

Minnesota Statutes, sections 45.01 (department); 46, 48 (banking) 45, 60, 72, 73 (insurance); 80, 82, 83 (securities).

The Department of Commerce is supervised by a commission composed of three commissioners and an executive secretary. The commissioners each head one of the

three separate, regulatory divisions of the department (banking, insurance and securities). The commission members are appointed for a 6-year term by the Governor with the approval of the senate.

The Office of Consumer Services is a separate section within the Department of Commerce.

The Administrative Services Division, directed by the executive secretary, provides administrative and financial management, public information and legal services to all department units. This division includes the Central Licensing Section which processes and issues licenses to insurance agents, notary publics, real estate and securities agents, accountants and cosmetologists.

The Department of Commerce provides housing and administrative services for eight non-health occupational licensing boards: the Board of Abstracters, the Board of Accountancy, the Board of Architecture, Engineering, Land Surveying and Landscape Architecture, the Board of Barber Examiners, the Board of Boxing, the Board of Cosmetology, the Board of Examiners in Watchmaking, and the Minnesota Board of Peace Officer Standards and Training. For specific information concerning these boards and their activities refer to their separate listing in this book.

BANKING DIVISION, (612) 296-2135

Robert A. Mampel, commissioner of banks (612) 296-2715

Vernon E. Rude, assistant commissioner of banks, (612) 296-2362

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

The division receives and investigates complaints made by the public concerning the state chartered financial institutions and licensees it supervises. Complaints are handled as soon as possible.

For information or to register a complaint contact the Banking Division, 5th floor Metro Square Building, at the department's address listed above.

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.

The division charters, authorizes and licenses financial institutions, lenders and credit unions. The forms and fees vary with the type of institution or business. For applications and information contact the Banking Division at the department's address above.

STATE BANKS SECTION

Norman J. Rice, supervisor, (612) 296-2382

The State Banks Section supervises the organization and examination of state-chartered banks and savings banks.

FINANCIAL, TRUST AND SYSTEMS ANALYST SECTION

John P. Gillen, supervisor, (612) 296-2494

This section is responsible for the supervision of legal investments by state chartered financial institutions, and the organization and examination of bank trust departments,

trust companies, face amount certificate investment companies and clerical service corporations. Applications for bank detached facilities and inquiries regarding the Minnesota department of rural credit-liquidated and closed financial institutions are handled by this section.

CREDIT UNIONS AND SAVINGS ASSOCIATIONS SECTION

James G. Miller, supervisor, (612) 296-2297

The organization and the conduct of state chartered credit unions and savings associations are supervised by this section. It is also responsible for the administration of the Conventional Home Loan Assistance and Protection Act.

CONSUMER CREDIT SECTION

Donald Huot, supervisor, (612) 296-2132

The Consumer Credit Section supervises the organization and examination of state authorized and licensed industrial loan and thrift companies, safe deposit companies, small loan companies, insurance premium finance companies, motor vehicle sales finance companies and debt prorated companies.

INSURANCE DIVISION, (612) 296-2488

Berton W. Heaton, commissioner (612) 296-6907

The Insurance Division enforces all laws relating to insurance; protects, informs, and assists policyholders and the public; collects revenue for the state; furnishes information to other state departments and to insurance departments of other states and federal agencies.

The division issues company licenses, revokes company and agents' licenses, examines insurance companies, conducts hearings, issues orders, and audits annual statements. Insurance agents' licenses are processed and issued by the Central Licensing Section, of the commerce department.

The division assists policyholders with claims, complaints on misrepresentation, investigation of discrimination, rebates, and takes remedial action. It investigates receiverships; files corporate documents; approves or disapproves mergers, consolidations, reinsurance, and dissolution of companies. The division accepts service of process on foreign corporations; values reserves of life companies; approves, disapproves and modifies policy forms, riders or endorsements and rates. No insurance policy may be written until the form of the contract and, in some lines, rates, have been approved.

INVESTIGATION SECTION, (612) 296-2488

W. J. Elliott, supervisor

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.

The section provides traveling investigators to assist out-state residents. The inves-

tigators are scheduled monthly at the state Employment Services Offices. The insurance receptionist will direct callers to the proper source. For information or to register a complaint contact the Insurance Division at the commerce department address listed above. There are no fees and complaints are handled as soon as possible.

ANALYST SECTION, (612) 296-2488

Donald W. Peterson, supervisor

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. For information and assistance, contact the Analyst Section.

ANALYST SECTION: LIFE, HEALTH, ACCIDENT, (612) 296-2202

John T. Ingrassia, supervisor

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. For information on the Comprehensive Health Association, contact the Insurance Division.

AUDIT SECTION, (612) 296-2630

Leo Flaten, audit director

The Audit Section conducts periodic examinations of the financial status of insurance companies to verify their solvency and compliance with Minnesota insurance laws.

STATISTICAL-AUDIT SECTION, (612) 296-2325

Emil F. Anderson, supervisor

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. For information, assistance or proper forms, contact the Insurance Division, at the Department of Commerce.

SECURITIES DIVISION, (612) 296-2594

John R. Larson, commissioner of securities (612) 296-6848

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 investments advisors; and the regulation of charitable organizations, corporate takeovers, and collection agencies.

REAL ESTATE SECTION, (612) 296-6319

Harlee Goldsteen, real estate director

The Real Estate Section oversees the licensing of 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.

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. To obtain salespersons license, the applicant must take 30 hours of section approved education and pass an examination. There are additional educational requirements which must be satisfied after a license is obtained. (Licenses are processed and issued by the Central Licensing Section of the Commerce Department.)

For information on licensing, approved education programs or to register a complaint, contact the Real Estate Section, at the Department of Commerce's above address. Telephone numbers for the following services are:

Licensing:	(612) 296-9458
Education:	(612) 373-3938
Complaints:	(612) 296-4521

Application forms are provided by the section. Examination fee is \$10.00. 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 Minnesota Real Estate License Law, Chapter 82 and The Subdivided Land Act, Chapter 83 and related rules cost \$4.68 and are available from the Documents Section. A list of suggested study materials for the real estate examination may be obtained from the Central Licensing Section of the Commerce Department.

SECURITIES SECTION (612) 296-2594

Jeffery C. Wartchow, deputy commissioner — registration

Charles M. Balck, deputy commissioner — enforcement

The Securities Section reviews applications for registration or exemption of securities offerings (such as stocks and bonds), investigates possible violations of the law, and licenses securities agents, broker-dealers and investment advisers.

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

For information on licensing or to notify the section of a complaint, contact the Securities Division, at the Department of Commerce. The Central Licensing Section of the Commerce Department processes and issues licenses for securities agents, broker-dealers and investment advisers. Refer to that section for license fees. For information on securities registration and filing fee requirements, refer to Minnesota Statutes, Section 80A.28, available from the Documents Section.

FRANCHISE SECTION (612) 296-5689

Robert R. Raines, Jr., sr. securities examiner

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.

Copies of the law and rules relating to franchising are available from Documents Section. The rules of the Department of Commerce, Securities Division 1701-1723, contain everything necessary for registration. For information on franchise registration, contact the Franchise Section, at the Department of Commerce.

Any necessary forms are included with the rules. 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. The time necessary to process a registration varies with the applications.

SUBDIVIDED LAND SECTION

Mary McKenna, sr. real estate examiner, (612) 296-4523

Lorraine Rowe, sr. real estate examiner, (612) 296-2990

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.

The real estate agent or broker license requires an examination. Copies of the law and rules are available from Documents Section. The rules explain all items necessary for registration. For information on registration or to make a complaint, contact the Subdivided Land Section at the Department of Commerce. Telephone numbers for the following services are:

Registration: (612) 296-4523 or 296-2990

Complaints: (612) 296-6324

Licensing: (612) 296-9458

Forms are available from the section. Fees are:

Registration	\$ 250.00*
Maximum fee	2,500.00
Exemption (Between 10 and 51 lots)	10.00
Annual Report (for each registration)	100.00
Legal opinion concerning registration	20.00
Consolidation (addition to existing registration)	50.00*
Broker or Sales Agent license	10.00

*plus \$1.00 per lot to be registered

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 (612) 296-6313

Thomas E. Collins, staff attorney

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.

The section has copies of the rules pertaining to charitable organizations available from the Documents Section.

For information or application, contact the Charities Section, at the Department of Commerce. For advice on charities, call (612) 339-5030.

Applications for registration are available from the section. Fees are:

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

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 (612) 296-6425

Charles I. Wikelius, staff attorney

The Corporate Takeover Section accepts filings for ownership information and registers corporate takeovers. 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. A copy of the law contains the complete definition of corporate takeover in Minn. Stat. § 80B.01 subd. 8 and 9.

For information or assistance in filing, contact the Corporate Takeover Section at the Department of Commerce.

There is no fee for ownership filing. There is a \$100 corporate takeover registration fee and a \$100 fee for a hearing request and there may be additional hearing charges. A registration requires 10 days.

COLLECTION AGENCY REGULATION, (612) 296-6789

The office licenses and regulates collection agencies in the state. Application for licenses may be obtained by contacting by mail, phone or in person the Securities Division at the Department of Commerce's address above, telephone (612) 296-6789.

There are no fees for applications. However, the fee for a license is \$200. The annual renewal fee is \$100. The applicant can expect to wait a maximum of 45 days to receive notification of license approval.

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. To register a complaint, contact the Securities Division at the above address and telephone.

There are no fees for this service. The consumer can expect to wait 7 to 10 days to receive notification of the action taken on the complaint.

OFFICE OF CONSUMER SERVICES, (612) 296-2331

Tobey Lapakko, director

The Office of Consumer Services receives and investigates complaints of consumer problems. 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.

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. For information or to register a complaint, contact:

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

There is no charge for this service. Most complaints are resolved within 10 to 30 days.

ADMINISTRATIVE SERVICES DIVISION, (612) 296-2283

Rosemary Prosen, executive secretary

The division provides financial management, administrative management, public information and legal services to all Department of Commerce units. The division includes the Central Licensing Section described below.

CENTRAL LICENSING SECTION, (612) 296-6205

Maureen Mahoney, supervisor

The Central Licensing Section issues licenses for professions in the following fields: insurance, notary publics, real estate, securities, accountancy, barbering, cosmetology and watchmaking. It also licenses motor vehicle sales finance companies. The section processes all applications and administers examinations for insurance and real estate in the metropolitan area and at designated out-state locations. Most licenses do require examination prior to issuance as indicated below.

Insurance:

amendment fee

Minnesota domestic company	3.00
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all other companies	1.00
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resident examination fee	\$15.00 per line
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non-resident qualification fee	15.00 per line
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certification for insurance agents	5.00 per certification
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Resident license fees vary according to location of home domicile. Non-resident license fees are based on where the insurance agent lives. Renewal fees vary. For specific information about fees call the Central Licensing Section.

Notary Public:

A license application and bond form are required. The fee is \$10.00 and the license is renewable every 7 years.

Real Estate:

examination fee for salesperson or broker	\$10.00
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new salesperson license fee	45.00
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new broker never licensed in Minnesota	70.00
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new broker possessing salesperson license	50.00
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limited broker never licensed in Minnesota	70.00
limited broker possessing salesperson license	50.00
corporation license	70.00
transfer salesperson license	10.00
subdivided land license	10.00
subdivided land exam	10.00
renewal fees	
salesperson	10.00
any type of broker	25.00
corporation	25.00
subdivided land	10.00
Securities:	
new agent	50.00
transfer of agent	20.00
renewal of agent	50.00
broker dealer, new	200.00
broker dealer, renewal	200.00
investment advisor, new	100.00
investment advisor, renewal	100.00
principal	no fee

Four of the eight occupational licensing boards housed within the Department of Commerce issue licenses through the Central Licensing Section. Refer to each board separately for specific fees. The Accountancy Board issues licenses for certified public accountants, corporations and for partnerships. The Barber Board issues licenses for apprentices, barbers, instructors, schools and shops. The Cosmetology Board issues licenses for cosmetologists, instructors, schools and shops. The Board of Examiners in Watchmaking licenses apprentices and watchmakers.

All licenses, other than notary public, are renewable annually. The section requires two weeks for processing license applications. Information on qualifications for licensure may be obtained by contacting the appropriate division or occupational licensing board. Information on license forms or fees is listed in the description of each division or occupational licensing board or may be obtained by contacting the Central Licensing Section at the department's main address above.



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

Minnesota Statutes chapter 136

The Minnesota Community College System consists of the State Board for Community Colleges, the office of the chancellor, and the eighteen community colleges.

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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.

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

Metropolitan Community College
1501 Hennepin Avenue
Minneapolis, Minnesota 55403
(612) 341-7061

Austin Community College
1600 S.W. Eighth Street
Austin, Minnesota 55912
(507) 437-6691

Normandale Community College
9700 France Avenue South
Bloomington, Minnesota 55431
(612) 831-5001

Brainerd Community College
College Drive at S.W. 4th Street
Brainerd, Minnesota 56401
(218) 829-4771

North Hennepin Community College
7411 - 85th Avenue North
Brooklyn Park, Minnesota 55455
(612) 425-4541

Fergus Falls Community College
Fergus Falls, Minnesota 56537
(218) 736-7544

Northland Community College
Thief River Falls, Minnesota 56701
(218) 681-2181

Hibbing Community College
1515 East 25th Street
Hibbing, Minnesota 55746
(218) 262-3877

Rainy River Community College
International Falls, Minnesota 56649
(218) 283-8491

Inver Hills Community College
8445 College Trail
Inver Grove Heights, Minnesota 55075
(612) 455-9621

Rochester Community College
Rochester, Minnesota 55901
(507) 285-7210

Itasca Community College
Grand Rapids, Minnesota 55744
(218) 326-9451

Vermillion Community College
1900 Camp Street East
Ely, Minnesota 55731
(218) 365-3256

Lakewood Community College
3401 Century Avenue
White Bear Lake, Minnesota 55110
(612) 770-1331

Willmar Community College
Willmar, Minnesota 56201
(612) 235-2131

Mesabi Community College
Virginia, Minnesota 55792
(218) 741-9200

Worthington Community College
Worthington, Minnesota 56187
(507) 372-2107

Application forms are available from the colleges by phone or mail. Fees for community education and service programs vary with the program. Fees for credited classes are the same at each college.

Fees:

Minnesota residents per credit, per quarter	\$12.00
Out of state residents per credit, per quarter	\$24.00
Senior citizens per credit, per quarter	\$ 2.00

Department of Corrections

430 Metro Square Building
7th and Robert Street
St. Paul, Minnesota 55101
General Information: (612) 296-6133
Kenneth F. Schoen, commissioner, (612) 296-3565

Minnesota Statutes, chapters 241, 242, 243 and 260

The Department of Corrections operates institutions for the confinement and treatment of adult felons, and facilities for the care, custody and treatment of youthful offenders and juveniles. In addition, the Department of Corrections administers numerous community programs for the treatment, education and diversion of those persons in the criminal justice system, as well as programs which provide services and assistance to the victims of crime.

PROGRAM DIVISION, (612) 296-2372

Orville B. Pung, executive assistant commissioner

This division is responsible for the operational aspects of the department, which includes supervision and management of correctional institutions, juvenile programs, community services and special services.

The department operates eight correctional institutions (five adult and three juvenile). Questions concerning the operation of the adult institutions should be directed to the executive assistant commissioner.

Minnesota State Prison (max. sec. age
21 and up)
Box 55
Stillwater, Minn. 55082
(612) 439-1910
warden: Frank Wood

State Reformatory for Men (max. sec.
18-21)
Box B
St. Cloud, Minn. 56301
(612) 251-3510
superintendent: William F. McRae

Minnesota Correctional Facility —
Linolakes (med. sec. adult)
Box L
Circle Pines, Minnesota 55014
(612) 786-2800
superintendent: Donald G. Tomsche

Minnesota Correctional Institution for
Women (min. sec. adult)
Box 7
Shakopee, Minnesota 55379
(612) 445-3717
superintendent: D. Jacqueline Fleming

Willow River Camp (min. sec. adult)
Willow River, Minn. 55795
(218) 372-3101
superintendent: Ralph L. Nelson

JUVENILE PROGRAMS, (612) 296-3553

Patrick D. Mack, assistant commissioner

This unit is responsible for all aspects of juvenile placement, treatment and release. Questions concerning the operation of the three juvenile institutions should be directed to the assistant commissioner:

State Training School (min. sec.
for juveniles)
Box 35
Red Wing, Minn. 55066
(612) 388-7154
superintendent: Gerald O'Rourke

Thistledeew Camp (min. sec.
for juvenile boys)
Box W-10
Togo, Minn. 55788
(218) 376-3811
superintendent: Walt Odegaard

Minnesota Home School (min. sec.
for juveniles)
Box 272
Sauk Center, Minn. 56378
(612) 352-2296
superintendent: Harvey Akerson

JUVENILE RELEASE, (612) 296-3560

Llewellyn H. Linde

Minnesota Statutes chapter 260 sets out the responsibilities of the commissioner of corrections regarding the custody, care, treatment and release of juveniles adjudicated delinquent and committed to his care. This unit has established procedures and guidelines for the release of such juveniles and administers, for the commissioner, these responsibilities.

SERIOUS JUVENILE OFFENDER PROGRAM, (612) 827-3735

Jay Lindgren, director

This program was recently established through a Law Enforcement Assistance Act (LEAA) grant to study the specific needs and recommend appropriate treatment and detention requirements of the serious juvenile offender, i.e., juveniles 16-17 years of age who have been adjudicated for murder, aggravated arson, 1st or 2nd degree criminal sexual conduct, 1st or 2nd degree manslaughter or aggravated assault, and other juveniles with prior felony histories. Inquiries concerning this program should be directed to the program director, at 2907 Portland Avenue South, Minneapolis, Minnesota 55407.

COMMUNITY SERVICES, (612) 296-2672

Patrick D. McManus, assistant commissioner

This unit 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 corrections centers, and facilities to detain, confine and treat offenders of all ages.

For further information about any of the programs operated by counties under the Community Corrections Act, contact:

Anoka
Dick Fritzke, director
Court Services
Anoka, Minn. 55303
(612) 421-4760 EXT. 245
Dept. of Corrections contact:
Dick Quick (612) 827-5753

Todd-Wadena
Wayne W. Wendel, administrator
Reichert Bldg., 314 Central Ave.
Long Prairie, Minn. 56347
(612) 732-6166
Dept. of Corrections contact:
Ray Haiden (612) 255-4273

Ramsey
Eugene Burns, director
Community Corrections
1644 Courthouse
St. Paul, Minn. 55102
(612) 298-4434
Dept. of Corrections contact:
Bev Tallman (612) 296-3525

Crow Wing-Morrison
Bob Erlanson, administrator
PORT
110 N.W. 2nd Street
Brainerd, Minn. 56401
(218) 829-9214
Dept. of Corrections contact:
Ray Haiden (612) 255-4273

Dodge-Fillmore-Olmsted
Dave Rooney, administrative assistant
Olmsted County Courthouse
Rochester, Minn. 55901
(507) 285-8164
Dept. of Corrections contact:
Tom Sullivan (507) 285-8174

Red Lake-Polk-Norman
Richard Jensen, administrator
600 College Avenue
Box 431
Crookston, Minn. 56717
(218) 281-6363
Dept. of Corrections contact:
Will Najjar (218) 755-2980

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Region 3

(St. Louis, Cool, Aitken, Carlton and Koochiching)

Neil Johnson, administrator

Arrowhead Place

211 West 2nd Street

Duluth, Minn. 55802

(218) 727-4557

Dept. of Corrections contact:

Warren Peterson (218) 723-4635

Region 6W

(Swift, Lac Qui Parle, Yellow Medicine and Chippewa)

Douglas Oxenreider, administrator

County Courthouse

Montevideo, Minn. 56265

(612) 269-6513

Dept. of Corrections contact:

Tom Lehman (612) 235-4166

Hennepin

County Administrator

Office of Planning & Development

A-2300 Government Center

300 South Sixth Street

Minneapolis, MN 55487

(612) 348-7574

Dept. of Corrections contact:

Don Selger (612) 296-7076

Blue Earth

Art Cavara, coordinator

Department of Court Services

Court House

Mankato, MN 56001

(507) 625-3031

Dept. of Corrections contact:

Bill Weber (507) 389-2418

The Community Services division also has the main responsibility for providing parole and probation services for both adults and juveniles. These services are provided either directly by state agents or by contract with the counties, in which case the state reimburses the counties for up to 50% of the salaries of the probation officers and agents.

For specific information about parole and probation services, contact the following regional directors:

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

The department also operates or contracts for the operation a number of community facilities to serve the needs of non-violent and property offenders, specialized treatment programs, and programs to aid in transition from institutionalization to community living. For more specific information on these programs, contact Thomas D. Lawson, director, Community Support Services, 430 Metro Square Bldg., St. Paul, Minn. 55101, (612) 296-7019.

SPECIAL SERVICES, (612) 296-3544

Howard J. Costello, assistant commissioner

This unit is responsible for providing and coordinating such specialized programs as

health care, education, industry, chaplain services, arts in corrections Native American program, and administration of the interstate compact for the transfer of inmates. The assistant commissioner of this unit also serves as the liaison to the legislature.

HEALTH CARE, (612) 296-2157

Howard L. Johnson, director

This unit plans, implements and coordinates medical, psychiatric and dental programs for each of the eight correctional institutions. Also supervises the secure medical unit at St. Paul Ramsey Hospital, and provides supervision regarding OSHA responsibilities.

EDUCATION, (612) 296-2703

Alfons F. Maresh, coordinator

This unit develops and assists institutions in implementing new vocational and academic programs and coordinates ongoing programs. The Federal Elementary-Secondary Education Act, Adult Basic Education Act, Comprehensive Employment Training Act and other sources of federal education funds are administered through this unit.

INDUSTRY, (612) 296-4027

Conrad J. Solberg, director

This unit provides coordination, supervision and technical direction for overall industrial operations in adult correctional institutions to ensure meaningful industrial and vocational programs for the inmates. This also includes the establishment of private industry on the grounds of the institutions. Also manages the fiscal activities of the industry operation to maintain it as a self-supporting and profit-making program.

CHAPLAINCY SERVICES, (612) 439-1910

Richard Knowles, chaplain

Supervises the work of chaplains assigned to each institution to ensure that each facility has sufficient religious resources.

ARTS IN CORRECTIONS, (612) 296-3569

Nicholas B. Shank, director

This is a rehabilitative program designed for both adult and juveniles to offer a means of self-expression through the arts, i.e. studio art, sculpture, painting, creative writing, drama, crafts and photography. Community involvement is utilized through exhibitions of inmate work in the community, special performances, productions, and traveling galleries.

NATIVE AMERICAN PROGRAM, (612) 296-3557

Richard Draves, director

This program is designed to identify the needs of Native Americans in state institutions and serve as their liaison with the Department of Corrections.

INTERSTATE COMPACT, (612) 296-3558

John W. Elholm, administrator

This unit is responsible for the administration of the various agreements or compact which allow for the transfer of inmates, parolees or probationers to or from other states for supervision. Also administers the agreement with the federal government for similar transfers to and from federal institutions.

VICTIM SERVICES, (612) 296-3521

Dr. Joe Hudson, director

This unit provides overall coordination of service oriented programs established within the Department of Corrections to assist victims of crime.

MINNESOTA PROGRAM FOR VICTIMS OF SEXUAL ASSAULT, (612) 296-7084

Peggy Specktor, director

This 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 services personnel, educators, crisis line volunteers and victim advocates. For more specific information on local programs and resources and to receive printed material or films, contact the program director.

One month planning time is preferred for educational and training programs. There are no forms or fees for these services.

PROGRAMS AND SERVICES FOR BATTERED WOMEN, (612) 296-6463

Ellen Pence, project coordinator

The following four shelters for battered women have been established in the state:

Women's Advocates in St. Paul, (612) 227-8284

The Harriet Tubman Shelter in Minneapolis, (612) 827-2841

The Northeastern Coalition on Battered Women in Duluth, (218) 722-0222

The Southwestern Women's Resource Center in Marshall, (507) 527-7160

All four shelters offer emergency safe housing, a 24-hour phone answering service, legal, medical, police, housing, and counseling advocacy for battered women and their children.

In addition to education done by the staff of the shelters, a statewide community education program provides persons interested in the issue with the names of local speakers, slides, films, tapes and written material on the prevalence of battering, resources available to victims, causes of battering and possible long-range solutions. For access to library materials or speakers, contact the project coordinator.

VICTIM CRISIS CENTERS, (612) 296-3521

Joe Hudson, project coordinator

Victim Crisis Centers have been established in three locations around the state:

Minneapolis Victim Crisis Center
3801 Nicollet Avenue
Minneapolis, Minn. 55409
(612) 827-1718

St. Paul Crime Victim Crisis Center
175 Western Avenue South
St. Paul, Minn. 55102
(612) 226-1019

Freeborn-Mower Mental Health Center
Victim's Crisis Center
908 First Drive N.W.
Austin, Minnesota 55912
(507) 437-6680

All three Centers offer direct crisis intervention to crime victims, transportation services, help to investigate insurance or other financial assistance, referral services for crime victims to other agencies within the community, provide general education to crime victims about the criminal justice system and help to encourage programs which will reduce victimization and diminish the extent of trauma experienced by crime victims.

RESTITUTION, (612) 296-1295
John McLagan, Program Director

This unit functions as a state consultant to local units of government in the development of restitution programs. In addition, the unit provides a brokerage service coordinating the process of writing restitution contracts between select groups of adult inmates in state correctional institutions and the crime victim. Inmates on this program are obligated to repay their victims as a condition of parole. Efforts to expand the concept into community work orders as a condition of parole and into the area of juvenile offenders is underway. For further information, contact the program director.

MANAGEMENT DIVISION, (612) 296-8217
Elizabeth A. Buckley, deputy commissioner

This division is responsible for providing overall administrative, management, and staff support functions necessary for the operation of the department, including its institutions and field staff.

PERSONNEL SERVICES, (612) 296-3520
Theodore (Ted) Spencer, personnel director

This unit provides all personnel services to the department, including affirmative action programs, in-service and pre-service training, labor relations, performance evaluations and examinations, CETA programs, Governor's youth program and internships.

For information about job possibilities, or to request application forms, contact the personnel director at the departments address, or phone (612) 296-3520

Forms used are the Department of Personnel Employment Applications. There are no fees.

FISCAL SERVICES, (612) 296-7086

Theodore (Ted) Spiess, controller

Provides assistance to the deputy commissioner in the preparation and review of the department's budget; provides all fiscal and accounting functions for the department, and provides assistance for the inventory control program

RESEARCH AND INFORMATION SYSTEMS, (612) 296-5164

Gerald J. Strathman, director

This unit is responsible for the delivery of research and statistical data, the development and operation of a comprehensive management information system, maintenance and storage of inmate records, and monitors data privacy requirements.

FACILITIES PLANNING AND INSPECTION, (612) 296-3550

Gothriel J. "Fred" LaFleur, director

Responsible for the inspection of all state and local adult and juvenile detention facilities to ensure compliance with established standards; initiates condemnation actions against facilities failing to meet standards; provides consultative services to local agencies relative to community needs and facility design and provides coordination for fugitive apprehension and inmate transportation.

**GRANTS ADMINISTRATION AND MANAGEMENT,
(612) 296-7085**

Delbert G. Leaf, administrator

This unit is responsible for the administration of federal funds received by the department and for monitoring and coordinating programs established by such grants to ensure compliance with federal and state guidelines. This unit also coordinates such programs as inventory control, policy and procedures manual, office space, staff deployment studies, travel coordination, forms reduction, word processing and other office management functions.

This unit is also responsible for the coordination, design and development of a new high security facility for the detention and programming of high risk, maximum security adult inmates, and for the modification of the existing Minnesota State Prison at Stillwater to a medium security industrial facility.

HEARINGS AND APPEALS, (612) 439-1910

Harold Hansen, hearing officer

This unit, which is officed at the state prison, is responsible for the coordination and conduct of hearings for inmates at all adult institutions concerning disciplinary violations, parole revocations and other due process matters.

LEGAL SERVICES, (612) 296-3546

James N. Bradford, assistant attorney general

Attorneys working in the department provide assistance in interpreting the statutes

so that proper administrative decisions can be made; they assist in drafting contracts and legislative amendments; provide assistance at inmate disciplinary hearings and human rights matters involving employee complaints.

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 Bldg, St. Paul, MN 55155, (612) 296-7575.

PUBLIC INFORMATION OFFICE, (612) 296-3559
Daniel P. O'Brien, public information officer

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.

To receive specific information or to be put on the mailing list for either of the publications, contact: the Public Information Office, (612) 296-3559, at the department's Metro Square address above. There are no forms or fees for these services.

MINNESOTA CORRECTIONS BOARD, (612) 296-2443
Richard T. Mulcrone, chairman

Minn. Stat. § 243.05

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, (612) 296-3546
James N. Bradford, secretary,

Minnesota Constitution, Article V, Section 4
Minn Stat. ch. 638

The Board of Pardons can grant pardons, 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.

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 lawabiding conduct of the applicant. Except for compelling reasons as determined by the board of residence outside the state, applicants for pardon extraordinary are required to attend the meeting at which their application is to be heard and considered.

To file an application, or request application forms, contact the Board of Pardons, (612) 296-3546, at the department's Metro Square address above. There are no fees for this service.



Ombudsman for Corrections

Suite 102, 333 Sibley
St. Paul, Minnesota 55101
(612) 296-4500
Theartrice Williams, ombudsman

Minnesota Statutes, section 241.41-241.45

The Ombudsman for Corrections office investigates complaints concerning actions taken by the Department of Corrections, Minnesota Corrections, 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).

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.

Complaints may be filed by mail, telephone, or in person. Inquiries should be directed to the Ombudsman for Corrections office at the above address. 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. There are no forms or fees. The complainant will be contacted personally or by telephone within six days after the complaint is received. Most complaints are resolved in one month.

Board of Cosmetology

5th Floor Metro Square Building
 7th and Robert Streets
 St. Paul, Minnesota 55101
 (612) 296-8456
 Rilla Wright, executive secretary

Minnesota Statutes, chapter 155.04

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

The board conducts examinations for operator, manicurist and senior instructor starting the first Monday of every month, except in July when the examinations are given the last Monday, Tuesday and Wednesday. The exam dates are subject to change due to scheduling around the National Interstate Council for Cosmetologists (NIC). The board also licenses out-of-state applicants as part of the reciprocity program.

For information or to receive a license application or examination, contact the Board of Cosmetology.

Fees are:

senior instructor new license and renewal	\$ 10.00
junior instructor new license and renewal	10.00
operator new license and renewal	10.00
manager-operator new license and renewal	10.00
shop new license	25.00
shop renewal	15.00
schools new license and renewal	250.00
manicurist new license and renewal	10.00
exam for operator and manicurist	31.00
exam for senior operator and manicurist	25.00

Requests for applications are usually filled on the same day. 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.

The board receives and investigates complaints made by the public. The board has the power to revoke and suspend licenses. For information or to make a complaint, contact the Board of Cosmetology. Complaints are handled as soon as they are received.

Crime Control Planning Board

6th Floor-Space Center

444 Lafayette Road

St. Paul, Minnesota 55101

(612) 296-3133

Jacqueline Reis, executive director (612) 296-3052

Minnesota Statutes, chapter 299.AO3

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

While most services are provided directly to local governments and criminal justice officials, the board will answer all 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.

To obtain this information contact the Crime Control Planning Board at the above address, or any of the following regional or advisory council offices.

Arrowhead Regional Development
Commission

200 Arrowhead Place

Duluth, Minnesota 55802

(218) 722-5545

Region "E" Advisory Council

P.O. Box 217

Marshall, Minnesota 56258

(407) 532-5763

Region 9 Criminal Justice Advisory
Council

P.O. Box 3367

120 S. Broad

Mankato, Minnesota 56001

(507) 532-5763

Metropolitan Criminal Justice
Advisory Council

Third Floor, Metro Square Building

St. Paul, Minnesota 55101

(612) 291-6494

Region D

c/o Regional Development Commission
7W

Room 200

2700-1st Street N

St. Cloud, Minnesota 56301

(612) 253-7870

Southeastern Minnesota Regional
Development Commission

301 Marquette Bank Building

Rochester, Minnesota 55901

(507) 285-2588

Region "1" Criminal Justice Advisory
Council

425 Woodland Avenue

Crookston, Minnesota 56716

(218) 281-1396

Hennepin County Criminal Justice
Coordinating Council

A-2308 Government Center

Minneapolis, Minnesota 55487

(612) 348-6497

Headwaters Regional Office
P.O. Box 584
Bemidji, Minnesota 56601
(218) 751-3108

St. Paul-Ramsey County Criminal
Justice Coordinating Council
351 City Hall Annex
St. Paul, Minnesota 55102
(612) 298-5652

West Central Regional Development
Commission
Region 4 Criminal Justice Program
Fergus Falls Community College
Fergus Falls, Minnesota 56537
(218) 739-3356

Minnesota Crime Victims Reparations Board

702 American Center Building
160 East Kellogg Boulevard
St. Paul, Minnesota 55101
(612) 296-7080
Duane E. Woodworth, executive director

Minnesota Statutes, sections 299B.01-299M.16

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.

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.

To request information on filing forms, contact the Crime Victims Reparations Board or your local law enforcement agency. 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. 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.

Board of Dentistry

717 Delaware Street S.E., suite 338
Minneapolis, Minnesota 55414
(612) 296-5313
Dale J. Forseth, executive director

Minnesota Statutes chapters 150A and 319A

The Board of Dentistry examines every applicant for dentist, dental hygienist or registered dental assistant licenses or registrations. It also resolves complaints received

from the public. The board determines the continuing dental education requirements and enforces all other provisions of the Minnesota Dental Practice Act and rules of the board.

The board 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.

To receive license or registration applications, or information about examinations and annual registration, contact the Board of Dentistry at the address above.

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 \$5.00.

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 due date.

For application forms, annual report forms or information on corporation procedures, contact the board's above address.

Corporation fees are \$100 for the first annual report filed and \$25.00 for each report filed thereafter.

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. To register complaints contact the board's previously listed address. Forms are provided. Complaints are processed as they are received, and they take an average of one month to resolve.

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 in the Centennial Office Building, 638 Cedar Street, St. Paul, Minn. 55155. The cost of the pamphlet is \$1.30 tax included. There are no other fees involved for informational services. All requests are handled as soon as they are received.

Department of Economic Development

480 Cedar Street
St. Paul, Minnesota 55101
(612) 296-5005

Mark Dayton, acting commissioner, (612) 296-3924
Stephen R. Kane, deputy commissioner, (612) 296-3924

Minnesota Statutes, chapter 362

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. Emphasis has been increased in financing development assistance for communities and industries, and special assistance to small business.

PUBLICITY AND PUBLICATIONS DIVISION, (612) 296-5025

Sheila Wistad Fugina, director

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, and advertising campaigns.

To request brochures, or for information contact the Publicity and Publications Division. Generally, there are no forms or fees (for single copies). Publications may be picked up or mailed. All requests are handled immediately. Appointments should be made to talk with publicity personnel.

The division publishes the *Minnesota Industrial Development News*, a monthly of about 24 pages and 12,000 circulation, promoting community and economic development. The magazine is sent to all state manufacturers, key national facility planners, local development and chambers of commerce people, and the Minnesota business community. Due to budget and circulation limitations requests for subscriptions must be submitted in writing on a letterhead stationery explaining reasons for subscribing. *Minnesota Tourism News*, a bi-monthly, 8-page newsletter with a circulation of about 6,000, is sent to resorts, campgrounds, motels, hotels, chambers of commerce and to national tourism magazines. Due to restrictions, subscriptions are also limited and requests must be made in writing. Both magazines are sent to the media. To request either magazine, write to the circulation manager, name of magazine, at the department's Publicity and Publications Division.

RESEARCH DIVISION, (612) 296-3871

Kirk Watson, director

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.

For information, or to request copies of reports or forms contact the Research Division.

New and expanding industry construction project forms are available from the

division. Minnesota Directory of Manufacturers update forms are also available from the division.

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

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.

ECONOMIC DEVELOPMENT ASSISTANCE BUREAU, (612) 296-6616

Sharon L. Wemlinger, assistant commissioner

The bureau coordinates various state and federal funding programs available to the department in order to improve financial and technical assistance to communities, chambers of commerce, industrial development corporations, and new and expanding industry.

The Area Redevelopment Administration assists communities and industrial development interests in securing loans, coordinates technical assistance grants to communities and technical assistance loans to businesses, and administers the state's community development corporation program.

Community Assistance provides technical assistance and training in community development techniques to communities, chambers of commerce, and industrial development corporations.

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 a combination of state and federal funds. The commission consists of the governors of the three states and a federal co-chairman.

FINANCE AND BUSINESS DEVELOPMENT BUREAU, (612) 296-4039

James J. Dahmen, assistant commissioner

This bureau supervises the divisions of small business, industrial development and international trade, and is responsible for financing, developing and assisting industry, commerce and tourism.

Municipal Industrial Development Bonds are promoted by this office. These bonds assist Minnesota communities in developing their industry, and are used in connection with revenue-producing enterprises of an industrial, commercial or tourism nature. The use of tourism-related bonds is restricted to communities outside the seven-county metropolitan area of the Twin Cities. Included are health care facilities, harbor, telephone system and electric power improvements and pollution abatement projects in industrial facilities.

Revenue bonds are issued by local governmental units. A revenue bond project may be initiated through municipal action, efforts of a local development corporation or by request of a business enterprise. Bond issues range from several hundred thousand dollars to several hundred million. The average is around \$1 million. More than \$1 billion in bond applications has been approved since 1970. Regulations,

guidelines and literature are available from the Finance and Business Development Bureau.

SMALL BUSINESS DIVISION, (612) 296-1451

Beverly N. Braun, director

The 1978 legislature ordered the creation of a small business division within the department of economic development by July 1, 1979. A task force composed of legislative and public members will make recommendations to the commissioner by December 1, 1978, regarding the structure and function of the division. A temporary small business division has been established to work with the task force and begin providing information to the public about the types of technical and financial assistance available for small business development. The division is also responsible for promotion of the small business set-aside program. This law requires the department of administration to set aside ten percent of all state purchasing contracts for first offering to small businesses, and further requires that ten percent of that ten percent be first offered to businesses owned by persons from socially and economically disadvantaged groups.

INDUSTRIAL DEVELOPMENT DIVISION

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

For information contact:

Alexandria Regional Office
Department of Economic Development
Box 599, Douglas County Courthouse
Alexandria, Minnesota 56308
(612) 762-2131, Ext. 220

St. Cloud Regional Office
Department of Economic Development
Nine Fifth Avenue North
c/o St. Cloud Housing and Redevel-
opment Authority
St. Cloud, Minnesota 56301
(612) 255-4161

St. Paul Office
480 Cedar Street
St. Paul, Minnesota 55101
Metropolitan Area Representative (612) 296-5009
Agribusiness Representative (612) 296-8392

TOURISM DIVISION, (612) 296-5027

Henry (Hank) R. Todd, Jr., director

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.

For information needed by operators of tourism facilities and chambers of commerce

contact the Tourism Division. For travel and tourism information needed by individuals contact the Tourism Information Center, (612) 296-5029. Tourist information for individuals may be requested in person, by phone, or by mail.

Generally there are no forms or fees (for single copies). If in stock, materials will be mailed within five working days after the request is made. Requests made in person are handled immediately. Appointments are preferred if an interview with division personnel is desired.

INTERNATIONAL TRADE DIVISION, (612) 296-5025

The 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. For information on export/import counseling and other financially related activities contact the International Trade Division. Generally there are no fees.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

The committee acts in an advisory capacity to the commissioner of economic development regarding the activities of his office and the programs and operation of the agency. Members are appointed by the commissioner: two from each congressional district, five at-large. Terms are coterminous with the governor.

Department of Economic Security

390 North Robert Street

St. Paul, Minnesota 55101

(612) 296-6791

Michael C. O'Donnell, commissioner, (612) 296-3711

Minnesota Laws 1977, Chapter 430

Created by the legislature in 1977, the department is a merger of the former Departments of Employment Services, Vocational Rehabilitation and the Governor's Manpower Office. The department's enabling legislation charges economic security with ". . . broad responsibility for income and employment policies, and for linking its benefit payments and job training and placement programs with veterans' programs, workers' compensation, vocational and post-secondary training, federal income insurance programs and economic development programs."

The mission of the Department of Economic Security is to help persons train for and find permanent employment. This includes people who have the skills needed to get a job as well as those who need specialized training and rehabilitative assistance. The department provides income maintenance to unemployed persons and no-fee placement service to workers and employers throughout the state. The department also helps individuals with disabilities to overcome vocational handicaps and return to gainful employment in either competitive or sheltered work situations. The department delivers its services through a network of 117 offices located throughout the state.

ADVISORY COUNCILS (612) 296-3711

Members of the State Advisory Council to the Department of Economic Security 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 job service and unemployment insurance programs as well as overall departmental policies and on legislative proposals affecting programs within their responsibility.

The Governor's Council on Employment and Training (GCET) advises the Governor on statewide employment and training policy, program development, coordination with CETA prime sponsors, state agencies and related organizations. A Subcommittee on Youth advises the Governor and legislature on youth and unemployment legislation and programs.

The GCET publishes an annual report on employment and training recommendations for policies and programs, and publishes brochures describing CETA programs. The council has a CETA movie and slides available for those interested in CETA programs. The council also sponsors conferences and workshops to discuss employment and training issues. The bi-monthly GCET meetings provide a forum for the public interested in manpower issues.

For information, or to request copies of annual reports, films, brochures, or locations of workshops and council meetings, contact Richard Hokanson, program analysis/technical assistance supervisor at (612) 296-6061 or: 690 American Center Building, 150 East Kellogg Boulevard, St. Paul, Minnesota 55101.

For information on Job Corps or other youth programs, contact Dave Newman, program planning/policy development supervisor, at (612) 296-6073, or at 690 American Center Building, 150 East Kellogg Boulevard, St. Paul, Minnesota 55101.

There are no forms to complete or fees required for this information. The council sends all the information as soon as requested. There may be a waiting list for the films or the slides.

Vocational Rehabilitation Consumer Advisory Council — The consumer advisory council consists of nine members who are appointed by the commissioner. The council is to assure that consumer concerns are integral parts of the considerations of the vocational rehabilitation program. The council meets at the call of the chairperson or as often as necessary.

DEPUTY COMMISSIONER'S OFFICE (612) 296-3711

Donald M. Buckner

The Deputy Commissioner's Office is responsible for the personnel management, equal employment opportunities and affirmative action activities of the department. These specific activities are in addition to the normal duties and responsibilities associated with the deputy's position.

STATEWIDE CETA COORDINATION OFFICE, (612) 296-8043

James Dredge, director

The Statewide CETA Coordination Office prepares recommendations for consideration by the commissioner and/or the Governor's Council on Employment and Training concerning employment and training programs in Minnesota. The office develops procedures for the more effective delivery and coordination of employment and training services within the state; this includes the development of demonstration programs to increase the coordination of services between Minnesota CETA prime sponsors and

state agencies. In addition, the office designs programs to serve groups with special employment and training needs, such as displaced homemakers, older workers, youth, and unemployed handicapped persons. The office is also responsible for staffing the Governor's Council on Employment and Training (GCET) and the Advisory Council to the Department of Economic Security.

The office provides consulting services, such as: answering consumer inquiries or providing data about the CETA programs and other employment and training programs operating in the state; assisting employers in arranging on-the-job training programs with local CETA prime sponsors; assisting the general public, employers in the state, and local officials in interpreting CETA and its regulations; assisting the general public in locating data regarding the labor market; and assisting unemployed, underemployed and disadvantaged individuals in locating the appropriate CETA office for employment and training services.

For information or assistance, contact James Dredge, director at 690 American Center Building, 150 East Kellogg Boulevard, St. Paul, Minnesota 55101. There are no forms to complete or fees charged for this information or assistance. Requests for information are handled immediately. If requests require research, it may take two or three weeks to gather the information and supply the answer.

STATE ECONOMIC OPPORTUNITY OFFICE, (612) 296-5740

Beverly Gleeson, director

Under Public Law 93-644 and Executive Orders 11, 124, 125, and 160, the office was established for the purpose of mobilizing anti-poverty resources in the state of Minnesota by advising the Governor, the state legislature, and regional and national Community Services Administrations on poverty related matters in order to provide needed services, develop alternative delivery systems, formulate policy, and provide technical assistance to Community Action Agencies and other agencies within the state that are serving low income people.

The office is funded by Community Services Administration and the state of Minnesota to function in a planning/advocacy/technical assistance role on behalf of the low-income Minnesota residents in the areas of energy, housing, economic development, and human services. The office administers grants, monitors programs, conducts studies for new projects and plans those projects in selected areas related to low-income people. It contains a poverty oriented research library to assist in these functions and to supply information to other state agencies, Community Action Agencies, and those agencies serving low income people. The office is located at 690 American Center Building, 150 East Kellogg Boulevard, St. Paul, Minnesota 55101.

OFFICE OF THE ATTORNEY GENERAL (612) 296-3672

Peter C. Andrews, assistant attorney general

The legal section, under the direction of the assistant attorney general, advises department section heads and the commissioner regarding departmental legal matters, 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.

VETERANS EMPLOYMENT SERVICE (612) 296-3665

A. P. (Tony) Caligiuri, state director for veterans employment

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 area office veterans employment representatives improve these services and advises the state economic security commissioner about veterans affairs.

MANAGEMENT SUPPORT DIVISION (612) 296-3700

Ronald E. O'Neal, assistant commissioner

The Management Support Division provides financial, procurement, electronic data processing, statistical research, and other administrative services to the department.

MANAGEMENT ANALYSIS SECTION (612) 296-6777

Joseph Bianchi, chief

The Management Analysis Section conducts special studies by analyzing procedures and departmental organization. In addition, the section coordinates the development of the department's program budget. This section does not offer direct service to the public.

BUSINESS AND FINANCIAL MANAGEMENT OFFICE

(612) 296-3689

Richard Julander, director

The Business and Financial Management Office provides services to the department in the areas of administrative accounting, financial analysis, budget preparation, space management, building maintenance and security, stockroom management, and office services.

ELECTRONIC DATA PROCESSING MANAGEMENT OFFICE

(612) 296-6582

John P. Wirig, director

The EDP Management Office supervises the operation of the data processing system used by the department. This office does not provide services directly to the public.

SYSTEMS AND PROGRAMMING SECTION

Ronald R. Niemann, manager (612) 296-2412

Marlin C. Grose, manager (612) 296-3610

This section provides the programming and system analysis services required to maintain the department's computer applications.

COMPUTER OPERATIONS SECTION (612) 296-7630

James W. Hogan, manager

The Computer Operations Section provides for the operation and scheduled use of the agency's computer and peripheral devices and is specifically responsible for the actual job loading, unloading, setup and control of the equipment.

DATA CONTROL OPERATIONS SECTION (612) 296-3629

Kenneth B. Eynck, manager

The Data Control Operations Section provides the service for agency production job applications and programs involving the input data, batch control, data entry, and output report functions.

TECHNICAL SUPPORT SECTION (612) 296-7629

Robert J. Minke, manager

The Technical Support Section provides for coordinating the agency's teleprocessing system, specialized software services, tape management system, computer operating system and performs all the technical services required by the branch.

RESEARCH AND STATISTICAL SERVICES OFFICE, (612) 296-6545

Rudolph Pinola, director

The Research and Statistical Services Office conducts economic and employment related studies and surveys for the U. S. Department of Labor as well as for other divisions of the department.

Requests for information should be addressed to the director's office. Those parties that have considerable contact with the office should request a copy of the "Directory of Labor Market Information" which is free of charge and gives the names and telephone numbers of persons who are responsible for specific data. A copy of the "Directory of Labor Market Information" can be obtained by contacting the Research and Statistical Services Office, 390 North Robert Street, St. Paul, Minnesota 55101.

MANAGEMENT INFORMATION AND OPERATIONAL ANALYSIS SECTION (612) 296-3721

John Tazell, unit supervisor

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. Department of Labor for federal aid.

LABOR MARKET STUDIES SECTION (612) 296-3716

Richard Johnson, unit supervisor

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.

UNEMPLOYMENT INSURANCE AND INCOME MAINTENANCE STUDIES SECTION (612) 296-3744

Alfred Hauwiller, unit supervisor

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.

ECONOMIC CONDITIONS AND INDUSTRY STUDIES SECTION (612) 296-4087

Charles Cline, unit supervisor

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 areas that are reported to the federal government. They develop estimates projections of industry and occupational employment and collect data for special studies on industry structure and employment.

REGIONAL LABOR MARKET INFORMATION SYSTEM SECTION (612) 296-3682

Medappa Chottepanda, unit supervisor

The Regional Labor Market Information System Section coordinates the work of six 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, New Ulm, and Moorhead.

EMPLOYMENT AND TRAINING DIVISION, (612) 296-3625

James L. Haynes, assistant commissioner

The Employment and Training Division brings together the wide variety of job placement and training services of the balance of state, CETA prime sponsor; the Minnesota State Employment Service; and the Work Equity Project. These services are defined in detail in the sections that follow. For information on these services, persons should contact the local service center or office.

BALANCE OF STATE (BOS) OFFICE, (612) 296-6056

690 American Center Building

150 East Kellogg Blvd.

Larry Simmons, director

The Balance of State Office is divided into an administrative office and 14 outside CETA service centers providing employment and training services. The administrative office monitors and evaluates CETA employment and training services in 54 counties in regions 1, 6E, 6W, 7E, 7W, 8, 9, and 10 (balance of state or BOS). 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. For information contact Fred Mattson, program support manager at: Balance of State Office, 690 American Center Building, 150 East Kellogg Blvd., St. Paul at (612) 296-6066. There are no forms or fees. Most requests can be handled immediately.

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:

1. Supportive service funds to overcome employment barriers such as lack of housing, medical care, tools, transportation and living costs;
2. counseling;
3. job development to find the employment opportunity that will satisfy the eligible individual's capabilities and needs;
4. 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.

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 1904 East Greenwood Drive Thief River Falls, Minnesota 56701 (218;) 681-7350	Kittson, Roseau Marshall, Pennington	Roger Wittenberg

Willmar CETA Center P. O. Box K 1009 N. Lakeland Drive Willmar, Minnesota 56201 (612) 235-6766	Meeker, Kandiyohi Renville, McLeod	Gary Erickson
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	Orlo Andrist
Mora CETA Center P. O. Box 4 47 North Park Mora, Minnesota 55051 (612) 679-4511	Pine, Mille Lacs, Kanabec, Chisago, Isanti	Merle Mattson
St. Cloud CETA Center P. O. Box 1433 2700 First Street North 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	Rob 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,	Leigh Heilman
Fairmont CETA Center P. O. Box 32 932 East Tenth Street Fairmont, Minnesota 56031 (507) 238-4214	Martin, Faribault, Watonwan	Leigh Heilman

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Owatonna CETA Center
P. O. Box 669
1929 South Cedar
Owatonna, Minnesota 55060
(507) 451-8906

Rice, Steele, Mower
Freeborn

Jane Saunders

Rochester CETA Center
205 19th St. NE
Rochester, Minnesota 55901
(507) 285-7286

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 Eldon Kirgiss, program manager at Balance of State Office, 690 American Center Building, 150 East Kellogg Blvd., St. Paul at (612) 296-2995. Forms are available from the offices. There are no fees. 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.



STATE JOB SERVICE, (612) 296-3625

The State Employment Service, through its statewide network of no-fee job service offices, offers a wide array of services aimed at matching qualified applicants with available jobs. It 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 veterans, the mentally and physically handicapped, minority groups, migrant workers, youth, older workers, and the economically disadvantaged.

In addition, the employment service operates a statewide job bank system, offering daily job openings available at the statewide 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 for which they are qualified. For job information, persons should contact their nearest local State Job Service Office.

FIELD OPERATIONS OFFICE, (612) 296-3627**Merle Kinvig, director**

The Field Operations Office of the State Employment Service supervises the operation of 33 full-service area offices and 39 satellite or sub offices. A full-service area office provides all job placement services, as well as unemployment insurance, while a satellite or sub office brings a more limited number of employment services to a neighborhood, school or small community. For information or to receive a specific service, contact the employment service area office nearest you.

<i>ADDRESS</i>	<i>COUNTIES SERVED</i>	<i>MANAGER</i>
Albert Lea Area Office Paul J. Shea 916 S. Broadway Albert Lea, Minnesota 56007 (507) 373-3951	Freeborn	Paul J. Shea
Alexandria Area Office 418 Third Ave. E. Alexandria, Minnesota 56308 (612) 762-2131	Douglas Pope Stevens	Robert Parkin
Austin Area Office 105 Eleventh Ave. N.E. Austin, Minnesota 55912 (507) 433-3457	Mower	Rodney K. Smith
*Bemidji Area Office Highway 2 W. Bemidji, Minnesota 56601 (218) 755-2936	Beltrami, Clearwater, No. Cass, Hubbard Lake of the Woods, Mahnomon	Raymond Mattila
*Brainerd Area Office 224 W. Washington St. Brainerd, Minnesota 56401 (218) 828-2450	Crow Wing S. Cass	Ralph Collette
Crookston Area Office 210 N. Broadway Crookston, Minnesota 56716 (218) 281-3593	Norman Polk	William Huggett
*Duluth Area Office 407 W. Superior St. Duluth, Minnesota 55802 (218) 723-4730	Carlton Lake Cook S. St. Louis	Richard Foss
Ely Area Office 30 S. First Ave. E. Ely, Minnesota 55731 (218) 365-3177	N.E. St. Louis N.W. Lake	Maynard Thoren
Fairmont Area Office 923 N. State St. Fairmont, Minnesota 56031 (507) 235-5518	Martin Faribault	Joseph Kurtzman

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Faribault Area Office 218 Central Ave. N. Faribault, Minnesota 55021 (507) 334-5531	Rice	James I. Cupp
Fergus Falls Area Office 116 E. Lincoln Ave. Fergus Falls, Minnesota 56537 (218) 739-2295	Otter Tail Wilkin Grant Traverse	Richard Long
*Grand Rapids Area Office 310 N.E. Third St. Grand Rapids, Minnesota 55744 (218) 326-6669	Aitkin Itasca	Clayton K. Riste
Hibbing Area Office Mesabi Mall Hibbing, Minnesota 55746 (218) 263-3644	W. Central St. Louis Itasca	Roy Skramstad
Hopkins Area Office 135 Shady Oak Road S. Hopkins, Minnesota 55343 (612) 935-5521	Part of Hennepin Carver Anoka Scott	Duane R. Henke
Int'l Falls Area Office 344 Third St. Int'l Falls, Minnesota 56649 (218) 283-2641	Koochiching	Robert Frederickson
Little Falls Area Office 106 First Ave. S.E. Little Falls, Minnesota 56345 (612) 632-5427	Morrison Todd Wadena	Arlynn Zobroski
*Mankato Area Office 709 N. Front St. Mankato, Minnesota 56001 (507) 389-6723	Blue Earth Waseca LeSueur Nicollet	Theodore Waknitz
Marshall Area Office 107 E. Main St. Marshall, Minnesota 56258 (507) 537-6236	Lyon Lincoln Redwood Pipestone	J. George Senden
*Minneapolis Area Office 309 Second Ave. S. Minneapolis, Minnesota 55401 (612) 333-0192	Hennepin	John Marcy
Montevideo Area Office 123 S. First St. Montevideo, Minnesota 56265 (612) 269-8819	Chippewa Yellow Medicine Lac Qui Parle Big Stone, Swift	Joan Reed, Acting

*Moorhead Area Office Townsite Center 810 Fourth Ave. So. Moorhead, Minnesota 56560 (218) 236-2191	Clay Becker	G. Leo Gustavson
*Mora Area Office 100 S. Park St. Mora, Minnesota 55051 (612) 679-3611	Kanabec, Isanti Pine Mille Lacs Chisago	Mary Groeschner
New Ulm Area Office 1200 S. Broadway New Ulm, Minnesota 56073 (507) 354-3138	Brown Sibley Watowan	Sam B. Schmid
Owatonna Area Office 1929 S. Cedar Owatonna, Minnesota 55060 (507) 451-5774	Steele	Paul Ehlers
Red Wing Area Office 116 Broad St. Red Wing, Minnesota 55066 (612) 388-3526	Goodhue Part of Wabasha	Allen Tuomela
*Rochester Area Office 107 Fourth St. S.E. Rochester, Minnesota 55901 (507) 285-7315	Olmstead Dodge Part of Fillmore	Gary D. Sherman
*St. Cloud Area Office 111 Lincoln Ave. S.E. St. Cloud, Minnesota 56301 (612) 255-3266	Stearns Benton Sherburne Wright	Dale L. Heimermann
*St. Paul Area Office 390 N. Robert St. St. Paul, Minnesota 55101 (612) 296-8718	Ramsey Dakota Washington	Arval Christensen
Thief River Falls Area Office 318 N. Knight Ave. Thief River Falls, Minnesota 56701 (218) 681-1100	Pennington Kittson, Roseau Marshall Red Lake	J. K. Stadum
Virginia Area Office 1325 S. Ninth St. Virginia, Minnesota 55792 (218) 741-6996	N.W. & E. Central St. Louis	Stuart A. Murray
*Willmar Area Office 324 W. Third St. Willmar, Minnesota 56201 (612) 235-3222	Kandiyohi Meeker Renville McLeod	Richard Swenson

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Winona Area Office
52 E. Fifth St.
Winona, Minnesota 55987
(507) 457-2950

Winona
Houston
Wabasha
N.E. Fillmore

Evert Salo

Worthington Area Office
321 Eleventh St.
Worthington, Minnesota 56187
(507) 376-3116

Nobles, Rock
Murray
Cottonwood
Jackson

William F. Horak

*Operates one or more satellite or sub office(s). Call area office for location and schedule.

Additional information may be obtained by contacting Merle Kinvig, director of field operations, 390 North Robert Street, St. Paul, 55101 at (612) 296-3627.

STAFF SERVICES OFFICE (612) 296-3609

Ray Conley, director

The Staff Services Office provides staff and technical services for the area offices under the Field Operations Office, and organizes data on the employment services needs for area office personnel.

APPLICANT SERVICES SECTION (612) 296-6609

Guy Flanagan, chief

The Applicant Services Section provides technical and program assistance to area offices in services provided to job applicants. These job service programs are offered to the public by Field Operations Office area offices:

1. counseling to assist job applicants in assessing present and potential job qualifications and to align them to occupational requirements to help make the appropriate vocational selection;
2. services provided to veterans, the handicapped, youth and older workers;
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, are from low-income families, and need a change of environment and personal help to develop their talents, self-confidence and motivation;
5. and career information pamphlets on such topics as how to prepare resumes and prepare for job interviews.

For information about services, contact your nearest area office.

EMPLOYER SERVICES SECTION, (612), 296-6429

Joseph Wennes, chief

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.

The job service improvement program is administered by the Employer Services

Section through area offices. Job market investigation is conducted for the U.S. Immigration Service for each job offer submitted by employers seeking certification for admission of alien workers into this country. Mandatory Job Listing is a program for mandatory listing of jobs with the U.S. Employment Service by firms with U.S. government contracts or subcontracts. Testing is available 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; and test research is provided for development of tests for new occupational groups, and validation of existing tests when used for minority groups.

**MANPOWER OPERATIONS DATA SYSTEM (MODS) SECTION,
(612) 296-3704**

Geoffrey Green, chief

The MODS Section collects all computer input data relating to placement and services provided by the Employment Service. The MODS Section houses the control center for the Statewide Job Bank System and controls all referrals on job orders in the Twin Cities metropolitan area. The WIN central records unit is also located in this section.

RURAL AREA SERVICE SECTION, (612) 296-3389

Walt Carlson, chief

The Rural Area Services Section designs, coordinates and evaluates programs intended to facilitate the provision of employment services to rural residents and employers. It also coordinates programs relating to migrant workers including specialized job placement services and interstate recruitment for migrants. The section coordinates departmental activity with other agencies, public and private, involved with migrant programs.

TRADE ACT SERVICES, (612) 296-3026

Richard Reinhardt, trade act supervisor

Under the Federal Trade Act, the department processes petitions and requests for job search, job relocation and training expenses for workers and employers adversely affected by importation of foreign goods.

STATE WORK INCENTIVE (WIN) PROGRAM, (612) 296-4471

Darvin Swanson, chief

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 by staff who have WIN responsibilities in job service area offices. The WIN program is open to eligible applicants in 53 of 87 Minnesota counties which participate in the program. Applicants may register for the WIN program in the participating area office nearest them.

MONITOR/ADVOCATE, (612) 296-4296

The Monitor/Advocate investigates complaints against the Employment and Training Division, assists the public in referral of employment-related complaints; and monitors job service operations to ensure that migrant and seasonal workers receive the services due them. For information, or to file a complaint contact the Monitor/Advocate at the above address.

EMPLOYMENT AND TRAINING DIVISION MANAGEMENT ANALYSIS SECTION, (612) 296-3229

Lloyd Julson, chief

The Employment and Training Division Management Analysis Section studies and analyzes problems relative to management functions to achieve better organizational effectiveness and advise managers and supervisors as to outcome of results.

WORK EQUITY PROJECT, (612) 296-1148

The Work Equity Demonstration Project, funded by a \$6.8 million grant from the U. S. Department of Labor, provides employment and training services to approximately 4,000 eligible recipients of Aid-to-Families-with-Dependent-Children (AFDC), General Assistance (GA), and food stamps in St. Paul and 27 counties in economic development regions 6E, 6W, 7E, 7W, and 8. Services provided include on-the-job training, community work projects, public service employment, counseling, job finding and keeping training, and placement into unsubsidized employment. The project is a cooperative effort of the Departments of Economic Security and Public Welfare and the city of St. Paul. Direct services are provided to clients referred only by county welfare offices and Job Service area offices.

UNEMPLOYMENT INSURANCE DIVISION, (612) 296-3567

Barbara Beerhalter, assistant commissioner

The Unemployment Insurance system provides payments to eligible unemployed workers 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, (612) 296-3697

Philip Franklin, (612) 296-8788

Robert Kenny, (612) 296-7895

The Commissioner's Representatives hear appeals of decisions of the appeals tribunal (Appellate Office) of 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 sections.

COST MODEL/BUDGET SECTION, (612) 296-3714

Nicholas Schmit, chief

The Cost Model Section prepares the annual Unemployment Insurance Plan of Operation and UI Budget, and monitors all activities to assure the division stays within all budget restraints.

UNEMPLOYMENT INSURANCE (UI) EVALUATION AND ANALYSIS SECTION, (612) 296-3574

Michael Fratto, chief

The UI Evaluation and Analysis Section performs operational reviews and evaluations of UI functions. The section also performs various subsidiary assignments to assure improvement of the delivery of quality UI service.

APPELLATE OFFICE, (612) 296-3749

Miles Porter, director

The Appellate Office administers all activity associated with first level appeals. The Appellate Office hears and decides appeals of claimants and employers from determinations issued by the benefit and tax offices. Cases involve claims for unemployment benefits under state and federal laws, employer tax rate and liability matters and Work Incentive Program disqualification proceedings. Cases are heard by an impartial appeal chairman or referee who conducts a fair hearing and decides the case by applying the law to the facts in the record.

APPEALS OPERATIONS SECTION, (612) 296-8778

Mavis Gerber, chief

The Appeals Operations Section schedules all appeal hearings and provides administrative and clerical support for the hearings and decisions. Appeals may be filed in writing in any area office of the Department of Economic Security which provides unemployment insurance service or by letter, which must include the claimant's social security number, sent to: Department of Economic Security, Unemployment Insurance Division, Appellate Office, 390 North Robert Street, St. Paul, Minnesota 55101. For information and assistance about appeals you may write to the address shown above, or call (612) 296-3745. Be sure to include the claimant's social security number in all inquiries.

BENEFITS OFFICE, (612) 296-3642

Eugene Sampson, director

The Benefits Office administers all activity associated with UI claim payments and programs, as outlined before.

CENTRAL BENEFITS SECTION (612) 296-3644

Walter Lundeen, chief

The Central Benefits Section processes all claims for unemployment insurance, makes determinations as to benefit duration and amount, and eligibility for the program. The benefits section administers the following programs: 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; 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; Training payments under the CETA and WIN programs received by persons while in training programs; and 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. 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, (612) 296-3642

James Connolly, district supervisor

The UI Metro District Operations operates the UI area offices in the Minneapolis, St. Paul and surrounding suburban areas. These UI area offices are usually co-located with Job Service Offices and provide unemployment insurance services to the public.

UI FIELD ADVISORS, (612) 296-8730

David Erickson — Northwest
Roger Ellis — Southeast

Terrance Clark — Northeast
Patrick Glassman — Southwest

The UI Field Advisors provide technical information and assist the area offices outside the metropolitan area with their unemployment insurance functions.

TAX OFFICE, (612) 296-3736

Merril Soine, director

The Tax Branch administers all activities relating to the following unemployment tax and activities and benefit payment control.

TAX ACCOUNTING SECTION, (612) 296-3736

Richard Yurek, chief

The Tax Accounting Section determines employer liability and maintains employer accounts for unemployment insurance taxes, including employer account numbers, address files, quarterly tax reports and payment, benefit charges and rates. For information about employer taxes, contact Department of Economic Security, Tax Accounting, 390 North Robert Street, St. Paul, Minnesota 55101.

FIELD AUDITING SECTION, (612) 296-3736

James Janssen, chief

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 unemployment insurance tax. Field auditors are located in 16 cities around Minnesota. For information or assistance, contact Field Auditing Section, 390 North Robert Street, St. Paul, Minnesota 55101.

INVESTIGATION SECTION, (612) 296-3761

James Eichten, chief

The Investigation Section investigates claimants for violation of unemployment insurance regulations; searches for benefit overpayments and initiates prosecution in detected claimant and employer fraud cases. For information covering unemployment insurance fraud, contact the Department of Economic Security, Investigation Section, 390 North Robert Street, St. Paul, Minnesota 55101.

**VOCATIONAL REHABILITATION (VR) DIVISION,
(612) 296-1822**

Marijo A. Olson, assistant commissioner

The primary goal of the agency is the vocational rehabilitation of physically, mentally and emotionally handicapped persons throughout the state of Minnesota. These persons are served through the thirty-five field offices located throughout the state. Services include orientation to the VR program, assignment of a counselor, counseling and guidance, vocational evaluation and diagnosis, medical evaluation, vocational training, job placement and follow up. The delivery of services begins with an introduction to the VR program after which the individual is assigned to a counselor to formulate an individualized plan with the maximum involvement of the client and the fullest utilization of community resources. The Disability Determination Section of the division adjudicates claims for disability insurance and supplemental security income benefit programs under sections of the Social Security Act.

**PROGRAM AND MANAGEMENT SUPPORT OFFICE,
(612) 296-5625**

Edwin O. Opheim, director
350 Space Center Building
St. Paul, Minnesota 55101

The program and management support office is responsible for planning, organizing and directing the administrative and management support services required to meet agency goals and objectives; administering the internal system of financial management and budget control; and assessing performance within the Vocational Rehabilitation Division.

These activities include specialized program consultation and direction to manage-

ment and field staff regarding client service functions; developing and coordinating cooperatively funded agency programs; monitoring and evaluating agency programs, outcomes of client services and the sustaining of client benefits over time; conducting research to identify client needs and to explore methods of improving services and increasing the effectiveness of agency programs; and preparing the state plan for vocational rehabilitation.

CLIENT SERVICES OFFICE, (612) 296-5622

William O. Niederloh, director
350 Space Center Building
St. Paul, Minnesota 55101

The Client Services Office is responsible for the direct delivery of the full range of vocational rehabilitation services to eligible clients on a statewide basis. The state is divided into five service delivery areas: central, east metropolitan, west metropolitan, northern and southern. Within each area, there are field offices housing counselors and support staff necessary to provide services to clients. There is no charge for the services considered usual and necessary for each individual rehabilitation program. The following are field offices:

CENTRAL AREA

Cambridge Field Office
135 NW Second Avenue
Cambridge, MN 55008
(612) 689-3250

Moorhead Field Office
31 North 4th Street
Moorhead, MN 56560
(218) 236-2206

Fergus Falls Field Office
108 North Cascade
Fergus Falls, MN 56537
(218) 736-5658

St. Cloud Field Office
54 - 28th Avenue North
St. Cloud, MN 56301
(612) 255-2224

Fergus Falls CVRP
State Hospital, Memorial Building
Box 157
Fergus Falls, MN 56537
(218) 739-2233, Ext. 246

St. Cloud CVRP
State Reformatory for Men
Box "B"
St. Cloud, MN 56301
(612) 251-3510, Ext. 344

WEST METROPOLITAN AREA

Anoka Field Office
Professional Building, Suite 206
403 Jackson Street
Anoka, MN 55303
(612) 427-3070

Minneapolis North Field Office
1315 Penn Avenue North
Minneapolis, MN 55411
(612) 348-4727

Anoka State Hospital CVRP
Anoka State Hospital, Miller East
Anoka, MN 55303
(612) 421-3940

Minneapolis NW Suburban Office
6500 Brooklyn Blvd.
Minneapolis, MN 55429
(612) 560-2960

Minneapolis South Field Office
 811 East 27th Street
 Minneapolis, MN 55407
 (612) 874-1874

Minneapolis Southwest Field Office
 3101 West 69th Street
 Minneapolis, MN 55435
 (612) 926-6537

EAST METROPOLITAN AREA

Hastings Field Office
 1250 Highway 55 West
 Hastings, MN 55033
 (612) 437-2137

St. Paul East Side Field Office
 Second Floor, Space Center Building
 444 Lafayette Road
 St. Paul, MN 55101
 (612) 296-6786

St. Paul Central Field Office
 368 Selby Avenue
 St. Paul, MN 55102
 (612) 222-5828

St. Paul Midway Field Office
 1821 University Avenue, Room 180
 St. Paul, MN 55104
 (612) 646-7841

NORTHERN AREA

Bemidji Field Office
 722 - 15th Street
 Bemidji, MN 56601
 (218) 755-3980

East Grand Forks Field Office
 Area Voc Tech Institute
 Highway 220 North
 East Grand Forks, MN 56721
 (218) 773-2405

Brainerd Field Office
 1110 Willow Street, East Wing
 Brainerd, MN 56401
 (218) 755-2530

Grand Rapids Field Office
 401 - 11th Street S.E.
 Grand Rapids, MN 55744
 (218) 326-1201

Crookston Field Office
 202 South Main Street
 Crookston, MN 56716
 (218) 281-1946

Hibbing Field Office
 Hibbing Public Schools
 Hibbing, MN 55746
 (218) 262-3988

Duluth Field Office
 326 Bradley-Computata Building
 10 East Superior Street
 Duluth, MN 55802
 (218) 723-4698

International Falls Field Office
 Drawer "M"
 South International Falls, MN 56679
 (218) 283-3436

Brainerd CVRP
 1110 Willow Street, East Wing
 Brainerd, MN 56401
 (218) 828-2530

Staples Field Office
 Staples High School
 Staples, MN 56479
 (218) 894-2430

Moose Lake CVRP
 Moose Lake State Hospital
 Moose Lake, MN 55767
 (218) 485-4411

Thief River Falls Field Office
 Labree Avenue South & Zeh Street
 Thief River Falls, MN 56701
 (218) 681-7598

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Virginia Field Office
P.O. Box 1285
Pearsall Industrial Park
1500 8th Street
Virginia, MN 55792
(218) 741-5855

Wadena Field Office
311 North Jefferson
Wadena, MN 56482
(218) 631-4601

SOUTHERN AREA

Austin Field Office
1900 - 8th Avenue Northwest, Room 124A
Austin, MN 55912
(507) 437-3209

Rochester CVRP
2120 East Center Street
Rochester, MN 55901
(507) 285-7302

Faribault Field Office
Depot Square Building
303 Northeast First Avenue
Faribault, MN 55021
(507) 334-7572

St. Peter CVRP
100 Freeman Drive
St. Peter, MN 56082
(507) 931-3000

Mankato Field Office
709½ South Front Street
Mankato, MN 56001
(507) 389-6511

Winona Field Office
1160 West 7th Street
St. Peter, MN 56082
(507) 931-3000

Marshall Field Office
107½ East Main Street, Box 168
Marshall, MN 56258
(507) 537-7280

Winona Field Office
1160 West 7th Street
Winona, MN 55987
(507) 457-2198

Red Wing Field Office
Voc Tech School
Pioneer Road & Highway 58
Red Wing, MN 55066
(612) 388-7811

Winthrop Field Office
Winthrop Public Schools
Winthrop, MN 55396
(507) 647-5382

Rochester Field Office
717 Third Avenue Southeast
Rochester, MN 55901
(507) 285-7293

Worthington Field Office
909 - 4th Avenue
Worthington, MN 56187
(507) 372-2149

REHABILITATION FACILITIES SERVICES OFFICE, (612) 296-5628

Marvin O. Spears, director
350 Space Center Building
St. Paul, Minnesota 55101

The Rehabilitation Facilities Services Office is responsible for the following activities as they pertain to the state's cooperation with private vocational rehabilita-

tion facilities, sheltered workshops, and work activity centers: program development and consultation, technical assistance, case service allocations, grants administration, program monitoring, evaluation, and program certification. The private vocational rehabilitation facilities provide services directly to the clients as authorized and purchased by vocational rehabilitation counselors on an individual client basis.

**DISABILITY DETERMINATION SERVICES OFFICE,
(612) 296-4554**

**Robert M. Sternal, director
460 Metro Square Building
St. Paul, Minnesota 55101**

This section, under contract with the Social Security Administration, receives and examines individual applications for social security disability benefits and supplemental security income. The applications are forwarded to the Disability Determination Services Office from the district offices of the Social Security Administration. Medical and other records are acquired by this section in order to determine extent of disability as it relates to the claimant's ability to engage in gainful employment. The disability examiners make referrals of potential vocational rehabilitation clients to the vocational rehabilitation agency. There is no charge for these services.



**Minnesota
State Department
of Education**

**Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-6104**

Minnesota Statutes, chapter 121

STATE BOARD OF EDUCATION, (612) 296-2358

Henry Tweten, president

The State Board of Education sets policies for public schools and vocational-technical institutes. The nine-member board directs the state Department of Education which serves the public and vocational-technical schools, and implements board policies.

The Governor appoints board members, one member from each congressional district and one at-large member. The board elects the commissioner of education who is executive officer and secretary of the board and chief administrator of the state Department of Education.

COMMISSIONER OF EDUCATION, (612) 296-2358

Howard B. Casmey, commissioner

PROFESSIONAL LIBRARY, (612) 296-6684

Patsy Tupper, director

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. Service is also provided to the Division of Vocational Rehabilitation of the Department of Economic Security. The public may use library materials, but materials are not taken from the library.

**PERSONNEL AND STAFF DEVELOPMENT OFFICE,
(612) 296-3377**

David A. Bergsven, director

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.

The office promulgates affirmative action programs for the Department of Education. The office investigates complaints concerning affirmative action programs and employment discrimination and may refer discrimination complaints to the human rights commission.

To register a complaint, contact the Personnel and Staff Development Office, 755 Capitol Square Building. There are no forms or fees. The office answers all complaints as soon as possible. The time necessary to resolve a complaint depends on the complexity of the complaint.

The office provides information to individuals seeking employment with the Department of Education. For information or an application form, contact the Personnel & Staff Development Office. There are no fees. The office uses the standard state application form which is available from the office, the state Department of Personnel, or employment services. Most requests are handled immediately.

OFFICE OF PLANNING AND EVALUATION, (612) 296-9297

Floyd Keller, director

The Office of Planning and Evaluation provides the Department of Education with internal and external planning and evaluation capacity. In addition, the office also provides technical assistance to local school districts and the Educational Cooperative Service Units in the areas of planning and evaluation.

MANAGEMENT/LEGISLATION, (612) 296-3116

Joseph P. Graba, deputy commissioner
E. Raymond Peterson, associate commissioner

Management/Legislation supervises internal department activities, the financial affairs of the state's school districts and area vocational technical institutes, and the Minnesota public library system. It also oversees legislative proposals concerning the Department of Education.

EDUCATION STATISTICS SECTION, (612) 296-2400

Leo A. Bernat, director

The Education Statistics Section provides information and analyses to state officials, the legislature, the public and the U.S. Office of Education concerning school financing and staffing, public and nonpublic school enrollments, general statistics concerning education and related demographic trends, and various aspects of laws pertaining to education. The section prints:

Education Update Special Report which provides statistical information on school districts, grouped by county, region and state.

State Laws Pertaining to the Public School System, newly published every two years with an update in the interim years, listing all state laws pertaining to elementary-secondary and post-secondary vocational education.

Minnesota State Agency Rules of the State Board of Education, as well as amendments, which lists all rules of the state Board of Education.

Minnesota Education Directory, which provides the names and addresses for all educational institutions in Minnesota as well as key education personnel locally and nationally.

Demographic and Financial Trends in Minnesota Education, which provides an overview of trends in elementary and secondary education.

For information about these publications, contact the Education Statistics Section, 736 Capitol Square Building. The section is not authorized to sell publications. The *Education Special Report* is available free upon request from the section. The *Trends* report has been available upon request in previous years; no distribution policy has been adopted as yet for future issues. Other publications may be purchased from the Documents Section in the Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155, (612) 296-2874.

OFFICE OF FEDERAL/STATE RELATIONS, (612) 296-3271

Edwin E. Cain, director

The Office of Federal/State Relations 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.

The office will answer specific questions on available education programs. For

information on the application procedures, contact the Office of Federal/State Relations, 751 Capitol Square Building. There are no forms or fees. Inquiries are handled as soon as possible.

**PUBLICATIONS/PUBLIC INFORMATION SECTION,
(612) 296-6418**

James Lee, director

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, and assists department and education-related agencies on editorial and audio-visual projects.

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 the Documents Section, Department of Administration.

For information on *Education Update*, contact the Publications/Public Information Section, 760 Capitol Square. There are no forms. *Education Update* is published during the school year.

The section provides information on the Department of Education and the state Board of Education to the news media and the public. For information, contact the Publications/Public Information Section.

OFFICE OF ADMINISTRATIVE SERVICES, (612) 296-8418

George W. Fortmeyer, director

The Office of Administrative Services manages financial affairs of the department, including budgeting and program analysis, and promulgates policies and procedures for the department.

FISCAL SERVICES UNIT, (612) 296-6253

Ed Wilkins, supervisor

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.

OFFICE SERVICES UNIT, (612) 296-3309

Ardelle Krech, supervisor

The Office Services Unit provides purchasing, mail handling, office copying and other internal administrative support services for the Department of Education.

DIVISION OF SCHOOL MANAGEMENT SERVICES, (612) 296-8420

Ronald J. Laliberte, assistant commissioner

The Division of School Management Services provides technical advice and direction to local school districts to assist them in the development and maintenance of non-instructional services necessary to support the educational program of the districts. The division is responsible for child nutrition, financial accounting, information systems, transportation, facilities and state aid programs for local educational agencies. The division also performs the "Review and Comment" for school facility construction.

OFFICE OF DISTRICT ORGANIZATION, (612) 296-1382

Randall Johnson, specialist

The office of District Organization 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.

For information or assistance, contact the office of District Organization, 807 Capitol Square Building. Forms are provided by the unit. There are no fees. The time required varies depending on the service requested. Most information requests are answered within a week.

REVIEW AND COMMENT, (612) 296-1382

Minnesota law requires that all school construction projects with a cost in excess of \$400,000 be reviewed by the commissioner of education. The information to be submitted to the department is listed in 1977 Minn. Stat. ch. 122.90. For further information contact Review and Comment, 807 Capitol Square Building. There are no forms or fees. Review and Comment is provided 60 days after receipt of required information.

CHILD NUTRITION SECTION, (612) 296-6986

Charles L. Matthew, director

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.

The school lunch and school breakfast programs are primarily federally funded. 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. For eligibility requirements and information, contact the Child Nutrition Section, Fifth Floor, Capitol Square Building.

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 and one-quarter cents per half pint served. The free milk served to eligible children is reimbursed at the average dairy cost. For information or eligibility requirements, contact the Child Nutrition Section. Forms used include:

1. Form F22-50-1 (7/76)
2. Form F22-50 (7/76)
3. Form F22-49 (8/76)

There are no fees. Processing applications requires 30 days.

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. For information or eligibility requirements, contact the Child Nutrition Section at its above address and telephone number. The form used for schools is Form F22-57. There are no fees. Processing applications requires 30 days.

The food distribution program provides donated foods to help schools and other agencies improve the diets of school children and other needy persons and increase the market for domestically produced food acquired under surplus foods, or support programs. Eligible participants include local education agencies operating nonprofit lunch programs, agencies participating in the child care food programs, summer food service programs for children, needy Indians on reservations, summer camps operated by nonprofit organizations and programs for the elderly. For information, contact the Child Nutrition Section. The form, application-agreement for use of USDA donated foods, must be completed by all participants except school districts and nonpublic schools participating in the school lunch/breakfast program and sponsors of the child care food program. They are automatically included in the food distribution program. There are no fees. Processing requires 30 days.

The child care food program offers grants-in-aid for food service programs in nonresidential child care institutions. Eligible participants include private nonprofit institutions or public institutions such as child day-care centers, family day-care homes, settlement houses or recreation centers providing day-care services. For information, contact the Child Nutrition Section. Forms used include:

- | | |
|-------------------|-------------------|
| 1. F22-37 (8/77) | 4. F22-37a (8/77) |
| 2. F22-38 (8/77) | 5. F22-66 (8/77) |
| 3. F22-39 (10/77) | 6. F22-67 (8/77) |

There are no fees. Processing applications requires 30 days.

EDUCATION DATA SYSTEMS SECTION, (612) 296-2751

Donald R. Thomas, director

The Education Data Systems Section provides electronic data processing services to the Department of Education. The section analyzes the development of new computer 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. It will provide information to the public on computer systems in the schools and any programs developed by the section. For information, contact Education Data Systems, 803 Capitol Square Building. There are no forms or fees. Processing simple information requests requires a maximum of one week.

PUPIL TRANSPORTATION SECTION, (612) 296-2839

Gerald J. Pavek, director

The Pupil Transportation Section administers pupil transportation laws and rules and a federally funded pupil transportation safety program. The section processes annual transportation reports from school districts to determine eligibility for the State Aids Section to calculate and pay the aid earned on a quarterly basis; develops and revises school bus minimum safety standards and operating rules; and conducts school bus driver, supervisor, mechanic and attendant training. The section deals with school districts and private contract operators, but also provides related information directly to the public.

SCHOOL FACILITIES PLANNING AND OPERATION SECTION, (612) 296-2275

Fredrik M. Christiansen, director

The School Facilities Planning and Operation Section provides information to the public school districts, legislators and others regarding facilities planning and operation of physical plants.

FACILITIES PLANNING SERVICES, (612) 296-2288

Floyd E. Erickson, assistant director

The facilities planning unit promotes cost effective improvements in educational environments (including safety, health and education 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. The unit inspects facilities and reports findings to proper authorities.

For information or assistance contact the education department's Facilities Planning Services at the department's office listed above. Forms are provided by the unit. There are no fees. The time required varies depending on the service requested. Plans are approved within three weeks.

FACILITIES OPERATION SERVICES, (612) 296-2288

William R. Lavelle, assistant director

The Facilities Operation Services 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 and organizes information for use by school districts. The unit recommends to the state board changes in standards that result in improved efficiency. The unit organizes and implements inservice workshops for school district operating personnel.

For information or assistance contact the Facilities Operation Services at the Department of Education's office listed above. Forms are provided. There are no fees. The time required varies depending on the service requested. Most information requests are answered within a week.

SCHOOL FINANCIAL MANAGEMENT SECTION, (612) 296-3384

Ronald E. Moir, director

The School Financial Management Section provides financial accounting and reporting standards to be used by all school districts, Area Vocational Technical Institutes (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.

Reports on school districts' financial accounting, financial condition and levy limitations are made available in summary form annually to the school districts, the public and the legislature. Special requests for data on individual districts may be answered as time allows. For information, contact the School Financial Management Section.

Forms used by the school districts include:

1. Form F29-25 (Levy Limitation and Certification)
 2. Form 29-26 (School Tax Report)
 3. Form F29-2a (Annual Financial Report)
 4. Form F29-2e (School Revenues and Expenditures Budget)
-

There are no fees charged for informational services. All annual financial reports and budgets are due each August 15. Information requests are handled as soon as possible.

STATE AIDS SECTION, (612) 296-4431

Gary Farland, director

The State Aids Section calculates and distributes the major state aids to local educational agencies. The section also collects and maintains information on pupil attendance, and distributes foundation aids, special education aids, vocational aids and transportation aids.

For further information, contact the State Aids Section, 807 Capitol Square Building.

The section is responsible for the Nonpublic Aid Program and administers funds allocated by the state for the purchase of textbooks to be loaned to nonpublic pupils. For information or application forms for nonpublic school aid contact Nonpublic Pupil Aid, 807 Capitol Square Building or telephone (612) 296-8130.

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 Department of Education by the public school on or before September 20th. The public school district is reimbursed in about two weeks.

OPERATIONS, (612) 296-2774

Mrs. Von Valletta, deputy commissioner

Operations consists of the Division of Instruction, Division of Special and Compensatory Education, Division of Special Services and the Division of Vocational-Technical Education. The deputy commissioner is the executive officer for the four divisions.

DIVISION OF INSTRUCTION, (612) 296-4066

The Division of Instruction provides consultative services and instructional materials to local education agencies; administers state education 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 directs community education, consisting of the adult high school diploma program, adult basic education and sponsorship of the general education development (GED) program.

COMMUNITY EDUCATION SECTION, (612) 296-2587

Lawrence E. Erie, director

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 general education development 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¢ per \$1.00 per capita levied at the local level.

ADULT EDUCATION UNIT, (612) 296-4057

Don Peterson, coordinator

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 general education development testing. The unit offers financial aid up to 90% of teacher salaries not to exceed \$8,000. Program demand exceeds allotted money.

ADULT BASIC EDUCATION UNIT, (612) 296-4053

Sherwood Clasen, coordinator

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 then pays the other 10%. The number of programs is limited by the funds available.

**ELEMENTARY AND SECONDARY EDUCATION SECTION,
(612) 296-4066**

Gerald L. Kleve, director

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, (612) 296-4067

The Curriculum Development Unit produces curriculum guides, resource units and other publications available for use by local educational 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.

ELEMENTARY EDUCATION UNIT, (612) 296-4064

Richard Mesenburg, supervisor

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.

SECONDARY EDUCATION UNIT, (612) 296-4055

The Secondary Education Unit makes reports to the Board of Education on secondary school classification. The unit visits new schools requesting a change in classification before making a report to the state board. The unit advises secondary schools on any question concerning secondary education.

HEALTH, PHYSICAL EDUCATION, AND SAFETY UNIT, (612) 296-4059

Carl Knutson, supervisor

The Health, Physical Education 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.

MEDIA UNIT, (612) 296-6114

Robert Miller, supervisor

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.



**Sinclair Lewis (1885-1951) was a native of Sauk Centre, Minnesota.
In 1930 he became the first American to win the Nobel Prize for literature.**

READING UNIT, (612) 296-6999 or 296-4058

Doris Surprenant, supervisor

The Reading Unit provides school-age children and adults the opportunity to take part in various reading programs. The unit has four regional consultants who aid local school districts and non-profit agencies in developing reading programs. The Reading Unit promotes the "Multiple Sclerosis Read-a-thon," during which students read books for pledges. All money received from the read-a-thon goes to the Minnesota North Star Chapter — National Multiple Sclerosis Society. The unit administers the Minnesota Literacy 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 unit handles the "Reading is Fundamental program."

The unit has 20 to 30 day training courses for individuals who are in charge of establishing a program; they receive federal funding through Title VII which pays for the training. The unit will provide information on any or all programs. For information or assistance, contact the Reading Unit.

Each school district or non-profit agency must sign a contract with the Reading Unit. The contract should include a three-year development plan. There are no fees for services of the Reading Unit, but certain expenses of program development are paid by the local school district or agency. Programs are developed under three year plans. Training for reading program directors takes 20 to 30 days.

PROGRAM COORDINATORS UNIT

The Program Coordinators Unit provides special curriculum and instructional services in science, mathematics, environmental education, modern foreign languages, communications, art, music, education for the gifted, and social studies. Each area is served by a staff coordinator, who is available for school visitations, curriculum conferences and workshops. Contact the following numbers for the specific services desired.

art	(612) 296-4074	environmental education	(612) 296-4069
music	(612) 296-4075	education for the gifted	(612) 296-4072
science	(612) 296-4071	communications	(612) 296-4077
mathematics	(612) 296-4070	modern foreign language	(612) 296-4073
social studies	(612) 296-4076		

The Program Coordinators Unit also publishes bulletins and reports to keep teachers and administrators informed on new developments in the different subject areas.

EQUAL EDUCATIONAL OPPORTUNITIES SECTION, (612) 296-5020

Archie L. Holmes, director

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.

PUPIL PERSONNEL SERVICES SECTION, (612) 296-4080

Reynold Erickson, director

The Pupil Personnel Services Section provides consultative services to Minnesota schools in the fields of counseling, guidance, testing, psychological services, career education, and health services. In addition, the section administers the pre-school health and developmental screening program, the guidance and counseling parts of the Title IV B Guidance and Counseling ESEA program, and reviews vocational counselor license applications.

Resource persons are available to lead workshops or speak on any of the above topics. Published resource materials are available for classroom guidance activities and professional counselor use. Assistance is provided local schools in preparing Title IV C ESEA applications relating to counseling, career education or other pupil personnel or guidance programs.

For information or application forms, contact the Pupil Personnel Services Section.

Information and forms for pre-school screening programs and Title IV B and C applications are mailed to all Minnesota schools. There are no fees for services of the section. Publications are free to Minnesota schools as supplies last, but individuals or other institutions must purchase them from the Documents Section, Department of Administration. Most information requests are available immediately by telephone. On-site visits will be arranged.

DIVISION OF SPECIAL AND COMPENSATORY EDUCATION, (612) 296-7020

Wilfred Antell, assistant commissioner

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 and Minnesota Braille and Sight Saving School.

STATE SCHOOLS COORDINATOR, (612) 296-4900

Mary Lynne McAlonie, coordinator

The State Schools Coordinator provides staff assistance to the commissioner of Special and Compensatory Education in managing programs and services of the state residential schools.

BILINGUAL/BICULTURAL EDUCATION UNIT, (612) 296-1060

Jessie Montañó, director

Bilingual Education assures the availability of appropriate educational opportunities for students whose primary language in the home is other than English and/or whose cultural heritage is so significantly different as to require unique educational considerations.

The unit provides these programs directly through the local school districts. Programs operate during the 9 month school year. Summer school programs can be developed.

For information on programs in your area, contact the Bilingual/Bicultural Education Unit, 8th Floor Capitol Square Building.

The forms used are:

ED-01305-01 Letter of Intent
 ED-01306-01 Abstract Form
 ED-01307-01 Application Form
 ED-01308-01 Proposed Budget Summary
 ED-01309-01 Source of Funds
 ED-01310-01 Budget Breakdown

There are no forms or fees. All requests are answered as soon as possible.

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 educational agencies on Indochinese programs. For information or assistance, contact Hung Huu Nguyen, Indochinese Consultant,

8th Floor Capitol Square Building, (612) 296-8250. The grant application form is F70-2. There are no fees. The consultant answers all requests as soon as possible.

INDIAN EDUCATION SECTION, (612) 296-6458

Mildred K. Mueller, director

The Indian Education Section administers a scholarship program, an adult basic education program, the American Indian language and culture education programs, coordinates the work of the Indian scholarship committee, the task force on American Indian language and culture education and assists school districts, tribal groups, local Indian education committees, and community groups in developing Indian education programs.

The section provides post-secondary financial assistance and career counseling to all Indian persons who are 1/4 or more Indian and have a high school diploma or hold a G.E.D. certificate. Eligible applicants receive scholarships from the Minnesota Indian scholarship program, Basic Education Opportunity Grant (BEOG), Education Opportunity Grant (EOG), tribal sources, Bureau of Indian Affairs (B.I.A.), or private funds.

For information or an application form contact:

Joe Aitken, Scholarship Officer	Indian Education Section
Minnesota Department of Education	800 Capitol Square Building
410 Minnesota Avenue	550 Cedar Street
Bemidji, Minnesota 56601	St. Paul, Minnesota 55101
(218) 755-2926	(612) 296-6458

The following forms are used for scholarship application:

F41-81 (6-77)	Basic Application — prepared by applicant
F41-84 (6-77)	School Year _____ Indian Scholarship Assistance Program — prepared by applicant
F41-80 (Rev.)	Permission to receive grades, blood quantum report and transcripts — prepared by applicant
F41-86	High School Seniors with Indian Ancestry — prepared by High School counselors
F41-85	Invoice for post-secondary schools — prepared by business officer
F41-85a	Instructions for invoice — prepared by scholarship office
F41-83	Award letters — prepared by Scholarship Officer

There are no fees. Scholarship applications are usually processed within a month.

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.

For information on adult basic education, contact:

Indian Education Section	Indian Education Section
Suite 201 Bradley Building	800 Capitol Square Bldg.
10 East Superior Street	550 Cedar Street
Duluth, MN 55802	St. Paul, MN 55101

Adult basic education requires the use of two forms:

Aid/Instructor Work Record — Indian adult basic education OUMI
OUMI-ABE information card (used at end of session).

There are no fees. Adult Basic Education is available from fall to spring.

The Indian Education Section provides assistance for LEA's or participating schools which provide programs under the American Indian language and culture education act (programs to begin in June or July of 1978).

For more information on American Indian language and culture education programs contact the Indian Education Section, 800 Capitol Square Building.

The following forms are used.

ED-01281-01	Letter of Intent — prepared by applicant
ED-01282-01	Abstract Form — prepared by applicant
ED-01283-01	Application Form — prepared by applicant
ED-01284-01	Budget Form — prepared by applicant
ED-01285-01	Supplementary Schedule — prepared by applicant
ED-01286-01	Budget Breakdown — prepared by applicant

There are no fees. Applications are available in the fall if funds are allocated.

MIGRANT EDUCATION SECTION, (612) 296-0326

Peter Moreno, director

The Migrant Education Section provides special educational programs to children of migratory agricultural workers, including academic instruction, enrichment activities, complete nutritional programs and medical and dental care.

The section provides these programs directly to migrant children through 17 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. Additionally, two school districts, one urban (St. Paul) and one rural (Litchfield), provide a special educational program during the regular school year for children of migrant families who have settled out of the migrant stream in the last five years.

For information on programs in your area, contact the Migrant Education Section, 8th floor Capitol Square Building.

The forms used are:

1. F24-41 (3-76) Migrant Student Enrollment Form
 2. F24-55 (9-75) Application for Grant (LEA)
-

There are no fees. LEA applications for grants are generally approved and funded within two weeks.

RESIDENTIAL SCHOOLS SECTION, (507) 334-6411

Melvin H. Brasel, director

The Minnesota School for the Deaf and the Minnesota 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.

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.

Application forms may be obtained by contacting: Mr. Melvin Brasel, Minnesota School for the Deaf, Faribault, Minnesota 55021. There are no fees charged to the family. The time for placement in the schools varies with each individual case.

SPECIAL EDUCATION SECTION, (612) 296-4163

John C. Groos, director

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 in the educating of handicapped children. The section provides information on the kinds of available programs for handicapped children.

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 of staff, equipment, supplies and materials to assist in defraying costs.

For information or application forms, contact the Special Education Section at the Capitol Square Building. There are no fees. Applications for state and federal funds are acted upon annually within timelines specified by law.

The section also provides funds to assist in training school administrators, special education staff, and parents in educating handicapped children. All requests should be through local district directors of special education. For information contact the Special Education Section at the Department of Education. There are no fees. All requests are handled as they are received, as funds are available and as specified in an annual state plan.

The section also provides school officials and parents with information on the availability, types and location of special education programs. They provide school districts with consultation and technical help in developing special education programs.

For information contact the Department of Education Special Education Section listed above. There are no forms or fees. Generally, the section handles requests immediately. On-site review and consultation on special education programs usually requires one to three months lead time when staff resources are available.

FEDERAL PROGRAMS SECTION — ESEA TITLE I, (612) 296-2181

Jack W. Hanson, Title I administrator

The Federal Programs 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.

The section provides aid on developing program proposals. Title I project applications are written in April and May by local school districts.

For information on developing programs, local school districts may contact:
Department of Education
Title I Section
8th Floor, Capitol Square Bldg.
St. Paul, MN 55101

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 56001
(218) 755-2928

The section provides application forms. There are no fees. Information can usually be provided immediately. Program approval requires one to three months.

DIVISION OF SPECIAL SERVICES, (612) 296-5061

Gregory J. Waddick, assistant commissioner

The Division of Special Services exists to perform assessment, developmental, licensing, and school personnel functions. Additionally, it is responsible for managing the public library system of the state.

ASSESSMENT SECTION, (612) 296-2970

The Assessment Section is responsible for conducting educational assessment testing of elementary and secondary pupils. Concentrating on the ages 9, 13, and 17, this activity has the capacity to provide state reportage in the areas of reading, mathematics, social studies, science, and writing, plus other areas currently under development.

DEVELOPMENT SECTION, (612) 296-5076

Gayle H. Anderson, director

The Development Section distributes state and federal grants to school districts for new and different educational 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.

INSTITUTIONAL LICENSING SECTION, (612) 296-2626

This section performs the functions of supervising veterans training, private vocational school accreditation, and North Central Association accreditation.

SCHOOL PERSONNEL LICENSING SECTION, (612) 296-2046

George Droubie, director

This section is responsible for licensing teachers and administrators at the pre-school, elementary, and secondary levels. It is also responsible for improving the pre-service and in-service training of Minnesota teaching and administrative personnel.

For information or licensing forms, contact: School Personnel Licensing Section, 612 Capitol Square Building. Forms are available from this section.

Fees are:

original application	\$20
renewal application	20
limited permit application	20
placement bureau enrollment	10

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 license is valid for one year. Placement bureau enrollment is valid for one year.

**MINNESOTA INFORMATION NETWORK FOR EDUCATORS (MINE),
(612) 296-8033**

Roy Tally, director

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.

For information contact the Minnesota Information Network for Educators, Room 401 Capitol Square Building.

**OFFICE OF PUBLIC LIBRARIES AND INTERLIBRARY COOPERATION
(OPLIC), (612) 296-2821**

William G. Asp, director

The Office of Public Libraries advises librarians, library trustees and government officials on the organization of libraries; has published information on libraries; will answer inquiries on library service; and make state and federal grants to improve Minnesota public libraries.

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.

To request information or assistance, contact the Office of Public Libraries and Interlibrary Cooperation (OPLIC) at 301 Hanover Building, 480 Cedar Street, St. Paul, Minnesota 55101.

**DIVISION OF VOCATIONAL-TECHNICAL EDUCATION,
(612) 296-3994**

Robert P. Van Tries, assistant commissioner

The Division of Vocational-Technical Education manages the vocational-technical education programs in the state. The division also develops and evaluates programs for vocational-technical education under the Minnesota State Plan for Vocational-Technical Education.

PROGRAM OPERATIONS SECTION, (612) 296-3387

Robert Madson, director

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. This management responsibility also includes specific efforts for disadvantaged and handicapped persons. 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 serves as the division liaison with the Upper Great Lakes Region Commission and other program funding sources, and also has a recordkeeping function in both statistical and financial aids information.

ADULT UNIT, (612) 296-6516

David McCullough, coordinator

The Adult Unit manages vocational-technical education programs and services for upgrading and retraining 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.

COORDINATOR OF FUNDING, (612) 296-5707

Robert M. Anderson, coordinator

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.

EQUIPMENT UTILIZATION UNIT, (612) 296-2580

Jerry Johnson, specialist

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.

POST-SECONDARY UNIT, (612) 296-3387

James Staloch, coordinator

The Post-Secondary Unit manages and evaluates post-secondary vocational-technical educational programs. They identify financial aid resources available to students and provide leadership for post-secondary vocational education student organizations.

SECONDARY UNIT, (612) 296-3306

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.

SPECIAL NEEDS UNIT, (612) 296-5707

Hal Birkland & Tom Strom, coordinators

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.

**PROGRAM IMPROVEMENT AND INFORMATION SECTION,
(612) 296-2421**

Melvin Johnson, director

The Program Information Section prepares the system-wide budget and provides current and long-range planning for the state's vocational-technical educational 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. It provides professional development, follow-up analysis, state plan coordination, management information, 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 nontraditional jobs.

The section offers information to the public through pamphlets, brochures and displays available from the section. Questions made by telephone will be answered.

For information, contact: Program Improvement and Information Section, Fifth Floor Capitol Square Building. There are no forms or fees. All requests are handled immediately.

SPECIAL PROGRAMS AND SERVICES SECTION, (612) 296-3753

Arthur Vadnais, director

The Special Programs and Services Section organizes the training aspects of the Comprehensive Employment and Training Act (CETA). Under CETA, the section works with prime sponsors, the Department of Economic Security and the Governor's Manpower Office to provide vocational and related training for unemployed and under-employed Minnesotans. They supervise and evaluate CETA programs in addition to maintaining fiscal accountability of CETA funds.

PROGRAM REVIEW UNIT, (612) 296-3316

Charles Shubat, Director

The Program Review Unit provides veterans approval in 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.

For more information, contact the Program Review Unit, Fifth Floor Capitol Square Building. There are no forms or fees. All requests are handled as they are received.



MINNESOTA EDUCATIONAL COMPUTING CONSORTIUM

2520 Broadway Drive
St. Paul, Minnesota 55113
(612) 376-1122
Dr. John E. Haugo, executive director

Minnesota Statutes 471.59

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, (612) 376-1600

Dr. Dale Schneiderhan, director

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. Regional computer centers to support these services are located throughout the state. Other than contact with school districts, no direct service is provided to the public.

INSTRUCTIONAL SERVICES DIVISION, (612) 376-1102

Dale LaFrenz, director

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, (612) 376-1103

Dr. Daniel Klassen, director

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.

Board of Electricity

1954 University Avenue
 St. Paul, Minnesota 55104
 (612) 645-7703

Clarence Joriman, executive secretary

Minnesota Statutes sections 326.241 through 326.248

The board promulgates rules for licensing electricians and electrical contractors and inspects new electrical installations. The board conducts examinations for nine classes of electrician's licenses. Each class has specific pre-examination qualifications. Examinations are conducted monthly. To receive specific license qualifications, application forms or testing locations, contact the board's office listed above.

License and examination fees are:

	exam fee	license fee (original & 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

Upon receiving a passing grade and paying the licensing fee, a renewable license will be issued for one year.

The board issues electrical contractor's licenses. To request application forms, contact the Board of Electricity at the office listed above. The board will issue an electrical contractor's license after an applicant has submitted the following:

1. an application form;
2. a \$2,000 electrical contractor's bond (performance bond);
3. a certificate of insurance showing public liability and property damage insurance as specified by statute;
4. evidence that the applicant is a licensed master electrician or that the firm employs a licensed master electrician; and
5. a license fee of \$10.

When forms are properly filed, a license may be issued the same day.

The board maintains a file of licensed electricians and electrical contractors in the state. The complete file cannot be sent to an individual, but questions regarding specific persons or firms will be answered. Information regarding licensing laws and procedures is also available upon request. To receive this information contact the board at its above office.

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 requirement for electrical work in the state. Electrical work must be installed by a licensed contractor, although a homeowner may install wiring on his or her property if it is inspected for code compliance.

The person or firm performing the electrical work must file a request for inspection 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.

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. Inspection forms cost 50¢ and copies of the electrical code cost \$6.50 (tax included). Both are available from the board's office listed above.

There are 49 contract electrical inspectors who work for the board. The name, address and telephone number of the inspector in your area may be obtained from the board.

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 by contacting the Board of Electricity at 1954 University Avenue, St. Paul, Minnesota 55104, (612) 645-7703.

Public Employment Relations Board

Room 598 Space Center Building
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-8947
Dr. George Seltzer, chairman

Minnesota Statutes section 179.72

The Public Employment Relations Board promotes consistent and orderly labor relations between public employers and public employee organizations by assisting in the resolution of disputes arising under the Public Employment Labor Relations Act. Decisions rendered by the board establish guidelines which are policy-setting in nature and lend interpretation to the statute under which public employment labor relations activities in the state are conducted. The board's submission of lists of arbitrators enables public employers and public employee organizations to participate in the arbitration process to resolve disputes relating to the interpretation of a labor-management contract and to achieve finalization of a contract unresolved via the negotiations and mediation process.

The board is made up of five members, two of which are representative of public employees, two of which are representative of public employers, and one of which is representative of the public at large. The board is part-time in nature and employs a full-time executive secretary. The board administers an appeals process whereby matters relating to unit determinations, fair share fee challenges, and the statutory definitions of "supervisory", "confidential", "essential", and "professional" employee are heard and decided. This involves a review of the record established

before the director of the Bureau of Mediation Services, the hearing of oral argument from parties to an appeal, board deliberations, and the issuance of the board's decision. An appeal must be filed within 10 days of the date of the director's determination.

The board maintains a roster of qualified arbitrators from which lists of arbitrators are provided to parties. Lists of arbitrators are furnished both in grievance arbitration matters and in the arbitration of unresolved issues stemming from an impasse in contract negotiations as referred by the Bureau of Mediation Services.

The board administers a process providing for the independent review of grievances of individual public employees, where no other procedure for such review exists. The board approves or disapproves the rules and regulations promulgated by the Bureau of Mediation Services and develops and promulgates its own rules. For information about utilizing the board's services contact Claudia M. Hennen, executive secretary at the board's office listed above.

Appeals, requests for arbitrator lists, and requests for independent review must be filed by letter, the procedures for which are outlined in the board's rules. Persons who wish to apply for the position of arbitrator must file an application. Copies of the board's rules and arbitrator applications may be obtained from the board's office. Persons may call, write, or stop in the office for these materials. There are no fees charged by the board. Appeals and independent reviews are generally decided within two months of the date of the board's hearing. Requests for arbitrator lists are processed within 10 days of the receipt of the request.

Minnesota Energy Agency

980 American Center Building

150 East Kellogg Boulevard

St. Paul, Minnesota 55101

(612) 296-5120

John P. Millhone, director

Dwight Wagenius, special assistant attorney general, (612) 296-8278

Minnesota Statute chapter 116H

The Minnesota Energy Agency collects data on energy, forecasts future energy demands, develops emergency allocation plans in case of energy shortages, and certifies need for large energy facilities. It also develops and implements energy conservation programs, funds energy research, and provides information on energy problems to the public.

ADMINISTRATION DIVISION, (612) 296-5122

Rudy Brynolfson, assistant director

Mary Elverum, activity manager

The division coordinates external relations and contact with the legislature; manages personnel, clerical staff and general office responsibilities; supplies administrative support to the agency and handles budgeting and accounting.

Agency representatives attend meetings of the Midwest Governor's Conference and deal with winter energy emergency preparedness, Alaskan pipeline alternatives, and

the federal energy program. As staff coordinator of the National Governors' Association subcommittee on energy conservation, the director of the agency works with the federal Department of Energy to develop a unified approach to state energy problems.

Legislation sponsored by the agency in 1977-78 included funding for solar energy studies, insulation standards, increased coal use and energy education. The agency also sponsored legislation banning inefficient room air conditioners and gas appliances with standing pilot lights. A 1978 proposal includes a requirement that homes be inspected against energy efficient standards at time of sale.

As the agency addresses present day needs it is improving its recruiting procedures, especially for engineer positions, and increasing its training for its staff. Agency staffing has grown from 33 in 1975 to 90 as of July 1, 1978.

CONSERVATION DIVISION (612) 296-8898

Tom Stern, acting assistant director

The division seeks to encourage thrift in the use of energy and to maximize the use of energy efficient systems. The division researches and develops conservation standards, outlines procedures for meeting these standards, publishes manuals and pamphlets on conservation measures, provides support for energy education programs, maintains the Minnesota Energy Information Center, and provides programs to Minnesota cities, counties and citizen groups.

BUILDING TECHNICAL SERVICES ACTIVITY, (612) 296-1003

Richard Depta, activity manager

This activity develops conservation programs of statewide impact including programs for residential, commercial, and industrial buildings, both new and existing. Illumination standards have been developed to promote maximum lighting efficiency; an insulation study investigated problems with supplies, additives, and consumer protection; and a design competition was held to encourage the design of innovative, energy efficient single family dwellings. The design competition was open to any Minnesota resident with total prize money of \$16,000 available to each of four winners for actual construction of the home. Each home will be open to the public for viewing for 150 days after completion.

Other studies underway concern window performance, furnace modification, proper furnace sizing, and the usefulness of hand-held infrared instruments in identifying wasted energy. To reduce energy consumption in industry the agency is involved in technology transfer programs. An "Energy Saver's Award of Excellence" recognizes organizations with successful energy conservation programs.

In the future, a major focus of the building conservation program will be to promote energy audits of buildings and further refine existing building standards.

CONSERVATION SPECIAL SERVICES ACTIVITY, (612) 296-8899

Karen Martin, activity manager

This activity participates in state transportation planning, development of information and education materials, monitors and implements legislation and promotes agricultural energy programs. With the Public Service Commission it encourages state utility companies to undertake energy conservation through energy audits, retrofit (design modification for improved efficiency) financing and consumer education.

INFORMATION AND EDUCATION ACTIVITY, (612) 296-5769

Dorothy Hozza, activity manager

This activity informs and educates the public about the sources and uses of energy and the ways in which persons can conserve energy.

The Minnesota Energy Information Center answers questions on energy use and conservation, provides a telephone information service, pamphlets and referrals.



**Minnesota Energy Information Center
Minnesota Energy Agency**

720 American Center Building
160 East Kellogg Boulevard
St. Paul, Minnesota 55101

612 296-5175 Twin Cities
800 652-9028 Statewide Toll-free

Beginning in 1978 three to six pilot energy technical information centers, serving as demonstration sites, will be established in Area Vocational Technical Institutes throughout the state.

Residential energy conservation pamphlets have been developed to show homeowners and renters how to save energy. Copies may be obtained from the information center, the agency's local office, utility companies and major employers in the state. The following pamphlets are available: *Home Energy Audit*, *Ceiling Reinsulation Guidelines*, *Cooling Your Home*, *Windows and Doors*, *Weatherstripping and Caulking*, and *Domestic Water Heating*. A *Workbook* to help homeowners calculate energy savings for various energy saving measures will be available in July 1978.

The energy agency library serves as a research tool for the agency's staff and the public. Technical and general information are available. Although books may not be taken out, the collection may be used during regular working hours. The library participates in the inter-library loan system.

Newspapers, magazines, radio and television are used to inform the general public. A major public information campaign is underway in cooperation with Minnesota Housing Finance Agency. The 1977 legislature appropriated \$75,000 for radio and television public service announcements to promote energy conservation and funding for energy improvements. A series of announcements has been produced and is being played throughout the state and a traveling exhibit is under preparation.

The agency's education program coordinator works closely with the Department of Education to provide energy information to all students. During the 1977 session, the legislature provided special funding for the education department and the energy agency to cooperate on an interdisciplinary program in energy education. Projects underway include: assessment of energy curriculum materials and teacher needs in order to implement energy education programs; curriculum development; and in-

service training. Other activities include energy activities for junior high social studies and science classes, an audio visual library with materials available free to teachers, a teacher network and workshop presentations.

LOCAL SERVICES ACTIVITY, (612) 296-1732

Dixie Diehl, activities manager

This activity plans and carries out energy conservation programs in communities and counties throughout the state. It also administers the federal petroleum allocation programs in Minnesota and has primary responsibility for the agency's emergency response in times of shortages.

A pilot aerial infrared rooftop survey of 28 Minnesota cities was conducted by the energy agency during the fall and winter of 1976-77. Thermograph dissemination centers were established in each city, with energy agency staff providing training in thermograph interpretation and residential and commercial conservation measures.

Community energy awareness programs are designed to assist local government units in establishing and carrying out an energy policy through mandatory and voluntary programs. Local volunteer citizen energy awareness committees are also encouraged to promote and carry out consumer energy conservation programs. Agency staff help in establishing goals and programs, and provide technical assistance and materials.

A local government energy awareness handbook is being developed which will provide technical and resource materials on key areas of local energy policy and programs.

The activity co-sponsored or participated in some 35 energy fairs around the state in 1977. The largest energy fair in the state was "The Energy Saver's Show" held in the Twin Cities. This four-day event attracted over 40,000 people and featured over 200 commercial exhibitors.

The activity 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 Activity or county fuel coordinator to request emergency fuel allocations. Form FEA-20 is used for the request. There are no fees. The activity provides the name and location of the county fuel coordinator in your area. Processing emergency allocation requests takes from two hours to two days, depending on the clarity and urgency of the request, whether an appeal to the federal level is required, and the state's overall fuel supply situation.

The activity also manages the state's Set-Aside program through which 3% of gasoline and propane and 4% of middle distillates shipped into the state each year are set aside to insure adequate supplies to consumers throughout the state. Monthly petroleum reports are kept, along with refinery fuel oil inventories. Information is then provided to county and municipal energy coordinators and contact is maintained with wholesalers and retailers. Also managed by the activity is the state's used oil program which recycles used drain oil.

Federally funded conservation program grants are made to agencies and private groups. The activity 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. For more information on what is required for a grant proposal contact the Conservation Division at the Minnesota Energy Agency.

DATA AND ANALYSIS DIVISION, (612) 296-6891

Ron Visness, assistant director

The division collects, compiles and analyzes energy statistics and certifies the need for any new large energy facility to be built in Minnesota.

DATA SYSTEMS ACTIVITY, (612) 296-8282

Phil Jennings, activity manager

This activity collects and prepares summary reports of energy data, and designs and maintains computer systems to store the data. Six computer data bases are administered by the activity and two new data bases are being developed. Minnesota's natural gas, electricity and prime petroleum suppliers supply information on about 1,000,000 transactions per year dealing with transmission and distribution of energy, energy production and storage, and large consumer statistics. This information is stored in the Regional Energy Information System (REIS) consisting of two entry systems for research and information and will be assisted by agency staff in using the system.

Data on petroleum deliveries, building energy surveys and engineering audits is stored by the activity for use in later computer models to forecast petroleum deliveries, or to assess Minnesota's public schools, local, county, and state government buildings, and major private buildings for energy conservation potential.

FORECASTING ACTIVITY, (612) 296-5783

Ernie Venegas, activity manager

This activity assesses the economic impact of various energy policies upon Minnesotans and forecasts fuel demand and fuel prices. Fuel forecasting and impact analysis models have been developed that link the state's economy and population. Various studies have been prepared by the Forecasting Activity and are available to the public free of charge. No forms are necessary and requests are handled immediately. Also available is a free list of studies and reports in stock.

POLICY ANALYSIS ACTIVITY, (612) 296-7457

Richard Wallen, activity manager

This activity handles agency involvement in energy supply issues and related analytical tasks. Staff members with considerable expertise in critical issues involving energy supplies are available to answer questions and provide information about specific fuels. Staff also intervene in legal proceedings when appropriate.

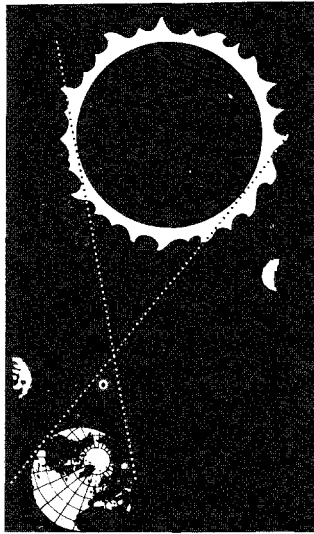
CERTIFICATE OF NEED ACTIVITY, (612) 296-7502

David Jacobson, activity manager

The Certificate of Need Activity analyzes applications for certificates of need for large energy facilities, such as power plants, high voltage transmission lines, coal storage and trans-shipment facilities, oil storage facilities, pipelines for gas and liquid energy products, liquefied natural gas storage facilities, underground natural gas storage, oil refineries, facilities designed to convert any material into combustible fuel, nuclear fuel processing facilities and nuclear waste storage or disposal facilities. The

activity also processes applications for the use of decorative outdoor gas lamps, which are generally prohibited.

The activity holds public hearings concerning applications for large energy facilities. Based on the hearing records, the director of the Minnesota Energy Agency makes the final decision on the application. Application procedures are specified in Minnesota Energy Agency rules EA 500 (refer to the *MCAR — Minnesota Code of Agency Rules*). These rules are available from the Documents Section, Department of Administration and the Office of the State Register.



ALTERNATIVE ENERGY DEVELOPMENT DIVISION, (612) 296-6891

Ron Visness, acting assistant director

Alternative energy sources and funding possibilities for work on alternative energy systems are supported by this division. Staff from the division respond to requests for information and evaluate unsolicited formal and informal proposals and suggestions concerning alternative energy sources. The energy agency has assisted many organizations in obtaining funding for alternative energy research and demonstration projects.

Through this division's endeavors Minnesota will be one of four regional sites for solar research and commercialization. The Mid-American Solar Energy Complex will be housed in Rosemount and will coordinate solar efforts for 12 midwestern states. In Minnesota, the solar office will be at the energy agency. The complex will promote solar commercialization, initiate public information campaigns and sponsor programs that will supply direct technical assistance.

ALTERNATIVE ENERGY PROJECTS, (612) 296-6893

Ron Rich, manager

Eight technical papers were prepared by task forces composed of 100 interested technical people from the University of Minnesota, private businesses and other state

agencies. These reports, on the potential of alternative energy sources for supplying Minnesota's energy needs, are available to the public free of charge from the division. The eight sources studied are: active solar systems, passive solar systems, agricultural and wetland resources, urban solid waste, wind, timber, peat and biomass.

A total of 22 projects were approved under Legislative Advisory Committee funding, including five related to solar energy, six related to wind energy, seven related to conservation, two related to agriculture, and two related to biomass. A total of 6 projects were approved under Legislative Committee on Minnesota Resources funding. One of these, prepared by the Western Minnesota Municipal Power Agency for a "Western Minnesota Municipal Agency Solar Power Project" resulted in an award of \$250,000 for a feasibility study of the concept. The four major awards under this program were to the University of Minnesota for biomass-related projects and study of earth-sheltered buildings.

In 1977 the energy agency received a total of 189 proposals requesting an aggregate funding of more than \$5,000,000. In an intermediate technology category the agency recommended that 12 projects for a total of \$98,102 be funded. They included seven on solar, one on methane, one on wind and three miscellaneous. The agency also recommended funding seven commercial project proposals totaling \$102,053. These included four on solar, two on wood and one on methane. Technology projects are those which often involve more elaborate scientific analysis, higher research costs and more time before they succeed in introducing new methods of using alternative energy sources. The agency recommended eight proposals totaling \$197,243 in this category in areas such as cattails, timber lands, underground space, wind energy and agricultural waste.

In addition to these programs the agency has also extended support or monitoring of the following alternative energy projects:

Grantee	Description	Amount
University of Minnesota	Integrated Community Energy Systems (ICES), a project which will modify the U of M/ Mpls. campus central heating plant to include co-generation, industrial waste heat recovery, and energy storage	\$400,000
Radisson Hotel, St. Paul	Solar hot water for new hotel	\$340,000
Hibbing Community College	Solar heating for a public planetarium	\$145,000
Governor's Manpower Office	Wind generation for low income groups	\$100,000
University of Minnesota	Low BTU coal gasification	\$2,000,000
Minnegasco	Peat gasification	\$1,000,000
Fluidyne Corporation/ Owatonna Tool	Fluidized bed combustion	\$2,800,000

The Minnesota Energy Agency will continue to support projects by whatever means it can, especially those that appear to be likely candidates for federal funding. As additional funding becomes available, the division will accept program proposals from new applicants. To submit a grant proposal or request proposal guidelines, contact the Alternative Energy Development Division of the energy agency. There are no forms or fees, but grant proposals must follow energy agency guidelines. Grants are made as funds are available.

Ethical Practices Board

41 State Office Building

St. Paul, Minnesota 55155

(612) 296-5148

B. Allen Clutter, executive director, (612) 296-1720

Minnesota Statutes chapter 10A

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 for state candidates. The board handles complaints alleging violations of the law.

Brochures and copies of the Ethics In Government Act, rules, annual reports, 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*.

For copies of the Minn. Stat. ch. 10A, brochures, rules, annual reports, advisory opinions or for further information contact the board at its office above. There is no charge for brochures, laws, annual reports, rules or advisory opinions. Annual reports are issued at the close of the fiscal year.

Summary information reports compiled by the board are available to the public. Copies for viewing are located at public libraries, offices of county auditors and at the Ethical Practices Board. Copies may also be purchased, prepaid, at the Documents Section, 140 Centennial Building, St. Paul, Minnesota 55155.

Notices of board meetings and meeting minutes are mailed upon request. To be placed on the mailing list contact the board at its address above. There is no charge for this service.

Reports and statements filed with the board are available for public viewing and photocopying. To arrange for photocopying material, or for further information, contact the board at its above address. Photocopying charges are 10¢ per page for self-service. If the staff photocopies the materials there is a charge of 50¢ per page. Material may be viewed or photocopied within 48 hours of receipt by the board.

Complaints concerning possible violations of the Ethics In Government Act (Minn. Stat. ch. 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. Findings are made within 30 days of the receipt of a complaint, unless by a vote of four board members the time is extended. To register a complaint, or for a copy of a finding of the board, contact the Ethical Practices Board. There is no charge for copies of findings of the board.

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 in the executive branch as specified in Minnesota Statutes 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.

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.

For lobbyist registration or for further information contact the Ethical Practices Board at its address above. There is no registration fee.

An alphabetical listing updated each year, of all registered lobbyists and the associations they represent is available to the public. To order the listing contact the board. Costs must be prepaid. Make checks payable to the "State of Minnesota."

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.

Registration forms are provided by 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 instructions are provided by the board. For manuals or forms, or further information, contact the Ethical Practices Board. There are no fees for manuals or forms.

Copies of registration statements and reports of receipts and expenditures of legislative candidates filed with the board are provided to each county auditor of all counties within a legislative district within 72 hours of receipt by the board.

Copies of reports and statements at county auditors are available for viewing and photocopying at cost within 48 hours of receipt.

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.

For economic interest forms and instruction, or for further information, contact the board. There are no fees for forms.

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. Contact the board for conflict of interest forms. There are no fees for the form. 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. For representation disclosure statement forms contact the board. There are no fees for forms.

The board also 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.

Executive Council

**2nd Floor Administration Building
50 Sherburne Avenue
St. Paul, Minnesota 55155
(612) 296-3862**

Minnesota Statutes, chapter 9

The Executive Council consists of the Governor, Lieutenant Governor, Attorney General, Secretary of State, State Auditor, and the State Treasurer. The commissioner of the Department of Administration acts as executive secretary.

The Executive Council performs a number of specific administrative duties, including the designation of state depositories, the approval or disapproval of mineral leases, the extension of timber permits, cancellation of uncollectible accounts, and the sale and disposal of certain state lands. It also acts as a calamity board and may grant emergency relief in certain cases and may expend and borrow not more than \$2,000,000 during any fiscal year to cover emergency or disaster situations.

The Executive Council usually meets every other month. In order for the Executive Council to consider any given item, a request must be received by the executive secretary 2 weeks prior to the meeting date. An original and 8 copies of the request, including appropriate documentation are needed.

Department of Finance

309 State Administration Building

50 Sherburne Avenue

St. Paul, Minnesota 55155

(612) 296-5900

Gerald W. Christenson, Commissioner, (612) 296-2438

Norman E. Dybdahl, Deputy Commissioner, (612) 296-4195

Minnesota Statutes Chapter 16A

The Department of Finance is responsible for the administration of the financial affairs of the state including all accounting and control functions. It provides staff support to the Governor's office and state agencies. It also develops policies and procedures necessary to all financial, budget and accounting systems.

The department coordinates the development of biennial budgets submitted by the various state agencies and assists the Governor in the preparation of biennial budget recommendations to the state legislature. The department also reviews, approves and monitors annual operating budgets for all state agencies.

The department operates a uniform statewide accounting system, operates the central payroll system, manages the state's cash balances, issues state bonds and provides financial controllers for all state agencies. It also provides economic analysis, revenue forecasts and expenditure projections.

ECONOMIC ANALYSIS SECTION, (612) 296-7964

Fred J. Post, director

The Economic Analysis Section analyzes economic factors as they affect the state's financial affairs. The section serves the biennial budget process by providing revenue and expenditure projections, and assists during state bond sales to insure that state bonds are sold at minimum cost. They prepare periodic statements of the state's revenue position, develop financial forecasts and provide economic analysis to other units of government.

FINANCIAL MANAGEMENT SECTION, (612) 296-5631

Pat Born, director

The Financial Management Section manages state banking activities related to collection of state revenues. This is accomplished by the placement of bank accounts through a bidding process. The section manages the state's cash flow system to assure prompt payment of state obligations and maximum return on investment of fund balances. The section also sells state general obligation bonds to underwriters. Banks which have not participated in the depository bidding process and wish to be included on the eligibility list should contact this section. Bond buying firms and banks desiring to be included on mailing lists for the official statement in the next bond offering may also contact this section.

GENERAL SUPPORT SECTION, (612) 296-5901**Barton Nelson, director**

The General Support Section provides all internal administrative services to other sections of the department. Services include accounting, budgeting, payroll, personnel, procurement, space utilization, communications, copier services, office equipment and clerical services. The section also handles the personnel transactions, payroll and travel expense payments for the 230 state judges and court administrators.

PUBLIC EMPLOYMENT STUDY PROJECT, (612) 296-8215**Les Levine, director**

The Public Employment Study Project will report to the state legislature January 15, 1979 on employment costs and trends for local and state units of Minnesota government, including school districts and public-colleges and universities. The report will discuss present and projected growth in state and local government employment levels and payroll costs; evaluate the state's present classification and compensation system; and will compare state, local and private salaries for key benchmark positions using a total compensation approach. Although this report is being prepared for the state legislature and the governor it will be made available to interested parties.

BUDGET AND CONTROL, (612) 296-5904**Thomas M. Maloy, Assistant Commissioner****BUDGET, PLANNING AND CONTROL SECTION,
(612) 296-5188****Allen A. Yozamp, director**

The Budget, Planning and Control Section is responsible for managing the annual budget and biennial budget processes. The section controls the entry of all annual budget data into the statewide accounting system. They also control the entry of all budget data into the state's computerized biennial budget system and assemble and print the biennial budget proposal. Responsibilities also include budget position control, development and negotiation of the statewide indirect cost plan, and the review and approval of fees. This section answers inquiries from all sources on matters of historical and budgeted state expenditures as well as the state's budget process. Specific financial information concerning a given agency should be requested directly from that agency.

FINANCE AGENCY CONTROLLERS

The Finance agency controllers provide technical advice and assistance to agencies in carrying out their budgeting, accounting, and financial reporting responsibilities. The controllers also monitor the budgeting and accounting activities of state agencies to insure that funds are spent in accordance with legislative appropriations and state fiscal policy. They assist agencies in the development of program type biennial budgets, review the final budget requests, and make certain budget recommendations based on state budget policy.

FINANCIAL SYSTEMS AND OPERATIONS, (612) 296-6333

Amos A. Haynes, Assistant Commissioner

STATEWIDE ACCOUNTING OPERATIONS SECTION, (612) 296-5903

Roy S. Muscatello, director

The Statewide Accounting Operations Section provides a centralized, computer based accounting system that serves as the accounting base for all state agencies. The system provides fiscal information to accounting and management personnel, performs audit functions, receipt and expenditure accounting and reconciles cash and investments with the records of the State Treasurer and State Investment Board.

The section processes all state warrants for signature and releases the warrants for mailing. If a payee has questions concerning a payment they received they should contact this section at 296-5009.

If a vendor or an individual has not received a state warrant due them, they should contact the paying state agency to determine if the warrant may have been lost in the mailing process. The paying state agency will notify the Finance Department, Lost and Forged Warrant Unit at 296-2742, that a payee has not received a warrant. If it is found that the warrant is still outstanding or has been redeemed through forgery, the paying agency will be contacted and will prepare and forward the required affidavit to the payee. Upon receipt of the signed, notarized affidavit the Lost and Forged Warrant Unit will prepare a duplicate warrant, the duplicate warrant will be mailed within seven days in the case of a lost warrant and after 120 days in the case of forgery. If at any time the original warrant is found it should be returned to the Finance Department, Lost and Forged Warrants Unit, immediately.

CENTRAL PAYROLL SECTION

**5th Floor Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155
(612) 296-6497
Robert D. Miller, director**

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 also operates the United States Savings Bond program for state employees requesting payroll deduction. If state employees have questions concerning payroll records or payroll warrants they should contact the payroll clerk in the department in which they are employed. Payroll services are provided only to employees of the state of Minnesota.

SYSTEMS AND PROCEDURES SECTION, (612) 296-5600

James H. Stavsvick, director

The Systems and Procedures Section provides development and maintenance services for the computerized statewide accounting, payroll and biennial budget systems. It

schedules the production of financial reports and provides information about its systems to participating state agencies through procedure manuals and training programs. The section also prepares all manuals for the state's financial systems and publishes the *Statewide Accounting Tips (SWAT)* newsletter to assist agency personnel in their use and understanding of the state's accounting systems. The section also provides basic training courses on the statewide accounting system and CRT operator training for state employees.

Advisory Committee on Fire Service Education

3300 University Avenue S.E.
Minneapolis, Minnesota 55414
(612) 376-3535
Lavern Freeh, chairman

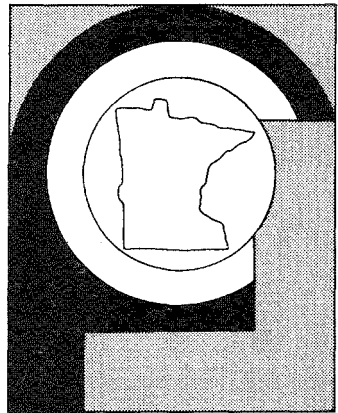
Executive Order #126, dated May 6, 1976

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. For information contact the address above. Telephone inquiries are answered immediately, while matters requiring research may take several weeks.

Center for the Study of Minnesota Folklife

3rd Floor Historical Building
690 Cedar Street
St. Paul, Minnesota 55101
(612) 296-8807
Ellen J. Stekert, director

Minnesota Statutes, chapter 138.81



The Minnesota Folklife Center was established in 1976 to study, preserve, and present authentic folk traditions of Minnesota. The center was created as a public service agency and as a research, resource, and referral center for those requiring professional assistance in folklife scholarship. Emphasis is on statewide local participation in workshops and projects. The center is supported by state and some federal funding, grants, and private donations.

Workshops are offered on a wide range of topics. They are coordinated with other state, county, and local organizations. Consultation service is available. Presently, there are minimal holdings of folklife collections. Future plans include collecting

folklife in the state, various publications, curriculum development, sponsorship of folklife events, and financial and personnel support of folklife projects in Minnesota.

Workshops are available from the center and may be requested by submitting a letter. A six weeks notice is preferred so that sufficient preparation can be made. The center will try to accommodate requests submitted with shorter notice. Reimbursement for costs of accommodations and mileage is requested. When extensive travel is involved, honoraria are accepted. Fees for these expenses vary.

A quarterly newsletter, *The Minnesota Folklife News*, is published by the center and copies are mailed free of charge. To be placed on the mailing list, or for further information contact the Center for the Study of Minnesota Folklife.

Office of the Governor

130 State Capitol
St. Paul, Minnesota 55155
(612) 296-3391
Rudy Perpich, Governor

Minnesota Constitution Article 5

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 also represents the state at ceremonies and functions.

The Governor's office is available to assist the public with questions concerning state government and its agencies. For assistance contact the Office of the Governor.

State Council for the Handicapped

208 Metro Square Building
7th and Robert Streets
St. Paul, Minnesota 55101
(612) 296-6785 — Local
1-800-652-9770 — Toll Free Number
Clifford B. Miller, executive director



Minnesota Statutes, 256.481

The State Council for the Handicapped advises the Governor, the legislature and service-providing agencies about services, programs and legislation for disabled people.

The council provides information about disabilities or services and programs available to the public and the disabled. It also encourages inter-agency coordination and improvement of services and programs.

To increase council effectiveness in providing information to the general public, the council publishes a bimonthly newsletter, *Handi-Captions*, which is available to interested persons at no charge. Also, the council has initiated a Handicapped Hotline Project with funding from the Division of Vocational Rehabilitation so that those living outside of the Minneapolis-St. Paul area can call for assistance at no cost to themselves.

The council prefers telephone or written inquiries, but in-person inquiries are also handled. For information or assistance, contact the council. There are no fees or forms for council assistance. All requests are handled as soon as possible.



Department of Health

717 Delaware St. S.E.
Minneapolis, Minnesota 55440
(612) 296-5221

Warren R. Lawson, M.D., M.P.H., commissioner, (612) 296-5461

Minnesota Statute 144

The 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 the citizens. The commissioner of health, who is the head of the department, is governor-appointed.

DIVISION OF ADMINISTRATION, (612) 296-5461

Duane Johnson, assistant commissioner

The administration division provides health information and statistics, personnel, accounting and internal administrative services to the department.

VITAL RECORDS SERVICES SECTION, (612) 296-5289

Frederick King, section chief

Vital records services maintains a statewide file of birth, death and fetal death certificates. To request a birth or death certificate contact the Department of Health at its address above, attention of the Vital Records Services Section. There is a \$2.00 fee for these certificates.

CENTER FOR HEALTH STATISTICS, (612) 296-5353

Paul Gunderson, Ph.D., director

The Center for Health Statistics is developing a state health information system which will provide health program information for planning and evaluation as well as for the identification of health problems and service needs. The center also manages the technical aspects of all electronic data processing for the department.

To request statistical information concerning the health of Minnesota's population contact the Minnesota Center for Health Statistics — Requests Unit at the department's address.

No special request forms are required and fees are not charged for staff services, however, the requestor may be required to assume the cost of electronic data processing.

HEALTH EDUCATION AND INFORMATION SECTION, (612) 296-5271

Davis Mills, M.P.H., section chief

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.

To request educational materials contact the Department of Health's Health Education and Information Section. There are no forms or fees.

COMMUNITY HEALTH SERVICES OFFICE, (612) 296-5384

Robert W. Hiller, M.P.H., assistant commissioner

The office of community health services directs and coordinates the organization of the community health services system throughout the state. The local communities inventory services, identify needs and set local health priorities; and the department provides funding, technical assistance and guidance in support of these county and multi-county community health service programs.

COMMUNITY NURSING SERVICES, (612) 296-5431

Frances Decker, director

Community Nursing Services provides consultation and technical assistance to community health services agencies, nursing services, and school health nurses in the broad areas of community health nursing, and home health care services.

COMMUNITY SUPPORT SERVICES, (612) 296-5480

Margaret Sandberg, director

Community Support Services facilitates the development of community health services by providing a variety of support documents such as standards and guidelines, and by providing technical assistance and consultation to the Department of Health staff and local community groups.

GRANTS MANAGEMENT, (612) 296-5471

Fred G. Goff, grants management coordinator

Grants Management is responsible for the administration of the department grants and subsidy program in accordance with state and federal laws. In addition, grants management provides technical assistance and advice to applicants and recipients involved in developing local community health services programs.

DISTRICT OFFICE SERVICES, (612) 296-5471

Fred G. Goff, district services coordinator

The department maintains eight district offices (Duluth, Bemidji, St. Cloud, Fergus Falls, Marshall, Mankato, Rochester, Minneapolis) to inform, assist and maintain contact with local governmental units, health agencies, professional and business associations, and the general public. District personnel provide administrative, fiscal and program advice and assistance on development, and maintenance of community health service programs. The district offices are:

William Heisenfelt
1705 U.S. Hwy. 2 W.
State Services Center
Bemidji, MN 56601
(218) 755-3820

John D. Blohm
Box 1065
Social Sciences Bldg., 1st Fl.
SW State University
Marshall, MN 56258
(507) 389-6028

LeMar J. First
Box 38
2500 W. Division St.
Mezzanine
St. Cloud, MN 56301
(612) 255-4216

200 North 50th Ave. W.
Duluth, MN 55807
(218) 723-4642

Eric Anderson
Northern Heights Bldg.
1700 North Broadway
Rochester, MN 55901
(507) 285-0178

Box 3047
75 Navaho Avenue
Mankato, MN
(507) 389-6028

Robert Poyzer
Box 675
Fergus Falls Hospital
Fergus Falls, MN 56537
(218) 736-6922

DEPARTMENTAL PROGRAMS

Dr. Ellen Fifer, M.D., M.P.H., assistant commissioner for programs

PERSONAL HEALTH SERVICES DIVISION, (612) 296-5200

Grace Gumnit, acting division director

The Personal Health Services Division provides standards, information, specialized grants and financial support, technical assistance to local health professionals, and some direct health services to defined populations.

CHILD HEALTH SECTION, MATERNAL AND CHILD HEALTH, (612) 296-5265

Ronald Campbell, M.D., section chief

This section works with health professionals and health agencies in providing maternal and child health services, such as family planning, human genetics, dental health, nutrition consultation and food supplements, prenatal and perinatal health, hearing and vision screening, early and periodic screening (EPS), and poison information.

CRIPPLED CHILDREN SERVICES SECTION, (612) 296-5372

Richard Nelson, M.D., section chief

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. For information about clinic dates contact the Crippled Children Services Section, at the department's address.

COMMUNICABLE DISEASE CONTROL SECTION, (612) 296-5201

Grace Gumnit, acting section chief

This section maintains a variety of communicable disease control programs, such as venereal disease, tuberculosis control, immunization and infectious disease control.

For information about community disease control programs contact the department's Communicable Disease Control Section, at the health department's address above.

CHRONIC DISEASE CONTROL SECTION, (612) 296-5363

Loren Leslie, M.D., section chief

This section works with health agencies and health professionals to provide chronic disease control programs, such as hypertension, heart disease, rheumatic fever and cancer. The section provides technical assistance, consultation and information for purposes of program design and evaluation.

DIVISION OF MEDICAL LABORATORIES, (612) 296-5241

C. Dwayne Morse, Dr.P.H., director

The medical laboratories provide bacteriological, parasitological, mycological, virological, serological, cytogenetic and metabolic testing services necessary for the prevention and control of infectious, chronic and genetically-determined diseases in the state. They provide testing which extends and supplements medical laboratory services of hospitals, clinics and other medical laboratories throughout the state. They also provide reference and confirmatory testing utilizing sophisticated methodology not generally available in routine clinical laboratories. In addition, they offer a continuous program of studies, research and investigation to maintain and improve the quality of medical laboratory services.

The medical laboratories also operate a uniform statewide proficiency testing program and conduct training and consultation activities for 335 hospitals, clinics and other medical laboratories throughout the state.

DIVISION OF ENVIRONMENTAL HEALTH, (612) 296-5320

Richard L. Wade, Ph.D., MPH, division director

WATER SUPPLY AND GENERAL ENGINEERING SECTION, (612) 296-5330

Gary L. Englund, section chief

The 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.

The 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.

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 \$30,000, the plans must be submitted by an engineer registered by the state of Minnesota.

For information, necessary forms, or to request an inspection, contact the depart-

ment's Public Water Supply Unit, at its address above, (612) 296-5227. There are no fees for plan reviews or inspections.

All water well contractors, who drill both private and public water wells, must be licensed by the 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.

For information and license application forms contact the Ground Water Quality Control Unit, at the department's address, (612) 296-5338. 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

The section offers a mandatory training program necessary for certificate renewal for operators of municipal or public water systems.

For training information contact the department's Public Water Supply Unit, (612) 296-5517. The average fee for an 8-hour training program is \$5.00, and 20-hour programs usually cost \$30.00.

The section enforces soil absorption, sewage disposal, swimming pools and natural bathing places, and non-community water systems standards.

For information or the necessary review forms contact the department's General Engineering Unit, at the health department's address, (612) 296-5327. There are no fees.

The section licenses all plumbers working in communities with populations in excess of 5,000. 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.

For application forms and information contact the General Engineering Unit, at the department's address, (612) 296-5328. Examination and license fees are:

exam: masters	\$25.00
journeyman	25.00
license: masters	40.00
journeyman	15.00
licenses must be renewed annually	

The section licenses water conditioning contractors and installers servicing single family units in communities with populations in excess of 5,000. Written examinations are offered at the convenience of the applicant in the Department of Health building.

For application forms and information contact the General Engineering Unit, at the Department of Health address, (612) 296-5328. Examination and license fees are:

exam: contractor	\$25.00
installer	10.00
license: contractor	25.00
installer	10.00
licenses must be renewed annually	

HOTELS, RESORTS AND RESTAURANTS SECTION, (612) 296-5335

M. Frederick Mitchell, section chief

The Hotels, Resorts and 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.

Information about licenses is available, including special instructions for the construction of new food and beverage establishments. For information and license applications contact the Hotel, Resorts and Restaurants Section, at the department's address.

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 and over	25.00

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
19 to 28	18.00
29 to 35	25.00
36 or more	30.00

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

mobile home park/camp site annual fee schedule:

primary license (first license issued to park or camp) is \$50.00 for each 50 sites:	
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 \$15.00

Complaints concerning facilities will be investigated by the section. To register complaints contact the Hotel, Resorts and Restaurants Section.

OCCUPATIONAL HEALTH SECTION, (612) 296-5332

Darrell Anderson, acting section chief

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.

The section handles inquiries about industrial health problems, primarily concerning toxic materials, noise problems and generally unsafe work environments. For information contact Occupational Health Section at the department's address.

RADIATION CONTROL SECTION, (612) 296-5323

Alice Dolezal, section chief

The Radiation Control Section registers all radioactive material (about 5,600 sources) and all devices that generate substantial amounts of radiation in the state. Scheduled inspections of industrial, educational, medical and dental facilities using radiation equipment are conducted on an on-going basis. For registration information contact the Radiation Control Section at the department's address.

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, (612) 296-5300

Russ Frazier, section chief

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.

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 services funded under the community health services act.

For information, water kit, or inspection of water sample, contact the Analytical Laboratory Services Section, at the department's above address. There are no forms or fees.

ENVIRONMENTAL FIELD SERVICES SECTION, (612) 296-5335

Charles Schneider, section chief

The Environmental Field Services Section inspects licensed food, beverage, and lodging establishments on an unscheduled annual basis for the department.

HEALTH RISK ASSESSMENT SECTION, (612) 296-5352

David Gray, section chief

The Health Risk Assessment Section provides expert consultation for department programs and other state agencies concerning human health impacts of environmental exposure to physical or chemical agents.

DIVISION OF HEALTH FACILITIES, (612) 296-5440

Janet G. Brodahl, director

**TECHNICAL CONSULTATION AND TRAINING SECTION,
(612) 296-5447**

Marlene J. Deschler, section chief

The Technical Consultation and Training Section provides consultation and training services to health care facilities in the areas of patient care, rehabilitation, diet, sanitation and education.

ENGINEERING SERVICES SECTION, (612) 296-5451

Hans P. Larsen, section chief

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.

Plans for projects already certified for need by the federal government must be submitted by the builder before construction begins.

For information or to request a consultation, contact the Engineering Services Section at the department's address. There are no forms or fees. The time needed to review plans ranges from one day to a week.

SURVEY AND COMPLIANCE SECTION, (612) 296-5420

Clarice U. Seufert, section chief

The Survey and Compliance Section licenses and conducts inspection of all health care facilities throughout the state. Unannounced inspections are made annually. Under a cooperative agreement, the state fire marshal's office inspects the facilities for fire safety standards.

All health care facilities must be licensed annually. For information, contact the Survey and Compliance Section at the department's address. 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,
(612) 296-5365**

Kent E. Peterson, section chief

The Planning and Resources Control Section maintains the statewide hospital rate review system, regulates health maintenance organizations, receives and investigates

complaints about health maintenance organizations (HMOs), reviews 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.

For information or to register a complaint about a health maintenance organization, contact the department's Planning and Resources Control Section.

QUALITY ASSURANCE AND REVIEW SECTION, (612) 296-5368

Marian Lewis, acting section chief

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.

EMERGENCY MEDICAL SERVICES SECTION, (612) 296-5281

James Stoffels, section chief

The Emergency Medical Services Section regulates and licenses more than 300 ambulance services. They develop and administer the state plan for emergency services, including all of the program components for the improvement of the state-wide emergency medical services system. Tests are administered for the 81-hour emergency medical technician courses. The section also has developed a statewide radio communications plan. Federal grants are administered and awarded to communities for the purchase of ambulances, light-duty rescue trucks, and radio communications equipment.

For licenses, information or for funding information, contact the Emergency Medical Services Section at the department's address.

DIVISION OF HEALTH MANPOWER ACTIVITIES, (612) 296-5393

Corrine Larson, director

The Health Manpower Division: (a) maintains a system for identifying human service occupations, recommends whether or not persons in these occupations should be regulated by the state, and develops and administers subsequent regulation activity as appropriate; (b) maintains a system for collection and dissemination of data on health manpower in the state; (c) reviews and comments on the rule of the health-related licensing boards; (d) coordinates Department of Health administrative services offered to the health related licensing boards; (e) licenses morticians, funeral directors and funeral establishments; (f) registers hospital administrators; and (g) maintains the federal Health Professions Student and Nursing Student Loan Program.

Rules are being formulated for the registration of chemical dependency generalists, emergency medical technicians, environmental health specialists, speech/language pathologists and audiologists, and contact lens technicians. For information contact the Department of Health (612) 296-5532.

The health manpower data which is collected is intended to be used for statistical and research purposes. For information contact the Health Manpower Information

System, Division of Health Manpower, at the department's address, (612) 296-5393. There may be a charge for special data requests.

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 a particular course requires it, worked two years as an administrator 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 of 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. The hospital administrator registration advisory council which evaluates registration application meets bimonthly.

For information or forms for registration, contact the Hospital Administrators Registration Advisory Council at the department's address, (612) 296-5393. The registration fee is \$40.00.

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:

1. 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
2. One year of mortuary science college plus a certificate of graduation.
3. Passage of a national and Minnesota state board of examinations.
4. Registration with the Department 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 commissioner 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. For information, and forms for registration and licenses, contact the Department of Health, (612) 296-5491. Fees are as follows:

examination fee	\$50.00
trainee registration fee	10.00
license renewal fees:	
mortician	\$25.00
funeral director	25.00
establishment permit	35.00

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. For information of shortage areas and certification, contact the Department of Health, (612) 296-5393.

For student loan information for health occupations, contact: Student Financial Aids Office, University of Minnesota, Minneapolis, Minnesota 55440, (612) 373-3221. There is no charge for shortage area determinations or certification.

MINNESOTA OFFICE OF HEALTH FACILITY COMPLAINTS

Jean A. Donaldson, executive director

Minnesota Statute sections 144A.51-144A.55

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, to a health care provider or a health facility.

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 complaint; anonymous or identified. Personnel of the office can enter any health facility at any time to investigate a complaint and will issue correction orders to health care facilities when violations are found. This service is offered to residents of Minnesota.

To register a complaint, write or call collect the Minnesota Office of Health Facility Complaints at the address and telephone listed above. There are no forms or fees. 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.

Office of Hearing Examiners

Room 300

1745 University Avenue

St. Paul, Minnesota 55104

(612) 296-8100

Duane R. Harves, chief hearing examiner

Minnesota Statute chapter 15

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, Employment and Training Division of the Department of Economic Security, 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.

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 rulemaking hearings. Notices of public hearings must be published in the *State Register* at least 30 days prior to the hearing as required in Minn. Stat. 15.0412, subd. 4.

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 the Office of Hearing Examiners at the address above, telephone (612) 296-6910.

The public may see the report of a hearing by going to the Office of Hearing Examiners or the legislative reference library. If an individual wants a copy of the report, the cost is 25¢ for the first two pages and 15¢ for each additional page. The cost of a hearing varies with each hearing and is borne by the affected agency.

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) 296-9665

David B. Laird, Jr., deputy director, (612) 296-9259

Minnesota Statutes sections 136A.01-136A.235

The Higher Education Coordinating Board conducts planning for all post-high school education in Minnesota and coordinates the state's post-secondary education system which includes the University of Minnesota, the state universities, community colleges, area vocational-technical institutes, and many private-controlled schools. In addition, the Board administers several state and federal higher education programs, including Minnesota's student financial aid programs.

FINANCIAL AID DIVISION, (612) 296-5715

Kenneth R. Ostberg, director

The Financial Aid Division administers various student financial aid programs.

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 which a student may attend include the state universities, University of Minnesota, community colleges, public area vocational-technical institutes, private colleges and universities, private technical schools, schools of nursing and related health professions and private vocational institutions. 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. A state scholarship or grant award combined with a federal Basic Educational Opportunity Grant award may not exceed 75 percent of a student's need. Initial scholarship and grant awards may be renewed.

To apply for a scholarship or grant-in-aid, contact the Minnesota Higher Education Coordinating Board, 901 Capitol Square Building, St. Paul, Minnesota 55101.

Students who wish to receive an award must complete the Family Financial Statement — Minnesota edition, which includes the Minnesota Scholarship and Grant-in-Aid application. The Minnesota application packet is mailed each fall to the homes of almost all high school seniors in the state and to renewal candidates. Forms also may be obtained from high school guidance counselors, financial aid offices at post-secondary institutions and from the coordinating board. The submission of one form assures the applicant of consideration for both the State Scholarship and Grant-in-Aid Programs. The same form also may be used to apply for a federal Basic Educational Opportunity Grant and aid from many institutions.

Fees are charged for application forms. The Family Financial Statement costs \$4 to process. For each school receiving a copy of this form (at the student's request) the fee is \$2. If the Family Financial Statement is processed and returned with errors, they must be corrected. The correction costs \$3. For each school receiving a copy of this corrected form (again at the student's request), the fee is \$2. The application deadline each year is determined by the board. It cannot be earlier than February 15. Students are notified of awards in late spring or early summer.

The division administers the Minnesota Student Loan Program. Under this program, eligible undergraduate students may receive loans of up to \$2500 per year. 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. Virtually any Minnesota resident enrolled at least half-time in an eligible institution in Minnesota or in another state is eligible. Most post-secondary institutions are eligible.

Applicants should first try to find a participating private lending institution — the family's bank, a credit union or savings and loan association. Loans are made at the discretion of the private lender, and the student is responsible for repaying the loan. Students unable to obtain loans from private lenders may apply to the state program. Application forms are available from private lenders and from financial aid offices at post-secondary institutions. They also may be obtained from the board.

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. The applicant also is required to pay a one-time insurance premium which is deducted from the loan amount. Repayment on the principal of the loan begins 9 to 12 months after the student leaves school. A student may apply any time during the year but should allow 8 to 12 weeks for processing.

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 most 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, non-sectarian agency located in the state, or at the residence of a handicapped person or person over 65 years of age.

To apply for the work-study program, students should contact the institution they attend or plan to attend. Forms are obtained from the institution of learning the student attends or plans to attend. There are no fees for this service. The financial aid director of each school will give the student an estimate of the time it takes for applications to be processed.

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.

Students should obtain information about the program from the institution they attend, or by phoning, or mailing a letter to the board. Forms are available at all eligible institutions. There are no fees for this service. The financial aid director in each school will give the student an estimate of the time it takes applications to be processed.

The Minnesota Veterans' 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.

Students must apply for assistance at the financial aid office of the school they attend. There are no forms or fees. The amount of time that elapses between applying for assistance and receiving assistance depends on the individual school.

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.

Information can be obtained from the institution the student attends, or by mailing or phoning the board.

Application forms are available at all Minnesota high schools and eligible post-secondary institutions. They also may be obtained from the board. Applicants for reciprocity in an area vocational-technical institute should apply to the director's office at the nearest Minnesota AVTI.

There are no fees for this service. Applications for each academic term should be submitted by the last day of that term. A student who wishes to participate in this 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.

Under the Minnesota-North Dakota Reciprocity Program, out-of-state tuition charges are waived for students attending an eligible public institution in the neighboring state. The program includes virtually all students: full time, part time, undergraduate, graduate and professional. Area vocational-technical schools are not included in this program.

To find out which institutions of higher learning in North Dakota are included in the reciprocity program, contact the board.

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. There are no fees for this service.

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.

Under the Minnesota-South Dakota Reciprocity Program, out of state tuition charges are waived for students attending an eligible public institution in the neighboring state. To find out which institutions of higher learning in South Dakota are included in the program, contact the board.

Applications are available at Minnesota high schools and eligible post-secondary

education institutions. They also may be obtained from the board. There are no fees. The application deadline for each academic term is the last day of scheduled classes for that term, at the institution the student attends. Students will receive the results of their application about six weeks after they apply.

The division administers the Part Time Grant 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.

To apply for a part-time grant the student should contact the institution he or she attends or plans to attend. There are no forms or fees. The amount of time that elapses between applying for assistance and receiving assistance depends on the individual school.

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.

For more information, or to apply for a grant, contact the Minnesota Higher Education Coordinating Board.

Forms are available from the Board and individual schools. For processing the Family Financial Statement there is a fee schedule mentioned at the beginning of this entry.

Applicants are notified of any awards within three to four months after their application is received.

The division administers a program of tuition subsidies to Minnesota residents attending public area vocational-technical institutes. Any Minnesota resident who is under 21, who attends a public AVTI and who is not receiving a state scholarship or grant is eligible to apply. All 33 public area vocational-technical institutes in Minnesota are eligible to participate.

Awards are based on the applicant's financial need. The subsidy provides between 5 and 75 percent of the student's tuition depending on his or her financial need. The subsidy provides for a reduction of tuition until the end of the fiscal year or completion of the student's program, whichever occurs first. Eligible students may reapply each fiscal year. Recipients are selected by the institute.

To apply the student should contact the financial aid office at the area vocational technical institute he attends or plans to attend. For more information, contact the Minnesota Higher Education Coordinating Board.

Application forms should be obtained from the area vocational-technical institute the student attends or plans to attend. There are no fees. The amount of time that elapses between applying for assistance and receiving assistance depends on the individual school. A student attending an area vocational-technical institute may delay tuition payments for the period of enrollment during which his or her application for a subsidy is being processed. If the application is being denied and the student promptly withdraws from school, tuition will be forgiven.

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 or 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.

For more information, contact the board. Application forms may be obtained from medical schools in Minnesota or from the board.

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.

Applicants are notified of any awards within two to three months after submitting an application.

The board is authorized to contract with institutions located outside Minnesota for a limited number of student spaces for the study of osteopathy and optometry. Students selected for contract seats must meet application deadlines, procedures and standards at participating institutions.

For more information, contact the Minnesota Higher Education Coordinating Board.

**PROGRAM PLANNING AND COORDINATION DIVISION,
(612) 296-9672**

Susan Powell, director

The Program Planning and Coordination Division reviews instructional programs in the state and makes recommendations to the board; it administers post-secondary education regional centers in Rochester, Wadena and the Iron Range and the division manages several state and federal post-secondary education programs.

The division evaluates instructional program 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; however, citizens interested in obtaining information on instructional programs in the state may contact the board.

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 and is available to the public.

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

Wilbur Wakefield, coordinator
Rochester Post-Secondary Education
Center
A 102 Rochester Community College
Rochester, Minnesota 55901
(507) 285-0304

OR

John Smaby, coordinator
Wadena Post-Secondary Education Center
418 North Jefferson
Room 208
Wadena, Minnesota 56482
(218) 631-2413

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. There are no fees for this service.

The Minnesota Inter-Library Telecommunications Exchange (MINITEX) program makes most of the state's library resources available to the public. Persons 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.

Information about the MINITEX program and names of participants can be obtained by contacting the MINITEX Office, Wilson Library, University of Minnesota, Minneapolis, Minnesota 55455, (612) 376-4649 or (612) 376-3926.

Forms are available at all participating libraries. There are no fees for this service. Persons can expect to wait 48 hours to receive requested materials.

The Private College Contract Program provides grants to private institutions that enroll Minnesota citizens. This service is not offered directly to the public.

For more information, contact the Minnesota Higher Education Coordinating Board.

The Private Institutions Registration Program registers and regulates private institutions which offer courses and programs to Minnesota citizens. Information about registered institutions is available to the public. Contact the board at (612) 296-9672 for information or assistance. There are no fees for public information or assistance.

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 which meet program requirements. This service is not offered directly to the public.

For more information, contact the Minnesota Higher Education Coordinating Board.

The Higher Education Coordinating Board administers the federal Title VI Undergraduate Instructional Equipment Program. Grants are awarded to institutions either for laboratory and other special equipment or television equipment for closed-circuit direct instruction. The coordinating board reviews and ranks applications of Minnesota institutions. The U.S. Office of Education awards the grants based on the coordinating board's recommendations. This service is not offered directly to the public.

For more information, contact the board.

The Higher Education Coordinating Board administers the Federal Academic Facilities Program. Federal funds are awarded to Minnesota institutions as matching grants to expand or improve facilities. The board reviews, validates and ranks applications for grants according to a state plan and U.S. Department of Health, Education and Welfare regulations and forwards recommendations to the federal government. Availability of funds is contingent upon congressional appropriations. This service is not offered directly to the public.

For more information, contact the board.

POLICY PLANNING AND RESEARCH DIVISION, (612) 296-9679

Robert Rustad, director

The Policy Planning and Research Division conducts long-range financial planning for Minnesota post-secondary education. It identifies issues and programs, analyzes and evaluates alternative financing policies, and develops recommendations for state policy. The division collects and studies information about the financial conditions of post-secondary education. It analyzes budget requests and appropriations for the Uni-

versity of Minnesota, the State University System, the State Community College System, and the state's public area vocational-technical institutes.

Also the division collects and analyzes information on post-secondary education enrollments in the state and forecasts demographic trends and enrollments. It develops and maintains an information system for post-secondary education in Minnesota.

This service is not offered directly to the public; however, citizens interested in obtaining information may contact the board.

The division administers the Minnesota Post-High School Planning Program. Under the program guidance, testing and information are provided to assist high school students in making career plans and decisions regarding post-secondary education or work.

The program is offered at high schools in the state and is administered to all eleventh grade students who desire to participate.

There is no charge; however a \$2.75 fee is assessed to students who take the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualification Test component in order to qualify for a National Merit Scholarship. Test scores are used for admission purposes at many colleges.

The testing part of the program is administered in the fall and a plans and background survey is administered in the spring. Results are given to the student at the start of the senior year, and results are sent to the college which the student designates.

More information can be obtained by calling the division.

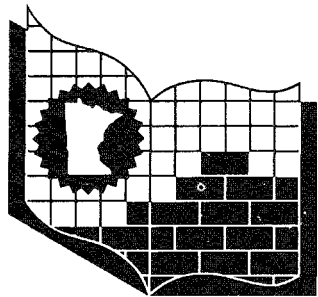
MINNESOTA OCCUPATIONAL INFORMATION SYSTEM (MOIS), (612) 296-6900

The Higher Education Coordinating Board administers the Minnesota Occupational Information System (MOIS), a state service designed to provide complete information about careers and educational programs to Minnesota residents.

Residents can obtain access to the information system through public and private educational institutions, social service and manpower agencies, 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. There are no forms or fees. There is no waiting period.

Minnesota Higher Education Facilities Authority

278 Metro Square Building
7th and Robert Streets
St. Paul, Minnesota 55101
(612) 296-4690
Joseph E. La Belle, executive director



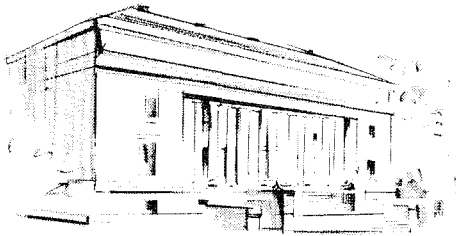
Minnesota Statutes 1974, Sections 136A.25 to 136A.42

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.

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.

A fee of \$1,000 must accompany the submission of the formal application. For further information or assistance contact the Minnesota Higher Education Facilities Authority.



Minnesota Historical Society (MHS)

Administrative Office & Headquarters

690 Cedar Street

St. Paul, Minnesota 55101

(612) 296-2747

Russell W. Fridley, director

Minnesota Statutes, chapter 138

The Minnesota Historical Society was chartered by the 1849 Minnesota territorial legislature to collect, preserve and interpret Minnesota history, and is the oldest institution in the state. The society receives funds from the Minnesota legislature, memberships, gifts and endowments. It is not a state agency, although it performs certain state functions.

The society has three collections of research material at its main building: Reference Library, which consists of 400,000 printed books and pamphlets, periodicals, microforms, maps, and other documents; Newspaper Library, which houses 3,000,000 issues of approximately 6,500 newspapers; and Audio-Visual Library consisting of

slides, prints, lithographs, films, video and tape recordings, phonograph records, paintings, and 150,000 photographs dating from 1840s to the present.

Additional research material is located at the society's Division of Archives and Manuscripts, 1500 Mississippi Street, St. Paul, where holdings comprise approximately 24,000,000 items in more than 6,000 collections and include diaries, letters, account books, reminiscences, scrapbooks, minutes, and similar materials, plus the records of the governors and other executive officers of the judicial and legislative branches of state government. All of the society's collections are open to the public and reference services are provided. MHS collections do not circulate but photo copies will be provided upon request.

For more information or to visit any of the collections, contact by phone, mail or in person the Minnesota Historical Society, Division of Archives and Manuscripts, 1500 Mississippi Street, St. Paul, MN 55101, (612) 296-6980. There are no forms. The society charges a small fee for duplications of research materials.

The Minnesota Historical Society has exhibits and art work on the ground floor, second floor and third floor of the main building.

For information, or to view exhibits, contact by mail, phone, or in person the Minnesota Historical Society at its address above. There are no forms or fees. Exhibits are changed about every 3 or 4 months.

The Minnesota Historical Society also operates the following historic sites throughout the state which are open to the public:

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
Birch Coulee Battlefield 1 mile north of Morton off U.S. 71 on 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) 426-7469
Grand Mound and Interpretive Center 15 mi. west of 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 northwest of New Ulm, on Nicollet County highway 21	Open May 1-Sept. 30, 10 a.m.-5 p.m., admission free, (507) 359-9729 or (507) 697-6321
Historic Fort Snelling St. Paul, Minnesota off state highways 5 & 55	Open June 3-Sept. 4, 10 a.m.-5 p.m., open May, Sept. & Oct. weekdays 9 a.m.-4:30 p.m., weekends 10 a.m.- 5 p.m., admission charge, (612) 726-9430

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- 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
reservations, 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
reservations, 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-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
- Meighen Store
Forestville State Park
off U.S. highway 16,
9 miles west of Preston
Open daily May 1-Sept. 30,
9 a.m.-5 p.m., open at other times
for groups with reservations,
admission by State Park Sticker,
(507) 765-2303
- Mille Lacs Indian Museum
north on highway 169
Onamia, Minnesota 56359
Open May 1-Oct. 15, 9 a.m.-5 p.m., open
at other times for groups with reservations,
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, daily
9 a.m.-4 p.m. Sat. 10 a.m.-3 p.m. Sun.
1-3 p.m., admission free, (612) 296-2881
- North West Company Fur 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 South
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

Open weekends in May, 9 a.m.-5 p.m.,
open from Memorial Day-Labor Day
weekdays 9 a.m.-5 p.m., weekends 9 a.m.-
7 p.m., open Sept.-Oct. 15, daily 9 a.m.-
5 p.m., admission by 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 by 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., open
other times for groups with reservations,
admission charge, (612) 665-3250

Oliver H. Kelly Farm will be closed for restoration during 1978.

For information about historic sites or to make group tour reservations, contact the
Historic Sites Division, Building 25, Fort Snelling, Minnesota 55111, (612) 726-1171.

Minnesota State Horticultural Society

161 Alderman Hall, University of Minnesota
St. Paul, Minnesota 55101
(612) 373-1031

Glenn H. Ray, secretary-treasurer

Minnesota Statutes, chapter 37.03

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.

The society:

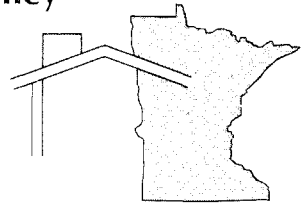
1. publishes the *Horticulturist*, a journal with information for the northern gardener;
2. maintains a library in its offices open to the public, but only members may borrow books;
3. conducts an annual statewide public meeting featuring workshops and similar sessions on district levels throughout the 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.

To obtain one of these services or to join the society, contact the Minnesota State Horticultural Society at the above address. 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. It is published nine times per year. The cost for a speaker varies with the group and the distance the speaker must travel.

Minnesota Housing Finance Agency

333 Sibley Street, Room 200 Nalpak Building
St. Paul, Minnesota 55101
(612) 296-7608
James J. Solem, executive director



Minnesota Statutes, chapter 462A

The Minnesota Housing Finance Agency (MHFA) was established by the state legislature in 1971. The legislature authorized the MHFA to issue tax exempt revenue bonds for the purpose of financing the housing needs of families with low and moderate incomes. The tax exempt nature of MHFA bonds enables the agency to provide reduced interest rates for the construction, rehabilitation, and mortgage financing of single and multi-family structures. The MHFA is a financially self-supporting state agency that maintains the ability to repay its bond holders from the revenues generated by its finance operations. In addition to the bonding authority the legislature has appropriated funds to the MHFA for the purpose of maintaining and improving existing housing, developing new methods in housing design, energy conservation and enhancing the efforts of Indian and handicapped organizations to achieve their housing needs and goals.

HOME IMPROVEMENT LOAN PROGRAM, (612) 296-7615

Georgia Hall, Program Coordinator

The Home Improvement Loan Program provides reduced interest rates to assist low and moderate income homeowners in the rehabilitation of existing homes. The program offers interest rates from one to eight percent depending upon the applicant's family income. The maximum loan amount is \$15,000 on a single family dwelling, with a term of not over 15 years. Improvements can also be made to homes with up to six dwelling units.

To be eligible for the loan program the applicant's annual gross family adjusted income cannot exceed \$16,000. Energy conservation improvements and other permanent improvements that encourage the stabilization and upgrading of existing homes and neighborhoods generally qualify under the program. Acceptable improvements include additions, interior remodeling, exterior work, plumbing, heating and electrical improvement.

The MHFA contracts the financial institutions and public housing agencies for the origination and loan processing. Please contact your local lender or the MHFA for further information on the program.

HOME IMPROVEMENT GRANT PROGRAM, (612) 296-9807

Mary Tingerthal, director

The Home Improvement Grant Program makes funds available for the purpose of making basic repairs to homes owned and occupied by low income persons and families. To be eligible for a home improvement grant, a person or family must: 1) own and occupy a one or two family dwelling; 2) have an annual adjusted gross income of less than \$5,000; and 3) have assets (excluding the value of the house to be improved) of less than \$25,000. The maximum grant amount is \$5,000 except in the case of handicapped residents, where an additional \$2,500 is available for improvements which improve the accessibility of the dwelling.

All grants are subject to a repayment provision if the property improved is sold, transferred or otherwise conveyed within seven years of the date of the grant. Full repayment is required if the property is sold in the first three years and at a reduced rate thereafter. The Minnesota Housing Finance Agency contracts with public housing authorities, community action agencies and other public agencies for the processing of grant applications. Contact the Minnesota Housing Finance Agency at its above address for a list of local processing agencies and for further information on the program.

SOLAR/EARTH SHELTERED DEMONSTRATION HOUSING PROGRAM, (612) 296-9807

Mary Tingerthal, director

The Solar/Earth Sheltered Demonstration Housing Program provides funds for the construction of 10 earth-sheltered single-family houses throughout the state. Four houses will be located in state parks and will serve as residences for park managers. Six additional houses will be built by private developers and will be made available for sale to the public. These houses will be monitored to determine their energy consumption over a two-year period. The results of this monitoring will assist MHFA in determining the viability of earth-sheltered housing as an alternative, energy-efficient housing type.

All houses will be open to the public for a 10-week period following the completion of construction. Open house periods will be advertised in the media. This program does not provide financing for individuals wishing to construct earth-sheltered houses. For more information, please contact the program director at the number listed above.

**INNOVATIVE HOUSING LOAN PROGRAM,
(612) 296-9807**

Mary Tingerthal, director

The Innovative Housing Loan Program provides loans to non-profit sponsors of innovative projects which involve the construction or rehabilitation of single-family or multi-family housing units. To be eligible, an applicant must be: 1) a partnership, joint venture, corporation or association not operating for profit; or 2) a housing and redevelopment authority. The project must be innovative; that is, it must involve the use of equipment or materials or a method of design, construction, marketing or financing which is not generally in use in the housing industry or of which the public is not generally aware.

Loans made through the Innovative Housing Loan Program are interest-free. The repayment period is generally set for two years or less. Plans for permanent financing of the project must be submitted along with the application. A total of \$500,000 is available for loans. There is no application deadline. Applications are accepted on an ongoing basis as long as funds are available. For additional information and application materials, call the program director at the number listed above.

INDIAN HOUSING PROGRAM, (612) 296-7612

May Hutchinson, director

The Indian Housing Program channels \$9 million in state appropriated funds to Indian tribal organizations to deal with housing problems. Through contractual agreements with the MHFA, three major Minnesota tribal organizations (Chippewa, Red Lake Band and Sioux Communities) create programs to serve their members both on and off the reservation. The funds are committed on a revolving loan basis which provides for the reinvestment of monies for the financing of on-going Indian housing programs.

The respective tribe takes the loan application and makes the initial determination of eligibility. Mortgage loans cannot exceed a 30 year term and rehabilitation loans cannot exceed 15 years. The interest rates are determined by the individual tribal organizations.

The MHFA consults with the Advisory Council on Urban Indians and the Minnesota Indian Affairs Intertribal Board in the development of urban programs for the seven county metropolitan area and the cities of Duluth and Rochester. Of the \$9 million in appropriated funds, \$1.5 million will be used for urban programs.

**AFFORDABLE HOME MORTGAGE PROGRAM,
(612) 296-7612**

May Hutchinson, director

The Affordable Home Mortgage Program provides mortgage financing for the purchase of new or existing housing at a below market interest rate. Private financial institutions have contracted with the agency for the processing of single family residential mortgage loans throughout the state. The maximum purchase price for existing single family properties is \$37,500. For new home construction, the construction cost

plus the site improvements (the land or lot value is not included) cannot exceed \$37,500. For multiple unit structures the cost limitations are: 1) \$60,000 for two units; 2) \$75,000 for three units; 3) \$90,000 for four units.

Eligibility is based upon an annual adjusted (gross family income less certain MHRA allowable deductions) family income of not more than \$16,000 and that the applicant is a reasonable credit risk with the financial ability to repay the mortgage loan.

Interested consumers should contact the nearest participating lender to apply for a loan. The lender will process the application and determine eligibility. The lender, after the loan is closed, submits to the MHFA the mortgage loan for purchase. At that time the MHFA reimburses the lender and acquires the mortgage note.

APARTMENT DEVELOPMENT PROGRAM, (612) 296-7618

M. J. Tero, director

Under the MHFA Apartment Development Program, mortgage loans are made for the construction and substantial rehabilitation of multi-family housing for persons and families who meet the agency's income eligibility limits. There are no specific per unit construction costs or mortgage limitations under the MHFA Apartment Development Program. However, there are income limits and rent limits for most units.

Developments financed by the agency are also eligible to receive a federal rent subsidy, Section 8 "Housing Assistance Payments". Under the Section 8 Program, eligible tenants pay no more than 25% of their adjusted income for rent. The federal government makes up the difference between the tenant's contribution and the approved rent. Up to 25% of the units in any development can be occupied by individuals whose income exceeds these limitations.

Limited dividend or non-profit sponsors are eligible. A limited dividend sponsor can be in the form of a general or limited partnership, corporation, joint venture, or trust. A sponsor and members of the development team should have sufficient experience to assure the agency of the successful completion and operation of the development.

To begin the application process, contact the agency for more information about the program. A sponsor must complete a preliminary application indicating the proposed site and outlining the development concept and local market information.

DEVELOPMENTALLY DISABLED PROGRAM, (612) 296-7618 (612) 296-7618

M. J. Tero, director

The Developmentally Disabled Group Home Program provides permanent mortgage financing for community-based, non-institutional residences housing a maximum of 15 persons. Eligible residents are mentally and/or physically disabled individuals presently residing in state institutions. Residents must be ambulatory or mobile and eligible for Life Safety Certification through the Department of Public Welfare. Non-profit or limited dividend mortgage sponsors are eligible for consideration. To obtain additional information and initiate the application process, contact the Minnesota Housing Finance Agency.

Department of Human Rights

240 Bremer Arcade Building
St. Paul, Minnesota 55101
(612) 296-5663
William L. Wilson, commissioner

or

206 West 4th Street, Room 25
Duluth, Minnesota 55805
(218) 723-4616

Minnesota Statutes, chapter 363

The Minnesota Department of Human Rights was created to enforce the Minnesota Human Rights Act, a law passed to ensure that people in the state are free from discrimination. The act prohibits discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, or age in employment and education; on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance or disability in housing; on the basis of race, color, creed, religion, disability, national origin or sex in public accommodations; and, on the basis of race, color, creed, religion, national origin, disability, sex, or status with regard to public assistance in public services. The law also forbids helping or forcing anyone to commit an action proscribed by the Human Rights Act as well as preventing anyone from complying with the act. In addition, it is unfair to discriminate on the basis of sex or marital status in granting credit to anyone.

Persons who feel they have been discriminated against can file a complaint with the department. Complaints can be filed at the department or forms can be supplied by mail upon request. Office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. The department maintains two offices, one in Duluth and the other in St. Paul.

Anyone who wishes to file a complaint, request forms, or ask for information may contact either of the addresses above. There are no fees, and the time required to process a complaint depends upon the number of other complaints filed with the department. Complaints are investigated in chronological order according to the date a complaint has been filed.

ENFORCEMENT PROGRAM, (612) 296-5668

Jayne Beck, assistant commissioner for enforcement

The Enforcement Program processes complaints of discrimination. Investigation, conciliation, and litigation are included in this program as well as state contract compliance. For information, contact either of the addresses above.

INVESTIGATION DIVISION, (612) 296-2114

Dorothy Olson, supervisor

The Investigation Division gathers and analyzes all of the information pertinent to a complaint of discrimination. Human rights field representatives, who are assigned to examine complaints, conduct impartial investigations and make a recommendation to the commissioner of human rights. Based upon the evidence gathered and the recommendation of a field representative, the commissioner decides whether or not there is sufficient reason to believe that discrimination occurred.

CONCILIATION DIVISION, (612) 296-9057

John Greco, conciliator

After the commissioner has determined that there is evidence to support a complaint, the Conciliation Division attempts to settle the matter between the persons involved. A conciliator tries to resolve the complaint in a way that is satisfactory and equitable to all persons concerned.

LITIGATION DIVISION, (612) 296-9059

When department efforts to conciliate a complaint fail, the complaint is handled by the Litigation Division. An administrative hearing is scheduled. Depending upon the outcome of a hearing, a case may go to district court or the Minnesota supreme court to be settled. There are no fees.

COMPLIANCE DIVISION, (612) 296-9047

Tyrone Terrill, compliance officer

The Compliance Division issues certificates of compliance to businesses that operate in accordance with fair employment laws and that wish to bid on public contracts. A state agency may not accept a bid from any business that wishes to sell goods or services to the state unless the business has a certificate of compliance.

PLANNING, INFORMATION, AND ADMINISTRATIVE SERVICES PROGRAM, (612) 296-5667

Richard Rolle, deputy commissioner

The Planning, Information, and Administrative Services Program includes the management information system, personnel and office management, and the Planning Division. Researching and studying discrimination is included in this program. The appeal process, a way in which a person who has filed a complaint can ask the commissioner to reconsider a decision reached after investigation, is also an administrative procedure.

ADMINISTRATIVE SERVICES, (612) 296-5666

Annette Calloway, office manager

Administrative Services includes office management, personnel management and training and accounting functions.

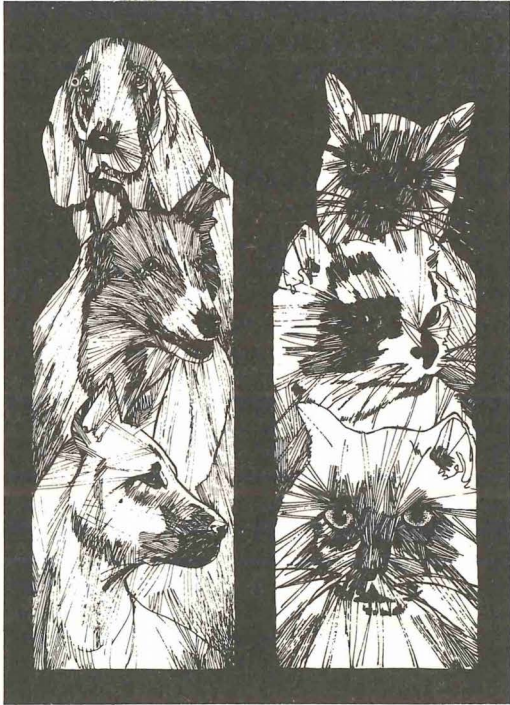
PLANNING DIVISION, (612) 296-5676

Barbara S. McCarty, coordinator

The Planning Division publishes brochures, pamphlets, and other printed materials that explain the Human Rights Act and departmental organization and purpose. The material is available upon request. The Planning Division also provides general and statistical information about discrimination.

For more information, or to request copies of printed materials, contact the department's Planning Division.

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 Department of Administration's Documents Section. Other publications are distributed free of charge.



Minnesota Humane Society

Society For the Prevention of Cruelty
Room 105, State Office Annex
117 University Avenue
St. Paul, Minnesota 55155
(612) 296-3613
Ruth Deschene, executive director

Minnesota Statute, chapters 343 and 346

The Minnesota Humane Society 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.

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.

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 the above state office address. No forms or fees are required to file a complaint. Investigations of complaints are usually begun within 24 hours of receiving the complaint.

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. For informational brochures and assistance in organizing a local humane society, contact the Minnesota Humane Society. There are no forms or fees involved with this service.

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, the 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.

For applications or requests for training, contact the Minnesota Humane Society. All letters of application should include three references from non-relatives and a resume. There are no forms or fees required. 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.

The society provides public education on the care of animals by sponsoring a number of programs. The society offers speakers and films for schools, available usually on weekdays only. There is no charge for borrowing films. Speakers are often available at no charge, otherwise fees vary. Radio and television shows are aired by the society. Exhibits of posters showing actual abuse or neglect cases are available. The society also provides brochures on the cruelty statutes and other regulations which are available to the public and to the Peace Officers Training Board. The cruelty statutes brochure costs 50¢. The Minnesota Humane Society issues "Winter Thoughts" and "Summer Thoughts" on kindness to animals which serves as a biennial guide to state laws, local ordinances, animal nutrition, poisoning, overpopulation, and other animal care information. This pamphlet series is particularly aimed at students interested in animal protection. There is no charge for "Winter Thoughts" or "Summer Thoughts".

To request a speaker or film, call the society's office. To receive a copy of the statute brochures, "Winter Thoughts" or "Summer Thoughts," contact the society by mail.

Memberships in the society are open to the public. To receive membership forms, contact the Minnesota Humane Society. The fees for membership are all tax-deductible. Fees are as follows:

Adult	\$ 3.00 per year
Child	\$.50 per year
Lifetime	\$100.00



Indian Affairs Intertribal Board

555 Wabasha Street
St. Paul, Minnesota 55102
(612) 296-3611

or

509½ Beltrami Avenue
Bemidji, Minnesota 56601
(218) 755-3825

Donald G. Gurnoe, Jr., executive director

Minnesota Statutes 3.922

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.

The board handles any Indian affairs problem, for example in employment, health care, education, welfare, corrections, urban Indian concerns and discrimination. The board will conduct investigations, but has no enforcement powers. Any discrimination complaints are referred to the Human Rights Commission.

For information or aid, contact the Indian Affairs Intertribal Board at either of its addresses above.

There are no forms or fees. Clients can walk in anytime during office hours (8:00-4:30 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
(612) 222-2861
Gerald J. Mussak, executive director**

Minnesota Statutes Sections 16.911

The Intergovernmental Information Systems Advisory Council (USAC) 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 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 intergovernmental systems, keeps local governments aware of information system technology and prepares guidelines for intergovernmental systems. They provide no services directly to the public.

Interstate Cooperation Commission

**2nd Floor Administration Building
50 Sherburne Avenue
St. Paul, Minnesota 55155
(612) 296-3862
Richard L. Brubacher, secretary-treasurer**

Minnesota Statute 3.29

The Interstate Cooperation Commission consists of five senators, five representatives, and five employees from the executive branch. The Governor, president of the senate, and the speaker of the house are ex-officio non-voting members. The commissioner of the Department of Administration is the secretary-treasurer.

The Interstate Cooperation Commission participates on behalf of the State of Minnesota as a member of the Council of State Governments. The purpose is to encourage and assist the legislative, executive, administrative, and judicial officials and employees of this state to develop and maintain friendly contact by correspondence, by conference, and otherwise with officials and employees of the other states, of the federal government, and of local units of government. To advance cooperation between this state and other units of government whenever it seems advisable, the Interstate Cooperation Commission may formulate and facilitate:

1. The adoption of compacts
2. The enactment of uniform or reciprocal statutes
3. The adoption of uniform or reciprocal administrative rules and regulations

4. The informal cooperation of governmental offices with one another
5. The personal cooperation of governmental officials and employees with one another, individually
6. The interchange and clearance of research and information
7. Any other suitable process.

State Board of Investment

Room 105 MEA Building

55 Sherburne Avenue

St. Paul, Minnesota 55155

(612) 296-3328

Dr. Francis M. Boddy, acting executive secretary, (612) 296-6252

Minnesota Constitution, Article XI, Section 8; Minnesota Statutes, chapter 11

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.

Iron Range Resources and Rehabilitation Board

P.O. Box 678, Hwy 53

Eveleth, Minnesota 55734

(218) 749-8260

Frank V. Ongaro, commissioner

Minnesota Statutes, section 298.22

The Iron Range Resources and Rehabilitation Board was created in 1943 to seek development of the natural resources of the iron range and to provide vocational training and rehabilitation for residents of counties where resources have been depleted. The board operates a variety of programs to assist economic expansion in northeastern Minnesota. Funds have been allocated for projects such as wood processing, food processing, peat development, water surveys, mineral surveys, copper-nickel and topographic mapping, research projects such as charcoal production, tourist surveys, Indian surveys and industrial development surveys.

GENERAL SUPPORT DIVISION, (218) 749-8260

Gary Lamppa, deputy commissioner

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.

**HUMAN RESOURCE REHABILITATION GRANTS SECTION,
(218) 749-8260**

This 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. Any non-profit organization may apply for a grant. For further information and application forms, contact the Human Resource Rehabilitation Grants Section. There are no fees. Applications will be processed within one to six months.

TOURISM GRANTS SECTION, (218) 749-8260

This 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. Any municipality or non-profit organization may apply for a grant. For further information and application forms, contact the Tourism Grants Section. There are no fees. The application will be processed within one to six months.

**RESEARCH AND BEAUTIFICATION DIVISION,
(218) 749-8260**

Donald Grubich, division supervisor

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, (218) 749-8260

This 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. For information, reports, or assistance, contact the Peat Research Section. Reports and other services are provided free of charge. Requests are processed immediately and are usually filled the same day.

BUILDING DEMOLITION SECTION, (218) 749-8260

Ralph Potami, director

The section will raze any dilapidated building on private or public property if the owner signs a release form allowing crews on his property. For further information, or to obtain release forms, contact the Building Demolition Section. This service is provided at no direct cost to the property owner. A waiting list is used and 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, (218) 749-8260

Harold Bergquist, research technician

The section produces and publishes land ownership maps for 21 counties of northern Minnesota. These maps show ownership of federal, state, and public property. For further information, or to receive maps, contact the Land Ownership Map Section. Maps are provided free of charge. Requests for maps are processed immediately and are usually filled the same day.

SNOWMOBILE TRAIL GROOMING SECTION, (218) 749-8260

Ray Svatos, trail coordinator

The section will provide equipment and operators to northern Minnesota snowmobile clubs that maintain public trails that augment and connect with the state trail system. For further information and application forms, contact the Snowmobile Trail Grooming Section. Services are provided at no direct cost to the snowmobile clubs. 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.

IRON RANGE INTERPRETATIVE PROGRAM DIVISION, (218) 749-8260

Marvin G. Lamppa, director

The Iron Range Interpretative Program Division is involved in the development of an overall program of historical interpretation for the iron regions of northeastern Minnesota and administers the tourism activities and mineland reclamation programs carried on by the agency.

TOURISM ACTIVITIES SECTION, (218) 254-3323

Iron Range Interpretative Center

P.O. Box 392

Chisholm, Minnesota 55719

Robert T. Scott, director

The Tourism Activities Section operates the Iron Range Interpretative 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. Tours of the Iron Range Interpretative Center are available. There are facilities for listening to 400 hours of tapes containing the oral history of iron range residents and for seminars and conferences on subjects relating to iron mining and iron range history. The center offers picnic grounds, a nature trail and makes parking available on the grounds. The center is open year round. Winter hours are 10:00 A.M. to 6:00 P.M. (October 15-May 15). Summer hours are 9:00 A.M. to 9:00 P.M. admission is \$1.00 for adults and 25¢ for children 17 and under. For further information or to arrange tours, contact the Iron Range Interpretative Center.

MINELAND RECLAMATION SECTION, (218) 749-8260

The Mineland Reclamation Section administers a program of reclamation of inactive and abandoned state owned minelands as provided in Minnesota Statutes 298.223. The board administers the Taconite Area Environmental Protection Fund and the Economic Development Fund.

WATER, SEWER, RECREATIONAL AND OTHER PUBLIC WORKS GRANTS PROGRAM, (218) 749-8260

Mike Gentile

This program administers grants to iron range communities, screens applications for submission to the Iron Range Resources and Rehabilitation Board, the legislative advisory commission and the Governor for approval. For further information, guidelines and program specifications, contact the Iron Range Resources and Rehabilitation Board.

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

Minnesota Statutes, chapters 175-178, 181-184 & 326.01-326.53

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, (612) 296-2464

The General Support Division provides the administrative and accounting services of the department.

OCCUPATIONAL SAFETY AND HEALTH DIVISION, (612) 296-6529

R. Bruce Swanson, deputy commissioner

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. An employee can

write, call or pick up forms in person at any OSHA office. Contact the Minnesota Department of Labor and Industry, Occupational Safety and Health Division, at the department address above, or any of the offices below:

OSH Brainerd
415 N.E. Washington
Brainerd, Minnesota 56401
(218) 828-2455

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

No fees are charged. 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. The department acts within one to two weeks after receiving a complaint.

OCCUPATIONAL SAFETY AND HEALTH ADVISORY COUNCIL, (612) 296-2116

The Occupational Safety and Health Advisory Council advises the department on matters relating to the Occupational Safety and Health Act (OSHA) of 1973.

OCCUPATIONAL SAFETY AND HEALTH REVIEW BOARD, (612) 296-8946

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 examiner's decision. The board may affirm, modify or revoke a citation, penalty or contested order.

To file a review of a case contact the Occupational Safety and Health Division at the department address above.

WORKERS' COMPENSATION DIVISION, (612) 296-6107

Raymond Adel, Assistant Commissioner

The Workers' Compensation Division provides legal aid and assistance to employees with job related injuries and illnesses so all payments due under the Workers' Compensation Law are made promptly and properly. Any employee who feels they have a claims problem may call, write, or visit in person the Workers' Compensation Division, Department of Labor and Industry, 444 Lafayette Road, St. Paul, Minnesota 55101, (612) 296-6107.

Workers' Compensation Division
 Department of Labor and Industry
 620 Board of Trade Building
 Duluth, Minnesota 55802
 (218) 723-4670

Department of Labor and Industry
 400 Produce Bank Building
 Minneapolis, Minnesota 55403
 (612) 338-5685

There are no fees. 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. The division responds to all inquiries within ten days.

ADVISORY COUNCIL ON WORKERS' COMPENSATION, (612) 296-6490

The Advisory Council on Workers' 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 Workers' Compensation Act.

WORKERS' COMPENSATION COURT OF APPEALS, (612) 296-6526

The Workers' Compensation Court of Appeals exercises appellate jurisdiction in all cases and matters under the Minnesota Workers 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 Workers' Compensation Division. The decisions of this court are subject to review only by the state supreme court.

An appeal to the Workers' Compensation Court of Appeals is filed with the Workers' Compensation Division. For information contact the Workers' Compensation Division of the Department of Labor and Industry.

DIVISION OF LABOR STANDARDS, (612) 296-2125

Emmet J. Cushing, Assistant Commissioner
Kurt Pinke, director

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.

Anyone wishing to make a complaint or needing information in any of these areas may write or visit in person, the Department of Labor and Industry, Division of Labor Standards, or call either of the following numbers:

Labor Standards questions:
 Fee Employment questions:

(612) 296-2282
 (612) 296-2125

There are no fees. There is a specific complaint form for each area available from the division. 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, (612) 296-2125

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.

PREVAILING WAGE DIVISION, (612) 296-6452

Leo Young, director

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.

Copies of the wage rates may be obtained by writing or calling the Department of Labor and Industry, Prevailing Wage Division. The only cost is the cost of duplication. Requests are handled as soon as they are received.

PENSION PROTECTION DIVISION, (612) 296-2934

Phyllis Spielman, administrator

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.

Employees whose pension benefits are terminated may call or write for information on possible coverage under the Minnesota Private Pension Benefits Protection Act. Contact the Pension Protection Division. No fee is charged. There is a complaint form which will be immediately mailed, if a formal complaint is to be made. The length of investigation varies with the individual complaint. 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, (612) 296-2371

James Harris, director

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. ch. 178. The division approves veterans' apprenticeship and other on-the-job training programs and agreements found to meet the requirements of Title 38 U.S. Code. For assistance in setting up apprentice-

ships or information, contact the Division of Voluntary Apprenticeship at the department address above.

The division will issue complete instructions and any necessary forms either by mail or in person. The necessary forms vary with the required service. There is no fee. The division will provide its services within five weeks.

APPRENTICESHIP ADVISORY COUNCIL, (612) 296-2371

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.

DIVISION OF STEAMFITTING STANDARDS, (612) 296-2193

Lloyd Willie, director

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. §§ 326.01-326.53. Primarily, inspections deal with licensed contractors or journeymen. The division will send information to the public. 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 the department address above. There is no fee for the application. The steamfitting examination for contractors costs \$50 and the examination for journeymen costs \$15. This cost includes the license for the current calendar year, if applicants 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. Contractors may take the test 30 days after applying. Journeymen have to wait ten days.

ADVISORY COUNCIL FOR STEAMFITTING EXAMINERS, (612) 296-2193

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, (612) 296-4531

Henry Baron, chief inspector

The Division of Boiler Inspection regulates the proper manufacture, installation, repair 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.

To receive information on inspections or an application for an engineer license contact the Division of Boiler Inspection.

Fees and experience requirements are:

class	experience	new license fee	renewal fee
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

Licenses are issued when the examinations are satisfactorily completed.

Office of the Lieutenant Governor

Room 122 State Capitol

Aurora Avenue

St. Paul, Minnesota 55155

(612) 296-2374

Alec G. Olson, Lieutenant Governor

Minnesota Constitution Article V

The Lieutenant Governor is first in line when a vacancy occurs in the office of the Governor and may assume the duties of the Governor any time the Governor is 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 Executive Council, Rural Development Council and the Minnesota State Retirement System Board. The Office of the Lieutenant Governor maintains a Minnesota Federal Relations office in the nation's capital at Suite 323 Hall of States, 444 North Capitol Street, Washington, D.C. 20001. The Lieutenant Governor works with members of the Minnesota congressional delegation and local officials to coordinate the state's actions on pending federal legislation and executive decisions which may affect state and local governments. The office is available to assist the public with questions concerning state government and its agencies. For information and assistance contact the Office of the Lieutenant Governor.

Livestock Sanitary Board

555 Wabasha Street Room 300

St. Paul, Minnesota 55102

(612) 296-5000

Dr. Jack G. Flint, secretary and executive officer

Minnesota Statute chapter 35

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.

Most disease control and eradication programs are cooperative with personnel and finances furnished by veterinary services, animal and plant health inspection service, U.S.D.A. and the Livestock Sanitary Board.

Many services involve testing in out-of-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
Rte. 1, Box 4-A
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

Dr. Leo A. Zehrer
P. O. Box 326
Brooten, Minnesota 56316
(612) 346-2380

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
Mahnommen, Norman, Pennington
Polk, Red Lake, Roseau

Kandiyohi
Meeker, Pope
Renville,
Stearns

Federal Field Veterinarians:

Employees of veterinary service, animal and plant health inspection service U.S.D.A., 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

Dr. D. P. Jacobs
P. O. Box 151
Springfield, Minnesota 56087
(507) 723-4332

Dr. D. W. Maas
148 Glendale Drive
Long Lake, Minnesota 55356
(612) 473-7905

Dr. R. W. Page
Box 245
Alexandria, Minnesota 56308
(612) 846-5044

Dr. L. A. Payne
528 N. Main
Blue Earth, Minnesota 56013
(507) 526-2588

Dr. K. A. Soltowski
P. O. Box 97
Appleton, Minnesota 56208
(612) 289-1565

Dodge, Fillmore,
Houston,
Olmsted,
Winona

Brown, Cottonwood,
Jackson,
Nicollet, Redwood,
Watonwan

Anoka, Carver
Chisago, Hennepin
Isanti, McLeod
Sherburne, Wright

Douglas, Grant,
Ottertail,
Todd,
Wilkin

Blue Earth, Faribault,
Freeborn, Martin,
Mower, Steele,
Waseca

Big Stone, Chippewa
Lac Qui Parle, Stevens
Swift, Traverse
Yellow Medicine

BRUCELLOSIS AND TUBERCULOSIS DIVISION, (612) 296-4138

Dr. George E. Keller, division head

The Brucellosis and Tuberculosis Division directs disease eradication programs for bovine brucellosis and tuberculosis and swine brucellosis; and the 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.

The division tests cattle under quarantine for brucellosis, tuberculosis and paratuberculosis, and herds suspected of being infected by these diseases. Tests are made 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 3 MCAR § 2.011 and 3 MCAR § 2.016. For information about requirements, contact the Livestock Sanitary Board, Brucellosis and Tuberculosis Division, 555 Wabasha Street, Room 300, St. Paul, Minnesota 55102. There is no fee to cattle owner.

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.

The division tests swine quarantined for brucellosis or herds suspected of being infected by testing blood samples collected from sows at slaughter houses. It issues validated brucellosis free certificates for swine herds which meet requirements outlined in 3 MCAR § 2.021.

The division also mails informative material to swine owners when any evidence of tuberculosis has been detected by U.S.D.A. meat inspectors in swine slaughtered. Consultation services by field veterinarians are offered to swine owners when swine tuberculosis is detected.

For information contact the Brucellosis and Tuberculosis Division. There is no fee to swine owners. 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.

Licenses are issued to persons who offer 3 or more bulls for public service. Certificates are issued for each bull that is qualified by brucellosis and tuberculosis tests and confirmation examination.

For information or application forms contact the Brucellosis and Tuberculosis Division. Cost of license is \$10. Cost of registering each bull for public service is \$1.00. Services are rendered as soon as possible following the request.

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. Department veterinarians may also assist the official veterinarians when they request help. For information contact the Brucellosis and Tuberculosis Division.

Accreditation applications are available free. Accredited veterinarian lists are available at \$3.50 each plus tax from the Documents Section, Department of Administration.

EXPORT DIVISION, (612) 296-3593

Dr. L. T. Christensen, division head

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 and scabies in cattle, pseudorabies in swine and cattle, for eradication of hog cholera and sheep scabies, and for detection of foreign animal diseases. It registers livestock brands to provide a means of identifying cattle, horses and sheep, and issues licenses to certain research establishments.

The division provides information on the health importation requirements of other states for animals being exported from Minnesota and approves health certificates for their movement.

For information about shipment to other states contact the Export Division, 555 Wabasha Street, Room 300, St. Paul, Minnesota 55102.

For information about shipment of animals to other countries contact the Veterinary Services, Animal and Plant Health Inspection Services, U. S. Department of Agriculture, 555 Wabasha Street, St. Paul, Minnesota 55102, (612) 725-7691. There is no fee for this information.

The division tests cattle quarantined because of anaplasmosis, arranging for a field veterinarian to conduct the tests. For information contact the Export Division. There is

no fee for testing anaplasmosis quarantined cattle. Tests are conducted approximately 30 days after the quarantine is established or by arrangement.

Hog cholera occurrences and signs of this disease in swine are investigated by the division. Sheep scabies, cattle scabies, pseudorabies in swine and cattle and foreign animal diseases are investigated by the division, which will initiate an investigation, issue any necessary quarantines and conduct any necessary tests. For information contact the Export Division. There is no cost to the owner. Investigations will be scheduled as soon as a report is made by an attending veterinarian.

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. For information and applications for brand registration contact the Export Division. Fee for brand registration through 1985 is \$10. The fee for transferring a brand to another owner is \$10. Brand books are available at \$10 plus tax from the Documents Section, Department of Administration. Annual supplements are available for \$1.50 plus tax.

Brand certificates are issued within 2 working days after receipt of applications.

The division inspects and licenses research establishments procuring unclaimed dogs from animal pounds.

For information and applications for licenses contact the Export Division. The annual license fee is \$50. Licenses are issued upon completion of a satisfactory inspection of the establishment.

IMPORTS AND MARKETS DIVISION, (612) 296-2941

Dr. Robert G. Pyle, division head

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.

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

Permits, prior to importation, are required for the following classes of livestock:

1. 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;
2. 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;
3. 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;
4. 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.

5. Cattle and swine for slaughter at a non-inspected slaughtering establishment need the following permit information: the name and address of the veterinarian requesting the permit and preparing the health certificate, the number of cattle or swine, the name and address of the herd of origin, and the name and address of the destination.

For information and permits contact the Imports and Market Division, 555 Wabasha Street, Room 300, St. Paul, Minnesota 55102, (612) 296-2967 (days); 296-2942 (nights). Permits are free. Permits are mailed on the day requested. The permit and a health certificate issued by an accredited veterinarian of the state of origin must accompany the shipment.

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

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

The division issues permits for feeding of all classes of cattle in dry lots without tests if certain requirements are met. For information about requirements and applications contact the Imports and Market Division. There is no fee to applicants. Applications are mailed the 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, (612) 296-3428

Dr. Harry R. Olson, division head

This division directs poultry disease control and eradication programs, and miscellaneous animal disease control procedures by inspection, and regulates licenses, permits and rendering plants and trucks, some pet food processing plants, and dog kennels which pick up and confine stray, unwanted or lost dogs.

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.

Information, applications and disease control program forms can be obtained by contacting the Poultry and Miscellaneous Diseases Division, 555 Wabasha Street, St. Paul, Minnesota 55102. There are no fees for these services which will be provided as soon as possible after the request.

Miscellaneous disease control includes programs for anthrax, sore mouth of sheep (contagious ecthyma), equine infectious anemia (E.I.A. or swamp fever), and rabies. The division investigates all reported cases of rabies. It also issues permits to veterinar-

ians to purchase and administer anthrax vaccine. The division maintains a list of laboratories approved to conduct the AGID test for equine infectious anemia and issues permits to owners for movement of EIA positive horses to other premises or to slaughter.

A film, "Animal Bites and Rabies," and pamphlets on rabies are available to organizations upon request. A field veterinarian may also be available to show the film and answer questions on rabies. For information contact the Poultry and Miscellaneous Diseases Division, or the nearest field veterinarian. There is no fee to owners for investigations. Return postage must be paid on the film. 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.

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. For information, requests for license, report forms and identification tags contact the Poultry and Miscellaneous Diseases Division. The annual kennel license fee is \$10. There is no cost for forms and tags. Licenses are issued after inspections are complete. Forms and tags are supplied as soon as possible after requests are made.

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. For information and applications contact the Poultry and Miscellaneous Diseases Division. There is no fee for a permit. Applications are mailed the same day requests are received; however, up to 5 days may be required for inspection of plants and transporting vehicles before permits are mailed.

After inspections, the division issues permits for operation of rendering plants, their trucks and collecting stations. For information and applications contact the Poultry and Miscellaneous Diseases Division. There is no fee for permits. Applications are mailed the same day requests are received. However, up to 5 days may be required for the necessary inspections before the permit is issued.

The division investigates reports of improper disposal of animal carcasses. To report the improper disposal of an animal carcass contact the Poultry and Miscellaneous Diseases Division. There is no fee for investigations. Investigations are begun promptly after receipt of report.

VETERINARY DIAGNOSTIC LABORATORY, (612) 373-0774

Dr. John Higbee, director

This laboratory, a cooperative project 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.

The laboratory is open from 8:00 a.m. to 4:30 p.m., Monday through Friday, except holidays. 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.

The veterinarian referring a specimen to the laboratory completes a submission form which can be obtained from the laboratory. Fees charged depend on the services requested and range from \$1 to \$15. 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, (612) 373-1491

Robert Tiller, supervisor

This laboratory, a cooperative venture of the Livestock Sanitary Board, Diagnostic Laboratory College of Veterinary Medicine and Veterinary Services, and Animal and Plant Health Inspection Service, U. S. Dept. of Agriculture, conducts brucellosis tests on cattle and swine blood serum samples submitted by veterinarians for livestock producers.

The laboratory is open from 8:00 a.m. to 4:30 p.m., Monday through Friday, except holidays. For service contact the Minnesota Brucellosis Laboratory, 110 Diagnostic and Research Building, College of Veterinary Medicine, U of M, St. Paul, Minnesota 55108.

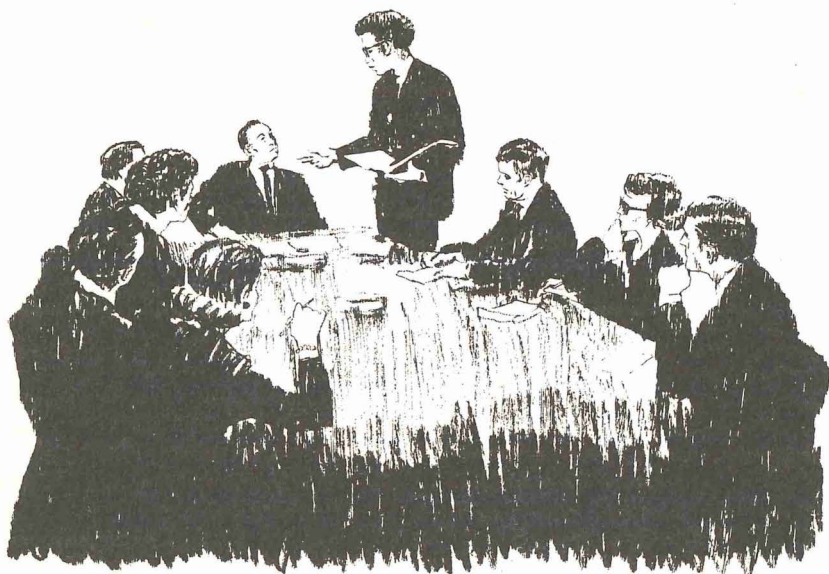
Veterinarians are supplied with forms to be submitted with the blood serum samples. There is no fee for the laboratory tests. Brucellosis test results are available on the day serum samples are received for some kinds of tests. Results on serum samples received on Thursday and Friday, requiring a 48-hour test, are available on Monday.

STATE POULTRY TESTING LABORATORY, (612) 235-4340

Dr. L. T. Ausherman, director

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.

For services, supplies or forms contact Dr. L. T. Ausherman, director, State Poultry Testing Laboratory, Highway 71 South, Box 126, Willmar, Minnesota 56201. There are no fees for these services. Test results and bacteriological findings are made available promptly after completion of tests and examinations.



Bureau of Mediation Services

Veterans Service Building
St. Paul, Minnesota 55155
(612) 296-2525
Ernest H. Jones, director

Minnesota Statutes, chapter 179

The Bureau of Mediation Services is responsible for the administration of the various labor relations acts of the state of Minnesota. Its primary purpose is the prevention and the settlement of labor disputes. Its services are provided to employee organizations and representatives of employees and to employers. Fundamental to its purpose is the protection of the rights and interests of the general public but no specific services are provided to the public at large.

Services provided include:

1. Hearings on petitions for determination of appropriate units from employee organizations and/or employers.
2. Hearings on petitions from employee organizations requesting certification as the exclusive representative of employees.
3. Conducting elections for the purpose of determining whether or not employees desire to be represented by an exclusive representative.
4. Mediating labor disputes arising in contract negotiations and in contract administration, and assisting the parties in reaching mutual agreement.
5. Providing the names of qualified labor management arbitrators for purposes of grievance arbitration.

For information and assistance, contact the Bureau of Mediation Services.

State Board of Medical Examiners

Suite 352, 717 Delaware Street S.E.
 Minneapolis, Minnesota 55414
 (612) 296-5534
 Arthur W. Poore, executive secretary

Minnesota Statutes, chapters 146, 147, 148, & 319

The State Board of Medical Examiners verifies qualifications of all candidates for medical licensure, midwifery licensure, physical therapy registration, and professional corporation registry; and provides other states, state agencies and national organizations with information concerning board policies and the status of licensees. Upon request, the board will inform drug regulating agencies of the location and status of licensees. They also annually renew physician-surgeon, osteopath, and midwife licenses, physical therapy certificates, and professional corporation registration; and develop continuing medical education (CME) requirements for the annual renewal of physician's licenses.

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. For application forms and test schedules, use the address above.

Fees are as follows:

<i>To Practice Medicine-Surgery</i>	
Examination application fee	\$125
Reciprocity and endorsement application fee	\$100
Annual registration fee	\$ 20
<i>To Practice Physical Therapy</i>	
Examination and application fee	\$ 50
Professional examination service endorsement application	\$ 15
Annual registration fee	\$ 5
<i>To Practice Midwifery</i>	
Examination and application fee	\$ 2
Endorsement application fee	\$ 1
Annual registration fee	\$ 1
<i>Professional Corporations</i>	
Registration fee — first year only	\$100
Annual registration fee	\$ 25

The board receives all complaints regarding medical practitioners, midwives, physical therapists, and professional corporations 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. All complaints should be made in writing.

Metropolitan Council of the Twin Cities Area

300 Metro Square Building
7th and Robert St.
St. Paul, Minnesota
(612) 291-6359
291-6464 Public Information Office
John Boland, chairman



Minnesota Statutes 473.121-249

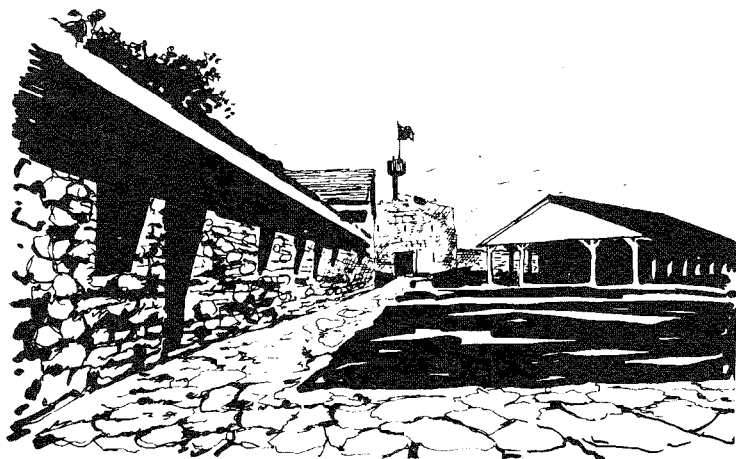
The Metropolitan Council is comprised of 17 members who are appointed by the Governor with the advice and consent of the state senate. Sixteen of the members are appointed to four-year terms from districts of equal population size within the seven-county metropolitan area. The council chairman, the 17th member, represents the region as a whole and serves at the pleasure of the Governor. The council is accountable, in law, to the state legislature.

To enable the Metropolitan Council to carry out its coordinative responsibilities, the legislature has authorized the council to:

1. Prepare and maintain a Metropolitan Development Guide which serves as a long-range regional development plan upon which to base development decisions.
2. Review applications for federal and state funds to assure consistency with the regional development goals, policies and programs described in the Metropolitan Development Guide.
3. Prepare policy plans that give clear development direction to the regional commissions and agencies that operate public transit, regional parks, airports, housing and water quality management activities.
4. Approve financial proposals, capital programs and detailed plans of regional agencies.
5. Review the long-range plans of local governments and require that local plans be consistent with regional sewer, park, airport and transportation plans of the council.
6. Conduct urban research in broad-ranging areas and present findings to the legislature for action.
7. Provide technical assistance to other governmental units.
8. Provide information to the public on matters pertaining to the region and its development.

The legislature has also given the Metropolitan Council responsibility for administering a regional park financing program, a local planning assistance program, a metropolitan housing and redevelopment authority, and for determining the need for some health care facilities. In addition, the Metropolitan council provides policy direction to four regional commissions — the Metropolitan Airports Commission, the Metropolitan Waste Control Commission, the Metropolitan Transit Commission and the Metropolitan Parks and Open Space Commission.

The council has 13 citizen advisory committees at present that assist it in developing plans and reviewing grant applications in specialized planning areas such as aging, criminal justice, health, water quality, transportation and housing.



Department of Military Affairs

Veterans Service Building, 4th Floor
20 West 12th Street and Columbus Avenue
St. Paul, Minnesota 55155
(612) 296-4662

Major General James G. Sieben, adjutant general, (612) 296-4666
Brigadier General Leo C. Goodrich, deputy adjutant general, air, (612) 296-4672
Colonel Clinton G. Johnson, assistant adjutant general, army, (612) 296-4677

Minnesota Statutes 190.07

The Department of Military Affairs organizes, trains, equips, supplies, and houses the Minnesota Army and Air National Guards. 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.

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).

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.

COMPTROLLER SECTION, (612) 296-4671

CW4 Thomas J. Ryan, comptroller

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.

TECHNICIAN PERSONNEL SECTION, (612) 296-4668

Lieut. Col. Robert L. Blevins, technical personnel officer

The Technician Personnel Section provides personnel services and management to the 1100 federal employees of the department.

The section provides information to the public about available competitive type (non-military) job positions with the Minnesota National Guard.

For information about job possibilities contact the Technician Personnel Section at the department's address above.

MILITARY SUPPORT SECTION, (612) 296-4093

Major Adrian W. Beltrand, section chief

The Military Support Section develops plans for military support to civil authorities in domestic emergencies, disturbances and natural disasters. It helps state and local government officials plan the best use of National Guard personnel and equipment for community service support projects or emergency use.

The section will provide information to the public about the various types of community service and emergency programs the department is involved with. For information, contact the Military Support Section at the Department of Military Affairs listed above.

PUBLIC AFFAIRS SECTION, (612) 296-4684

First Lieutenant John L. Plaster, public affairs officer

The Public Affairs Section releases information about the department to both military and civilian media. It publishes two quarterly publications about the Minnesota Army Guard, and answers questions for the public and newspeople. For information contact the Public Affairs Section at the department's address mentioned above.

EQUAL EMPLOYMENT OPPORTUNITY SECTION, (612) 296-4000

Major Thomas Jackson, section chief

The Equal Employment Opportunity Section supervises the Equal Employment Opportunity Program for the Minnesota National Guard. It provides for equal opportunity for applicants for technician positions (and current technicians) regardless of race, religion, sex, color, national origin or age.

**CAMP RIPLEY FIELD TRAINING SITE SECTION,
(612) 632-6631 ext. 321**

Lieut. Col. Larry Kiefer, site supervisor

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.

**PLANS, OPERATIONS, AND TRAINING SECTION,
(612) 296-4675**

Col. Harry L. Moore, plans, operations and training officer

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.

SCHOOLS SECTION, (612) 296-6506

Lieut. Col. Allan Osborne, training administrator

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 and Army Reserve members.

**ARMY AVIATION SUPPORT FACILITY SECTION,
(612) 224-5670 or 296-4585**

Lieut. Col. Jerome Litschke, facility commander

The Army Aviation Support Facility Section operates and maintains all Army National Guard aircraft in the state. It provides helicopters for relief from floods, blizzards, fires, and other declared disasters when ordered to do so by the Governor.

**UNITED STATES PROPERTY AND FISCAL OFFICE SECTION
AND STATE QUARTERMASTER, (612) 632-6631 331**

Col. Duane W. Kunde

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.

**MILITARY ARCHITECT AND ENGINEER SECTION,
(612) 632-6631 314 or 341**

Col. John W. Hohncke, section chief

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. It also supervises bidding procedures for armory construction.

STATE MAINTENANCE OFFICE SECTION, (612) 632-6631 ext. 348

Dewayne J. Schwanke, state maintenance officer

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).

RECRUITING AND RETENTION SECTION, (612) 296-4676

1st Lieut. Elwyn L. Kropuenske, section chief

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. Direct questions concerning enlistment benefits and procedures to Recruiting and Retention Section.

ADMINISTRATIVE AND PERSONNEL SECTION, (612) 296-4040

Lt. Col. Richard L. Hayes

The Administrative and Personnel Section handles personnel management and fiscal services for the department.

AIR NATIONAL GUARD SECTION, (612) 296-4673

Lt. Col. Joseph A. Kazek, section chief

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.

133rd TACTICAL AIRLIFT WING, (612) 725-5630

**Minneapolis-St. Paul International Airport
Col. Marvin A. Thorson, wing commander**

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. It also trains army and navy reservists in tower operations, installs and maintains communications and electronic equipment at numerous military installations in the United States and Canada, and occasionally supports community projects with installations of power cables, power poles, and various lighting fixtures to meet the occasion.

148th TACTICAL RECONNAISSANCE GROUP, (218) 727-6886

**Duluth International Airport
Col. Wayne C. Gatlin, group commander**

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.

Minnesota Municipal Board

**Suite 165, Metro Square Building
St. Paul, Minnesota 55101
(612) 296-2428
William A. Neiman, executive director**

Minnesota Statutes, chapter 414

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.

The board provides the following informational services:

1. assistance in understanding boundary change and incorporation statutes;
2. advice to citizens regarding their rights in boundary change proceedings;
3. information to citizens on proper filing procedures; and
4. information on other state agencies that might help with questions outside the board's jurisdiction.

For help in any of these matters, contact the Minnesota Municipal Board at the above address. The board rules on boundary adjustments and incorporations of new cities. To receive the proper filing forms, contact the board at the above address. 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.

Depending on the type of proceeding, there is a filing fee ranging from \$12.50 to \$300. All proposed boundary changes or incorporations are resolved within two years of the first hearing.



STATE OF
MINNESOTA
DEPARTMENT OF
NATURAL RESOURCES

Centennial Office Building, Third Floor
658 Cedar Street
(612) 296-6157
Joseph Alexander, commissioner

Minnesota Statutes chapter 84

The Department of Natural Resources (DNR) manages the state's natural resources including fish, wildlife, public waters, state forests, state parks and the 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 900 miles of recreational trails.

SPECIAL PROGRAMS



AESTHETIC ENVIRONMENT PROGRAM, (612) 296-8581

Patrick Martyn, director

This program serves as a clearing house for information on eliminating sources of visual pollution from the Minnesota landscape and for stimulating community clean-up and beautification projects. Specific programs seek to restore the natural beauty of the state.

The 1971 legislature authorized the Minnesota Pollution Control Agency to reimburse units of government for the expense of inventorying, collecting, storing and transporting abandoned motor vehicles and abandoned scrap metal for recycling. To assist local communities in taking down hazardous structures, state personnel and equipment are available on a limited basis to municipalities who are willing to assume liability for the destruction and removal of dilapidated buildings. Through the program the Minnesota National Guard, the Minnesota Department of Transportation and many other state agencies are available to assist communities with clean-up and spruce-up efforts. Outstanding clean-up efforts will be recognized through a statewide awards program. Renewing and replacing forestlands and shade trees is encouraged by individuals and organizations who then work with local public and state agencies, and private industry, to undertake tree planting programs in the state's communities.

Volunteers for the Aesthetic Environment Program are recruited from local service

organizations, schools, private industry and through local media. Outstanding volunteers are recognized for their assistance. For information about specific programs, volunteers, or for volunteering, contact the Aesthetic Environment Program, 127 University Avenue, St. Paul, Minnesota 55155.

COMMUNITY LIAISON PROGRAM, (612) 296-8973

Ron Libertus, community liaison officer

This program maintains contact with Minnesota Indian tribes and other Indian organizations throughout the state in order to assist the department in determining policies and regulations that directly affect these Indian groups.

The program's liaison officer provides information for DNR staff concerning Minnesota's Indian citizens and informs Indians about DNR programs. The liaison also promotes the department's equal employment opportunity commitment and insures fairness in making selections and promotions of qualified minority candidates.

**MINNESOTA ENVIRONMENTAL EDUCATION BOARD (MEEB),
(612) 296-2368 or 378-7010**

Karen Loechler, director

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.

MEEB communicates information concerning the environment by means of newsletters, news 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.

To be placed on the mailing list to receive these publications or for further information contact the Minnesota Environmental Education Board, 257 Hennepin Square Building, 2021 E. Hennepin Avenue, Minneapolis, Minnesota 55413. There are no fees. Requests for placement on the mailing list or for publications will be filed within one week.

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.

For information contact the Minnesota Environmental Education Board at its address and phone number above. There are no fees. Information is generally provided the same day.

INFORMATION AND EDUCATION BUREAU, (612) 296-0907

John McKane, director

The bureau provides news and information to the public concerning Minnesota natural resources and DNR programs, policies, activities and regulations. The bureau provides any necessary forms. Forms for ordering films are included in the catalogue of available films. There are no fees except for several leaflets and booklets which are available from the Documents Section, Department of Administration. The bureau answers all requests for information as soon as possible. Requests for films may take several months. Subscribers to *The Minnesota Volunteer* are placed on a waiting list and it may be several years before there is an opening.

AUDIO-VISUAL SECTION, (612) 296-0906

William Severson, coordinator

This section provides photographic, cinematographic and limited audio-visual equipment loans for DNR personnel. Black and white photo and color transparency files are maintained for use by department staff. In addition, the general public has access to a film loan library. For information call (612) 296-3336 or write to the film loan library at the department's address. A catalog listing available natural resource films may be obtained from the section's film loan librarian free of charge.

ENVIRONMENTAL EDUCATION SECTION, (612) 296-3336

Roger Grosslein, coordinator

This section provides Minnesota schools with curriculum and audio-visual materials, in-service workshops, development of outdoor learning sites, and natural resource information. Areas of curriculum development include environmental education, resource management and outdoor education. An Adult Hunter Education Program is available to the public.

INFORMATION SECTION, (612) 296-0903 and 6522

Clarke Anderson, news editor

Karen R. Kelley, radio news

The section prepares and distributes news releases to the media. Radio stations have access to taped news bulletins and feature material through an automatic "answer phone" unit which makes it possible to record a message at the station by calling a special number at the bureau. The section produces a three-week series of television programs which are shown throughout the state on commercial television stations as a public service.

PUBLICATIONS SECTION, (612) 296-0901

Charles Wechsler, editor

This section produces *The Minnesota Volunteer*, the official magazine of the department. This bimonthly is delivered free to 80,000 Minnesota subscribers. The number of copies is determined by the legislature and there is a continual waiting list for receiving a subscription to *The Minnesota Volunteer*, which presents natural

resource conservation to state residents. The section also produces a wide variety of pamphlets, brochures, booklets, maps and other publications which are distributed free to the public and to Minnesota schools.

BOAT AND WATER SAFETY SECTION, (612) 296-3336

Kim A. Elverum, coordinator

This section provides the public with safety information and education programs and coordinates the efforts of other safety agencies and groups throughout the state. The section handles the free mandatory boating and safety education program for 13-17 year olds, informational programs on boat and water safety, conducts in-service training programs for safety and enforcement personnel, collects and interprets statistical data on boat and water accidents and boating in general, and coordinates efforts with safety groups in the state. The section also publishes a monthly *Boat and Water Safety Newsletter*.

LEGAL BUREAU, (612) 296-3294

Paul Farici, director

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.

OFFICE OF ADMINISTRATION, (612) 296-1890

Don Carlson, assistant commissioner for administration

ENGINEERING SECTION, (612) 296-2119

Gene Gere, administrator

The Engineering Section provides designs, plans and specifications for all DNR construction projects. The section 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 FINANCE, (612) 296-1801

Wayne Frankenberg, director

The bureau is responsible for the internal fiscal control of the Department of Natural Resources. Project activities include staffing and cost accounting, payroll accounting, revenue accounting, budget control and accounts payable, and internal auditing. They provide no services directly to the public.

LICENSE BUREAU, (612) 296-4506

Robert Wells, director

The License bureau distributes fish and wildlife licenses to county auditors and sends snowmobile and boat licenses to deputy registrars for sale to the public. The bureau sells these licenses and state park motor vehicle entrance permits over the

counter. The bureau maintains a record of all owners of boats and snowmobiles. These records are available to enforcement officers.

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 non-resident 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 non-resident big game license. Residents and non-residents under 16 are not required to have fishing licenses, but non-residents 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.

For information or to receive a license, contact the License Bureau, 625 North Robert Street, St. Paul, Minnesota 55118.

Besides the License Bureau, recreational hunting and fishing licenses are available from county auditors and their authorized agents, which include hardware and sporting goods stores and many resorts. Permits for the use of state parks are available at the various parks. 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.

1978 Minnesota Hunting and Fishing Licenses and Stamps

Type of License	Restricted	Unrestricted	Leech Lake Stamp
resident senior citizen small game	\$ 5.00	\$ 7.00	\$ 2.50
veteran 100% total disability fishing	4.50		2.50
resident individual fishing for mentally retarded	4.50		2.50
resident individual fishing	5.50	7.50	3.00
resident combination fishing	8.50	10.50	3.50
resident to spear from dark house	5.50	7.50	3.00

resident whitefish, tullibee or herring (1 net)	3.50	5.00	2.00
resident whitefish, tullibee or herring (2 nets)	6.50	8.50	3.50
resident dark house or shelter	3.50	5.00	2.00
resident dark house or shelter rental	10.50	12.50	3.50
non-resident individual fishing	10.50	13.50	4.50
non-resident combination fishing	15.50	18.50	4.50
non-resident short term fishing	5.50	8.00	3.00
resident small game	7.50	9.50	3.50
resident deer or bear using firearms	10.75	12.75	3.50
resident deer or bear bow and arrow	10.75	12.75	3.50
resident trapping	5.50	7.50	3.00
resident beaver trapping	3.00	4.25	1.75
resident individual sportsman	11.75	15.75	5.50
resident combination sportsman	14.75	18.75	5.50
non-resident shooting preserve	7.50		
non-resident small game	27.50	30.50	4.50
non-resident deer or bear using firearms	60.75	63.75	4.50
non-resident deer or bear bow and arrow	25.75	28.75	4.50
resident bear	8.00	10.00	3.50
non-resident bear	25.75	28.75	4.50
migratory waterfowl stamp	3.50		
wild rice harvesting	4.50		

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, the individual must purchase a \$2.00 stamp to affix to his or her restricted license. The veteran 100% total disability and the mentally retarded licenses 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 stamps except the four deer stamps which have an additional 75¢ issuing fee. There is also a \$1.00 penalty fee charged for purchasing a Leech Lake stamp after purchasing a restricted license.

Boat licenses are \$5.00 for three calendar years for craft 19 feet or less in length and \$10.00 for craft over 19 feet. Snowmobile licenses are \$12.00 for 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 \$5.00. A daily park permit is \$1.50 and good only for the park issuing it. A yearly park permit is \$5.00.

The department's License Bureau issues most licenses immediately. Licenses requiring evidence of eligibility are issued when the evidence is given to the department.

BUREAU OF MANAGEMENT SYSTEMS, (612) 296-0654

George Roberts, supervisor

The bureau provides data entry operations for DNR information. Projects range from compilation of data on snowmobile registration to entry of data on detailed long range studies on recreational use in Minnesota. Various management analysis functions are also performed on a limited basis. The bureau provides no services directly to the public.

BUREAU OF PERSONNEL, (612) 296-6478

Robert Siefert, director

The bureau provides the Department of Natural Resources with the personnel services necessary to recruit, train and maintain its work force. Specific tasks include the recruitment, selection and placement of employees, employee training and development, labor relations, employee benefit services and the maintenance of employee personnel records. Inquiries concerning job information should be directed to this office.

BUREAU OF MANAGEMENT SERVICES, (612) 296-6157

The bureau's activities are directed toward providing essential services and assistance to the various operational units of DNR located within the Capitol area and the metro region headquarters. It also provides information to the public.

The bureau maintains the DNR reception desk, operates the mail room, dispatches the department's motor pool cars, furnishes messenger services, maintains liaison with plant management for the department and provides maintenance of copy machines. The bureau also coordinates statewide telecommunications for DNR, assets and inventory control, and record retention with the state record center and the state archives.

OFFICE OF PLANNING

Jerome Kuehn, acting assistant commissioner for planning

**BUREAU OF PLANNING SERVICES AND REVIEW,
(612) 296-4786**

The bureau is responsible for integrating departmental information, studies, recommendations and policies in order to develop and maintain thorough and long range policies for DNR. It also directs and coordinates DNR planning as it relates to other state agencies in the management and use of public lands in Minnesota. The bureau acts as a clearing house for DNR policies and identifies goals, objectives and policies of regional and state significance in outdoor recreation systems operating in Minnesota.

ENVIRONMENTAL REVIEW UNIT, (612) 296-4796

Avonell "Vonny" Hagen, supervisor

Many plans, proposals and programs of other agencies may have an adverse impact on natural resources. To coordinate the analysis and react to such proposals this unit serves as an interdisciplinary review in the DNR. Environmental document preparation for proposed pipelines, transmission lines and various other measures are provided.

GRANTS AND AID UNIT, (612) 296-4803

Robert Johnson, manager

This unit administers the federal Land and Water Conservation Program for the state and also handles state grants to local units of government for snowmobile, ski touring,

equestrian and bicycle trails. Land holding leases on endangered wetlands is also administered by this unit.

LAND USE MANAGEMENT UNIT, (612) 296-4803

Michael F. Robinson, manager

This unit administers planning, research and development of the state's shoreland and floodplain management programs. It handles land use of the Wild and Scenic Rivers Program for the state. All three programs require local units of government to adopt and enforce land use regulations that comply with minimum state standards. The unit administers the federal Flood Insurance program.

BUREAU OF PLANNING AND RESEARCH, (612) 296-4940

Jim Newland, administrator

POLICY PLANNING UNIT, (612) 296-4892

George Orning, supervisor

This section is responsible for developing management plans and conducting planning projects relating to various departmental programs, including the state parks management plans, the Wild and Scenic Rivers Management plans, state corridor trails, state park and forest trails plans, grant-in-aid trails, wildlife management plans, forest management plans, peat studies, and minerals planning including copper-nickel studies, MINESITE study and the Iron-Range study.

LAND SUITABILITY AND CLASSIFICATION PROGRAMS, (612) 296-2790

The primary objective of these programs is to implement and support DNR land use policy formulation and decisions. The Suitability Analysis Programs begin with an inventory of data and maps which show overall patterns and amounts of resources. This information is used as a basis for assessing land use, capabilities in terms of timber use, wildlife, forest and insect disease, fire hazard, mineral and fish production, and other areas of concern to the department. The Land Use Classification Program is an on-going program involving land record system maintenance and collection of information for making DNR plans.

WATER POLICY PLANNING PROGRAM, (612) 296-8989

Rob Arnold, director

This program is funded by the Legislative Commission on Minnesota Resources and is designed to identify and develop comprehensive water policies for the state of Minnesota. The program is operated in conjunction with three planning work groups established by the Minnesota Water Planning Board.

Current policy planning efforts in water data include: the identification of available state water resources data, an evaluation of the need for additional state water data collection, and the coordination of recommendations concerning the Minnesota Water Information System being developed by the Minnesota Energy Agency. The program is also developing state water policy in the area of water supply, allocation and use. This effort includes analysis of spatial distribution of surface and groundwater resources, water supply-demand comparisons, instream flow needs, lake use conflicts,

major flooding problems, and examination of water withdrawals by economic sector and location. The third area of program concentration is in water management. The Water Policy Planning Program is conducting an inventory of all major water management programs in the state. The program will then formulate management recommendations to the Minnesota Water Planning Board with specific regard to program service gaps, overlap, duplication and statutory authority. The DNR Water Policy Planning Program also plays a major role in the state's participation in three River Basin Commissions.

The program will produce a series of technical reports concerning policies and project analyses in the above areas. These reports will be available at no cost from the Minnesota Water Planning Board. Interested persons should contact the Minnesota Water Planning Board, 600 American Center Building, 150 East Kellogg Blvd, St. Paul, Minnesota 55101, (612) 296-1424.

PROJECT PLANNING UNIT, (612) 296-9555

David Brostrom, manager

This unit develops management plans and conducts planning projects for DNR programs including the state parks, the wild and scenic rivers program, state corridor trails, trails in state parks and forests, grant-in-aid trails, wildlife management areas, state forests, peat and minerals studies.

OFFICE OF REGULATIONS, (612) 296-4939

Theresa Bailey-Morrow, assistant commissioner

ENFORCEMENT DIVISION, (612) 296-4828

Earl Lhotka, director

The division enforces all natural resource laws in the state and regulates commercial and sport fishing, trapping, fur buying and hunting. It also serves as a guardian for small and big game, fish and migratory birds. Conservation officers manage and enforce the harvesting of Minnesota's wild rice crop, assist in the development and maintenance of public access to public waters, enforce boat and water laws, manage licensing and operation of snowmobiles, and enforce laws dealing with alterations of beds of lakes and streams. The division supervises the Firearms Safety Training Program and the Snowmobile Safety Program.

Wild animals killed by motor vehicles are also disposed of by officers. Other responsibilities include enforcement of laws and regulations on shooting reserves, aerial pollution surveillance of lakes and rivers, surveys and census work regarding moose, beaver, deer and deer yards, and pheasant counts. Enforcement of all rules, regulations and statutes within state parks, campgrounds and recreational areas under the jurisdiction of DNR are also the responsibility of the division. The division holds auction sales to dispose of furs, firearms and hunting, fishing and trapping equipment confiscated from violators of the game and fish laws.

A pamphlet outlining the duties of conservation officers is available from individual officers, regional headquarters and DNR central headquarters. 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 the Enforcement Division. There are no forms or fees. Most requests can be handled immediately.

The Enforcement Division publishes Violation Report forms and encourages the public to assist the division in reporting natural resource violations. Information will be kept confidential. Persons reporting violations are asked to obtain as much information from observation as possible and to report all violations as soon as possible. Do not attempt an arrest or try to seize any equipment. Report forms are available at no charge from the DNR regional enforcement offices.

SPECIAL INVESTIGATION UNIT, (612) 296-0657

This unit concentrates on illegal commercialization, inter-state trafficking and coordinates enforcement with other law enforcement agencies and the U.S. Fish and Wildlife Service. Investigation and enforcement is also carried out on problems dealing with public waters and littering and dumping of wastes. Incidents of wild and domestic animals' damage to public and private property are investigated, and when necessary predators are eliminated through the directed predator control program.

ARRESTS AND CONFISCATIONS UNIT, (612) 296-4883

Nancy M. Ulm, supervisor

This unit is responsible for the proper disposition by public auction of all non-perishable articles confiscated from violators of Minnesota game and fish laws.

A raw fur action is held in the spring and is open only to licensed fur dealers. The firearms and sporting goods auction is held in the fall and is open to the public. This auction is publicized in three main newspapers in the state, and is also carried by various radio stations throughout the state. A complete list of articles may be obtained by contacting this unit during the month of August.

The Arrests and Confiscations Unit also provides a summary of confiscated animals, such as car-killed, illegally taken, diseased or crippled deer, moose and bear. A summary of arrests showing a breakdown of violations and percentage of not guilty or dismissals on all game and fish, snowmobile, and watercraft laws is prepared by this unit. These summaries are available to the public by contacting the unit.

FIREARM AND SNOWMOBILE SAFETY SECTION, (612) 296-0655

Frank Baltich, supervisor

This section provides a sufficient number of trained instructors and training locations to ensure that any student between the ages of 12 and 16 who wishes to learn the safe handling of firearms and snowmobiles may do so. Six safety training specialists are located in the field, one for each DNR region plus one safety training coordinator who is located in the St. Paul office. The objective of these training programs is to provide training to a group of volunteer instructors so that they will in turn conduct classes for the eligible youth in their communities.

The Youth Firearm Training consists of at least eight hours of instruction in safe handling of firearms which includes firing on a rifle range, a field trip for teaching commonly accepted principles of safety in hunting, and providing experience in the handling of all types of common hunting firearms. Upon completion of this course a youth receives a certificate which is used in lieu of a license to hunt small game. This

certificate must also be presented if the youth wishes to procure a big game hunting license.

Snomobile safety is taught to promote safe, courteous participation in the sport of snowmobiling. This consists of pre-season maintenance, nomenclature, proper clothing, laws, general operations and problems one may encounter while riding. Upon completion of the safety course and passing both a written and performance test trainees receive a certificate. This certificate allows youths 12 years of age and older to operate a snowmobile on public lands and lakes which are under the control of the commissioner of the Department of Natural Resources. Between the ages of 14 to 18 youths may drive snowmobiles as an adult.

The cost for either program is \$2.00. Anyone wishing to participate should contact their local conservation officer or call the DNR, Enforcement Division. Duplicate certificates to replace those that are lost may be obtained by contacting the Safety Training Office in person or by writing and giving the complete name, address, and date of birth. The cost for a duplicate is \$2.00.

BUREAU OF LANDS, (612) 296-4097

Richard Hultengren, administrator

The Bureau of Lands acquires land for state parks, public access, trails and for sites required for fish, wildlife and forest management purposes. Lands are acquired by various means including outright purchase, easements, leases and gifts. The bureau reviews and investigates proposed exchanges of state lands for lands held by other owners. The bureau makes recommendations to the State Land Exchange Board, the authority on all land exchanges.

The bureau maintains a record of each parcel of state-owned DNR administered land. The bureau supervises the leasing and sale of state lands. Leasing provides the public with the use of land 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.

RECORD SECTION, (612) 296-0658

Rodney W. Rowe, supervisor

This section keeps the ownership records (surface and mineral) for all presently owned DNR administered land plus records for those lands which have been sold.

SALES AND LEASE SECTION, (612) 296-0659

This section administers approximately 9,000 leases and permits. The administration includes legal approval, billings, collections and lease amendments.

ACQUISITION AND EXCHANGE SECTION, (612) 296-7945

Franklin J. Geer, supervisor

This section handles the appraisals and purchase negotiations for all lands DNR is acquiring, through fee or easement. These appraisals are required to be documented and certified and reflect market value of land being acquired. The certified offer is

presented to the landowner or his agent. This section functions only within the department and does not directly provide a service to the public. All appraisals and negotiations are based upon the willing buyer — willing seller concept. The section also handles the land exchange procedure when state land is involved.

OFFICE OF OPERATIONS, (612) 296-6922

Steve Thorne, deputy commissioner

DIVISION OF FISH AND WILDLIFE, (612) 296-2894

David Vesall, director

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.

Leaflets and pamphlets are available from the Bureau of Information and Education. Depth contour maps of lakes are available from Documents Section, Department of Administration. Copies of hunting, fishing, and trapping rules are available from the Bureau of Information and Education and are also included with the individual licenses.

For more information, contact the Division of Fish and Wildlife, Third Floor Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155. 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, (612) 296-3325

Charles Burrows, supervisor

The section manages the state's 2.5 million acres of fishing waters for use by 1.8 million licensed anglers. The section's field force operates from 6 regional and 26 area and sub-station offices. Projects include the improvement of the habitat for game fish, propagation and distribution of fishes, rough fish control and lake rehabilitation. A large survey program is maintained to provide current information on the status of the fish populations and a basis for the distribution of the management effort, and a fisheries research program to develop new management methods, improve techniques and supply the basic information for understanding of the problems.

Land acquisition by fee title or easement precedes the development of spawning areas, trout streams and rough fish control sites. Easements along trout streams also permit public fishing.

Each year about 190,000,000 fish are raised and distributed from the following facilities: 18 walleye spawning stations, 7 muskellunge spawning stations, 20 sucker spawning stations (to supply food for muskellunge rearing), 13 walleye hatcheries (7 of which also hatch sucker eggs and 4 of which also hatch muskellunge eggs), 5 trout hatching and rearing stations, 190 walleye rearing ponds, 146 controlled northern pike spawning areas, and 15 muskellunge rearing ponds.

Information on fishing, kinds of fish and other biological and physical factors

present in a certain lake or stream is available and can usually be given immediately from the fisheries office in the area involved.

Applications for permits to remove rough fish in certain situations may be made by qualified groups or individuals. Applications (GF Forms 108, 109 and 112) for rough fish removal permits are made at the fisheries station in the area involved and usually take about three weeks for final action. There is no charge except for a bond which is needed in some cases.

Qualified groups or individuals may request a fish screen permit to install a shutoff device in a waterway to prevent migration of fish in cases where it would be desirable to do so. Applications (GF Form 118) may be obtained at your local fisheries station. The length of time to process the application is two-three weeks and there is no charge.

Permits to transport and stock fish may be obtained at your local fisheries station by filing application GF Form 52. The length of time for processing is two-three weeks and the fee is \$5.00.

There are various applications for commercial fishing licenses and minnow dealers licenses. Information on these activities is available from the fisheries central office in St. Paul where a coordinator for these activities is located.

Fisheries stations are located throughout the state as follows:

DNR Region I — Northwest

Regional Fisheries Headquarters
Route #5, Box 41A
Bemidji, Minnesota 56601
(218) 755-3959

Fish & Wildlife Area Headquarters
Route #5, Box 41A
2114 Bemidji Avenue
Bemidji, Minnesota 56601
(218) 755-2974

Fisheries Area Headquarters
P.O. Box 823
Detroit Lakes, Minnesota 56501
(218) 847-8275

Fish & Wildlife Area Headquarters
1221 Fir Avenue E., Box 122
Fergus Falls, Minnesota 56537
(218) 736-2953

Fisheries Area Headquarters
P.O. Box 166
Park Rapids, Minnesota 56470
(218) 732-4153

Fisheries Area Headquarters
P.O. Box #38
Walker, Minnesota 56484
(218) 547-1683

Fisheries Area Headquarters
No Lakeshore Drive, R.R. #3
Glenwood, Minnesota 56334

DNR Region II — Northeast

Regional Fisheries Headquarters
E. Highway 2, P.O. Box 388
Grand Rapids, Minnesota 55744
(218) 326-0311

Fish & Wildlife Area Headquarters
111 Golf Course Road
Grand Rapids, Minnesota 55744
(218) 326-0311

Fisheries Area Headquarters —
French River
10029 North Shore Drive
Duluth, Minnesota 55804
(218) 525-4680

Fish & Wildlife Area Headquarters
P.O. Box #146
Grand Marais, Minnesota 55604
(218) 387-2370

Fish & Wildlife Area Headquarters
Route #8, P.O. Box 8
International Falls, Minnesota 55649
(218) 286-5434

Fisheries Area Headquarters
P.O. Box 546
Finland, Minnesota 55603
(218) 353-7591

Fish & Wildlife Area Headquarters
Star Route #2, P.O. Box 3710
Ely, Minnesota 55731
(218) 365-3230

DNR Region III — Central

Regional Fisheries Headquarters
1102 Willow Street
Brainerd, Minnesota 56401
(218) 828-2624

Fisheries Area Headquarters
315 Charles St., N.W.
Brainerd, Minnesota 56401
(218) 828-2552

Fisheries Area Headquarters
P.O. Box 398
Hinckley, Minnesota 55037
(612) 384-6147

Fish & Wildlife Area Headquarters
502 Minnesota Avenue No.
Aitkin, Minnesota 56431
(218) 927-2114

Fish & Wildlife Area Headquarters
P.O. Box 158
Montrose, Minnesota 55363
(612) 675-3301

DNR Region IV — Southwest

Regional Fisheries Headquarters
Highway 15 South, P.O. Box 756
New Ulm, Minnesota 56073
(507) 354-2196

Fisheries Area Headquarters
P.O. Box 296
State Highway 7 West
Hutchinson, Minnesota 55350
(612) 897-1565

Area Fisheries Headquarters
P.O. Box 457
Ortonville, Minnesota 56278
(612) 839-2656

Fisheries Area Headquarters
P.O. Box 457
Spicer, Minnesota 56288
(612) 796-2161

Fisheries Area Headquarters
P.O. Box 86
Waterville, Minnesota 56096
(507) 362-8558

Fisheries Area Headquarters
P.O. Box 221
Windom, Minnesota 56101
(507) 831-3394

DNR Region V — Southeast

Regional Fisheries Headquarters
2300 Silver Creek Road, N.E.
Rochester, Minnesota 55901
(507) 285-7427

Fisheries Area Headquarters
P.O. Box #69
Lake City, Minnesota 55041
(612) 345-4219

Fisheries Area Headquarters
Lanesboro, Minnesota 55949
(507) 467-2442

DNR Region VI — Metro

Fisheries Regional Headquarters
1200 Warner Road
St. Paul, Minnesota 55106
(612) 296-3325

Fisheries Area Headquarters
1200 Warner Road
St. Paul, Minnesota 55106
(612) 296-2959

MDNR — Fisheries Section
P.O. Box #12
Centennial Office Building
St. Paul, Minnesota 55155
(612) 296-3325

The following reports are available from the Documents Section, Room 140 Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155: *Key to Common Aquatic Plants*, 1974, \$1.50; *Steelhead of the Minnesota North Shore*, 1974, DNR technical bulletin no. 11, \$1.00; and *Methods for the Study of Ponds*, 1967, \$1.00.

The following reports and guides are available from the Fisheries St. Paul office and the area and regional offices as current supplies permit. There is no charge for these publications: *The Walleye — Minnesota's Favorite Fish* (booklet), *A Guide to Lakes Managed for Trout* (booklet), *Trout Streams in Southeastern Minnesota* (map and brief information), *Guidelines for Trout Fishing in East-Central Minnesota* (booklet), *Designated Trout Lakes* (list of lakes by county with geographical description), and *Designated Trout Streams* (list of streams by county and geographical description).

Lake survey reports are available for inspection at the fisheries offices for the involved area and informational leaflets on most fish species are available for handout at the same locations.

WILDLIFE SECTION, (612) 296-3344

Roger Holmes, supervisor

The section 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.

Although the section will answer any information requests concerning wildlife programs and rules, it prefers that such requests be made to the Information and Education Bureau, (612) 296-0907.

Three research units serve the Wildlife Section along with the wildlife biologist and wildlife biometrician. The research units coordinate and conduct all the censuses, surveys and research dealing with wildlife species occurring in the agricultural, forested and wetland areas of Minnesota.

ECOLOGICAL SERVICES SECTION, (612) 296-0783

Oliver Jarvenpa, supervisor

The Ecological Services Section 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.

Various technical bulletins are published based on the section's findings and are available from the Documents Section, Department of Administration. The section will answer any questions concerning research done by the section, but prefers that such requests be made to the DNR Information and Education Bureau.

FORESTRY DIVISION, (612) 296-4484

Rodney Sando, director

The division 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.

The information on forest campgrounds, woodlot owners assistance programs and the procedure for ordering trees from state nurseries is available from the Information and Education Bureau. The Forestry Division will assist any person who makes a request directly to the division.

The Forest Protection Unit protects and prevents wildfire on 22.8 million acres of public and private land. Throughout forested areas of the state stations are maintained which contain basic wildfire suppression equipment: crawler tractors, fire plows, tanker units, all terrain vehicles, radio communication equipment, hand tools, and certain specialized equipment. In addition, air tankers capable of dropping fire retardant chemicals and helicopters, equipped with water dropping equipment and able to carry crews, are strategically located in the state. Fire departments are used through cooperative agreements and wildfire watches are maintained by lookout towers and aircraft patrol.

As a fire prevention tool, burning permits are required by state law. Permits are available without charge from forestry headquarters and local township wardens.

A Rural Community Fire Protection Program is designed to assist communities in improving their firefighting capabilities. This assistance can be in the form of equipment, money or a combination of both. Financial assistance is in the form of 50% matching funds to help equip, train or organize fire departments. These funds are from the federally funded Rural Development Act of 1972. Minnesota's share of these funds has been \$133,000 annually. Each year eligible fire departments have been notified of

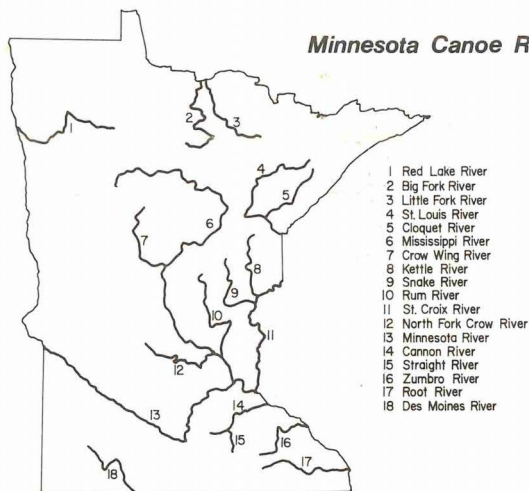
this program. They have been requested to submit projects that would qualify them for these matching funds.

An Excess Property Program to aid fire departments is also administered by the Forestry Division. Excess military equipment such as 6 x 6 trucks and 3/4 ton 4 wheel drive pickups are obtained by the division and assigned to community fire organizations that need that type of equipment.

More information about these programs can be obtained by contacting the DNR Rural Fire Protection Forester, Grand Rapids, Minnesota 55744, (218) 326-0311 ext. 329.

The Forestry Division maintains about 1,360 miles of forest roads most of which are located within the boundaries of the 56 designated state forests. These roads provide access for fire control, timber management, and recreational activities on about 1,298,000 acres of state land and 2,000,000 acres of other public and private lands. Over 20% of the total timber harvest in northern Minnesota is hauled over this road system.

DNR is authorized to control the importation and movement of certain plants. The Forest Pest Control Unit of the Forestry Division uses this authorization to control the spread of white pine blister rust and the shipment of white pine. Shipment tags are available from the Forestry Division at no charge. Processing time depends on the amount of time for proper inspection. The unit publishes an annual Forest Pest Report. Those who wish to be placed on the mailing list for this report should contact the Forest Pest Unit, DNR — Forestry Division, Box 44, 658 Cedar St., St. Paul, Minnesota 55155.



Minnesota Department of Natural Resources
Division of Parks and Recreation
Canoe and Boating Route Program
196 Centennial Office Building
St. Paul, Mn 55155
(612) 296-4776

STATE PARKS AND RECREATION DIVISION, (612) 296-2270

Don Davidson, director

The division develops and manages state parks, state recreational trails, natural and scientific areas and the state's Wild, Scenic and Recreational Rivers System. In coop-

eration with the Information and Education Bureau the division 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 Information and Education Bureau.

The Lake and River Public Access Program of the division acquires, develops and maintains public access to public water for fishing, boating and hunting. As of June, 1978 there are 1,205 state-owned accesses. The department also encourages other state agencies such as the Minnesota Department of Transportation, local governmental units and federal agencies to provide access on rivers and streams in Minnesota. Anyone interested in receiving a listing of accesses throughout the state can write to the Lake and River Public Access Program, Box 39 Centennial Building, St. Paul, Minnesota 55155, (612) 296-4824. The list of public accesses is free.

DIVISION OF MINERALS, (612) 296-4807

Elwood F. Rafn, director

The Division of Minerals is responsible for the administration, including leasing, of taconite, copper-nickel, peat and other mineral rights on state land under the jurisdiction of the DNR. Such mineral resources include those held in trust for public schools or for the university, those which have been acquired by the DNR, and those which have been forfeited for delinquent taxes. The division is also charged with the regulation of mineland reclamation within the state. The administration of mineral resources includes programs for the evaluation of mineral potential, leasing, metallurgical testing and applied research, field engineering and inspection, and developing a peat inventory.

MINERAL LEASING SECTION, (612) 296-4807

The leasing section conducts public sales of mineral prospecting permits and leases on state-owned properties. Under special circumstances prescribed by law, this section also conducts negotiations for the issuance of mineral leases, lease extensions, and other related agreements. In all cases, leases must be approved by the state Executive Council. Leases issued by this section provide equitable rental and royalty income to public schools, the university, local taxing districts, and to the state general revenue fund. Lease and prospecting forms as well as information about taconite mining activities and severed mineral interests are available at the St. Paul office free of charge. Rules and regulations for leasing of copper-nickel are available through the Documents Section.

MINERAL POTENTIAL EVALUATION SECTION, (612) 296-4807

The section insures mining company compliance with state non-ferrous mineral prospecting permits, evaluates mineral potential of state lands, encourages mining company exploration on leased state mineral lands, and develops mineral exploration methods to be used for mineral potential evaluations. Information developed by this section is used in land use planning. Technical reports are available through the Documents Section. Exploration data and drill core from state properties formerly under lease can be examined at the Hibbing office.

**METALLURGICAL TESTING AND APPLIED RESEARCH SECTION,
(612) 296-4807**

This unit is responsible for the continuous monitoring of the processing of state-owned ores. Metallurgical testing is done on stockpiled materials to insure proper segregation for future use. This section also develops data and information for the promotion of metallurgical techniques consistent with resource conservation.

FIELD ENGINEERING AND INSPECTION SECTION, (612) 296-4807

This section is responsible for insuring mineral lease compliance by the operators. It provides professional and technical support to the department through mine and plant inspections, mine and property surveys, and the accounting of royalty and materials on developed state minerals under lease. Mineral reserves and resource estimates are prepared on state lands that have been explored or are being mined. Property line services, production and royalty data are available from this unit at the Hibbing office.

MINELAND RECLAMATION SECTION, (612) 296-4807

The Division of Minerals is charged with the development and administration of the state's metallic mineland reclamation program. The 1973 Mineland Reclamation Act requires the reclamation of all currently active and any future metallic mining operations in the state. All such operations must comply under this law and obtain a permit to mine, once rules and regulations have been established. Each permit application must include a mineland reclamation plan for the review and approval of this unit. Copies of draft regulations are available at the St. Paul office free of charge. Final regulations will be available through the Documents Section.

PEAT INVENTORY UNIT, (612) 296-4807

The peat inventory unit is responsible for the evaluation of the larger peat lands of northern Minnesota. The evaluation attempts to answer questions about the potential uses of peat and will provide maps with accompanying text to describe the quantity and quality of the peat resources.

For information, contact:

Main Office

Department of Natural Resources
Division of Minerals
Box 45 (Third Floor)
Centennial Office Building
St. Paul, MN 55155
Telephone: (612) 296-4807

Hibbing Field Office

Department of Natural Resources
Division of Minerals
Box 567
Hibbing, MN 55746
Telephone: (218) 263-7545

WATER DIVISION, (612) 296-4810

James Cooper, director

The division 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.

DAM SAFETY SECTION, (612) 296-4800

The section inspects independently or jointly with the U.S. army corps of engineers private and publicly owned dams and associated structures. It establishes priorities for inspection of existing dams and may issue orders concerning further engineering investigations and necessary repairs. The section also administers dam repair grant-in-aid programs for dams owned by local governments.

HYDROLOGY SECTION, (612) 296-4800

This 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. The general public may receive climate data from the Office of State Climatology, Room 127, Crops Research Bldg., University of Minnesota, St. Paul, Minnesota 55108, (612) 296-4214.

HYDROGRAPHICS SECTION, (612) 296-4800

This section administers and conducts investigations, surveys, studies and research to provide technical information for departmental water resource management. Included is graphic support as needed. Tasks include preliminary examination, repair, reconstruction and maintenance of approximately 315 state-owned dams; investigation and reports on natural ordinary high water determinations; establishment, maintenance and recording of data from a network of statewide lake gaging stations; preparation of topographic maps; and advising governmental units and the public in areas of potential lake problems and dissemination of information on lakes.

DEVELOPMENT SECTION, (612) 296-4800

This 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.

Applications for permits must be submitted by the owner of the land adjacent to a surface water body such as a lake or stream by the owner of the land overlying a groundwater aquifer. Permits are processed in the appropriate regional office. For information, or to apply for a permit, contact the DNR Division of Waters, Third Floor, Space Center Building, 444 Lafayette Road, St. Paul, Minnesota 55105

The application fee for a 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. Permits are generally issued within two to three weeks of application.

Grants authorized by the commissioner of DNR 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. For information on how to receive a grant contact the Waters Division.

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., N.E.
Rochester, Minnesota 55901
(507) 288-3129

Region III — Waters Division
217 N.W. Fourth Street
Brainerd, Minnesota 56401
(218) 829-1455

Region VI — Waters Division
1200 Warner Road
St. Paul, Minnesota 55106
(612) 296-7523

BUREAU OF FIELD SERVICES, (218) 326-0311

Ivan Holden, field service coordinator

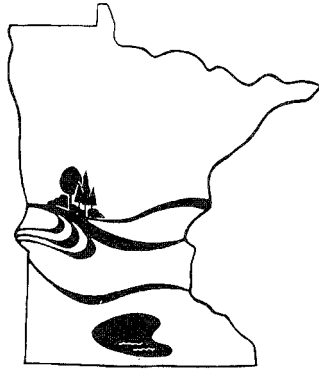
The Bureau of Field Services' objective is to provide a coordinated approach to support activities for the department. A primary goal is to minimize the amount of time a resource manager needs to spend on support.

The bureau provides various services to department personnel including equipment and supply purchasing, equipment fabrication (items peculiar to DNR that cannot be purchased, e.g., specialized fire fighting equipment), equipment maintenance, repair and disposal, building maintenance, repair and minor construction, coordination of new buildings, building disposal, disposition of vehicle accident cases, federal excess property acquisition and coordination of sign construction.

The bureau maintains two service centers in the state:

Northern Service Center
Box 388 E. Hwy. 2
Grand Rapids, MN 55744
(218) 326-0311

Southern Service Center
1200 Warner Road
St. Paul, MN 55106
(612) 296-2161



SOIL AND WATER CONSERVATION BOARD, (612) 296-3767

Vernon F. Reinert, executive director

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 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.

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. 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.

DNR Regional Offices

Region 1

Merlyn Wesloh, administrator
Rt. 5, Box 41A
Bemidji, Minnesota 56601
(218) 755-3955

Region 2

Milt Stenlund, administrator
Box 388 Hwy. 2
Grand Rapids, Minnesota 55744
(218) 326-0311

Region 4

Maynard Nelson, administrator
Box 756, Hwy. 15 South
New Ulm, Minnesota 56073
(507) 354-2196

Region 5

Robert Story, administrator
2300 Silver Creek Rd. N.E.
Rochester, Minnesota 55901
(507) 285-7418

Region 3
Roger Lorenz, administrator
1102 Willow Rd.
Brainerd, Minnesota 56401
(218) 828-2613

Region 6
Larry Seymour, administrator
1200 Warner Road
St. Paul, Minnesota 55106
(612) 296-3572

Board of Nursing

717 Delaware Street S.E.
Minneapolis, Minnesota 55414
(612) 296-5493
Joyce M. Schowalter, executive secretary

Minnesota Statutes, section 148.171 through 148.299

The board licenses professional and practical nurses, approves nursing education programs and registers nursing corporations.

The board 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.

An applicant should write the board regarding license requirements and examination dates. The application includes proof of completion of a nursing program. For information contact the Board of Nursing listed above.

License examination fees are:

	RN	LPN
License by examination	\$60	\$40
License by endorsement	\$35	\$25
Re-examination	\$20	\$15

Licenses are issued after applicants have met all requirements.

The board renews licenses, verifies licenses and changes nurse license status from active to non-practicing and vice versa. Licenses are renewed annually for licensed practical nurses and biennially for registered nurses. 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 and upon notification from the nurse, the board will 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. Upon request the board will 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.

License renewal fees are:

Verification of Minnesota nursing license	
RN	\$ 5.00
LPN	\$ 5.00
License renewal	
RN (per two years)	\$15.00
LPN (per one year)	\$ 7.00
Late fee for renewals after December 1	
RN	\$ 4.00
LPN	\$ 4.00
Delinquent licenses	
RN	\$4.00 per year (to a maximum of \$40.00)
LPN	\$4.00 per year (to a maximum of \$40.00)
Change of status from practicing to non-practicing	
RN	no charge
LPN	no charge

The board investigates complaints about nurses or individuals posing as nurses. There is no fee for handling complaints which are acted upon as soon as they are received by the board.

The board approves nursing education programs and investigates complaints about approved programs. Periodically, the board investigates all programs to ensure that they are maintaining the rules for programs established by the board. When applying for approval of a nursing education program, an institution should supply proof of satisfactory compliance with board rules for program approval. For information about education programs contact the Board of Nursing at its above address. There are no fees for this service and the Board provides the necessary forms.

The board registers nursing corporations and businesses established to offer nursing care to the public. All nursing corporations must be registered with the board. For information and forms contact the Board of Nursing. There are no fees for corporate or business registration.

Board of Examiners for Nursing Home Administrators

717 Delaware Street S.E.
 Minneapolis, Minnesota 55414
 (612) 296-5406
 Phillip C. Newberg, executive director

Minnesota Statutes section 144.965

The board develops licensing standards, conducts license examinations, issues and revokes licenses, investigates complaints filed with the board, conducts a continuing study of nursing homes and their administrators, and authorizes and/or conducts instruction for license applicants and the continuing education of licensed administrators.

Complaints regarding the administration of nursing homes may be filed by writing or calling the board. The board has the authority to revoke, suspend, or refuse to renew licenses as a result of investigations instigated by a complaint.

A licensed administrator must have 20 clock hours of non-academic education

(workshops, seminars, etc.) annually. Every three years, the administrator must take academic instruction in health related subjects totaling six quarter credit hours or four semester hours. Contact the board for information regarding continuing education programs. Fees and applications depend on the course and the institution offering the course.

The board issues new licenses and renewals. A new applicant must fulfill the following five requirements before receiving a license:

1. pass the professional examination service (PES) test for nursing home administrators (a multiple choice test of 150 questions covering administration, patient care and service, and organization of health services);
2. pass the state rules test (testing knowledge of the rules of the state board of health and the state fire marshal as they pertain to nursing homes and boarding care homes);
3. satisfactorily complete seven college level courses in health care or hold a baccalaureate or master's degree in health care administration;
4. 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
5. have at least four years of college from an accredited institution.

To receive the application form or specific information on licensing contact the Board of Examiners for Nursing Home Administrators at its address above.

Fees are as follows:

Application fee	\$30
PES examination fee	\$30
State rules examination fee	\$20
Annual license fee, renewable each July.1	\$75

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

Board of Optometry

717 Delaware Street S.E.
 Minneapolis, Minnesota 55414
 (612) 296-5544
 Leo A. Meyer, O.D., executive secretary

Minnesota Statutes section 148.52

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

A licensed optometrist must have 12 clock hours of academic or non-academic (workshops, seminars, etc.) education annually. For information regarding allowable continuing education, contact the board at its above address.

The board issues new licenses and renewals. A new applicant must fulfill the following requirements:

1. shall prove that she/he is of good moral character;
2. shall prove that she/he is a graduate of an approved school of optometry requiring at least two academic years of preprofessional training for admittance, or that she/he is currently enrolled in the final year of study at such a school; and
3. an examination including both a written test and a practical demonstration to thoroughly test the candidate.

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

To receive application forms or specific information on licensing, contact the board at its above address.

There are several fees:

Examination fee	\$ 50.00
Reciprocity fee	\$100.00
License issuance fee	\$ 12.00
Annual license fee, renewable before April 1	\$ 65.00
Late penalty fee	\$ 25.00

The board schedules examinations annually and will supply information upon request.

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. To file a complaint, contact the Board of Optometry.

Minnesota Board of Peace Officer Standards and Training

5th Floor, Metro Square Building
 7th and Robert Streets
 St. Paul, Minnesota 55101
 (612) 296-2620
 Carl V. Pearson, executive director

Minnesota Statutes chapters 367, 382.28 and 626.843-626.855

The Minnesota Board of Peace Officer Standards and Training (POST) regulates the selection, training and professional conduct of peace officers in the state of Minnesota. The board also licenses Minnesota peace officers. Minnesota is currently the only state in the U.S. that licenses peace officers. POST approves continuing education programs for license renewal. Licenses cannot be renewed unless an officer takes 48 hours of POST approved continuing education or training within 3 years. Peace officer licenses must be renewed every 3 years.

POST certifies all training schools and academies for peace officers and certifies all law enforcement education programs in post-secondary schools. The board also provides reimbursement to local units of government when their peace officers have completed the mandatory basic police course. POST's predecessor, the Minnesota

Peace Officer Training Board, established the following standards which must be met by all new peace officers in Minnesota:

1. United States citizenship,
2. possession or eligibility for possession of a Minnesota driver's license,
3. lack of a felony conviction or a history of misconduct, and
4. successful completion of the following tests:
 - a) a written examination
 - b) a medical examination
 - c) a job-related test of physical strength and agility
 - d) a psychological evaluation
 - e) an oral interview

The board provides reimbursement to local units of government to defray part of the cost of sending peace officers to the mandatory basic police course. The amount of reimbursement is limited by the funds appropriated for that purpose and by the number of officers who have completed basic police training in a given year. Local units must establish their eligibility by verifying that they have complied with certain requirements that are specified in POST rules.

Application forms are provided by POST in May of each year. The completed forms must be returned within 60 days of receipt. Payments are made as soon as possible after the expiration of the deadline for application. POST staff assists local units of government in their efforts to comply with statewide minimum requirements for the selection of new peace officers. There is no fee for staff assistance or for copies of the standards.

A POST publication, *Suggested Guidelines for Compliance with Mandatory Selection Standards for Peace Officers*, may be purchased at a cost \$2.50 per copy prepaid, plus sales tax if applicable. This publication should be ordered from the Documents Section, Department of Administration, 140 Centennial Office Building, St. Paul, Minnesota 55155, (612) 296-2874, rather than from POST.

POST staff will provide local law enforcement agencies with comparative data on agencies which serve other units of government. They will also answer questions regarding peace officer training or standards, and will provide information with regard to job opportunities in law enforcement. No forms are needed and no fees are charged for this service. Some requests for information can be answered immediately. More difficult matters may require a few days for compiling the information, or a meeting with staff at a mutually convenient time and place.

Department of Personnel

3rd Floor, Space Center Building

444 Lafayette Road

St. Paul, Minnesota 55101

(612) 296-2616

Clarence E. Harris, commissioner, (612) 296-8366

Minnesota Statutes chapters 43, 16.86, 179.61-179.76, 260.311, 355, and executive orders 73 and 76.

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:

1. personnel technical services which provides the framework for personnel administration in state government;
2. training and development which coordinates and provides statewide training and development programs;
3. employee, employer services which administers the personnel management programs, labor relations and other services to state agencies;
4. 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 governments;
5. general support, which provides administrative services for all internal department programs.

GOVERNOR'S INTERNSHIP PROGRAM, (612) 296-6868 and 6858

Michael Gonzalez, director

The Governor's Internship Program acts as a liaison between state agencies and college students. The director matches internship applicants with the agencies' requests and refers prospective interns to the agencies for interviews.

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.

For information or to apply for an internship, contact the Governor's Internship Program at the department's address above.

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 may be obtained from the Governor's Internship program office.

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.

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.

TRAINING AND DEVELOPMENT DIVISION, (612) 296-2380

Mark Sundquist, manager

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 25-30 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.

CLASSIFICATION, COMPENSATION AND BENEFITS DIVISION, (612) 296-6685

Michael Koebnick, manager

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.

INSURANCE DIVISION (612) 296-2457

Clements Oliver, manager

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.

For information contact the department's Insurance Division, at its address above. There is no fee and most information requests are handled immediately. Claim settlement problems take varying amounts of time to resolve.

EXAMINING AND REFERRAL DIVISION, (612) 296-3448

Julie Vikmanis, manager

The Examining and Referral Division publishes notification of job openings in state agencies, receives applications, develops and administers job-related examination procedures in compliance with federal guidelines, and refers successful applicants to state agencies. The division also assists in the selection of high level professional classified employees for the state's career executive service and, upon request, advises regional development commissions about personnel policy and procedures and assists municipalities in screening candidates for various positions.

STATE SERVICE JOB APPLICANT SERVICES, (612) 296-2616

Job announcements are published bi-weekly in "Minnesota Career Opportunities". They are distributed to recruiting and referral agencies including all offices of the Minnesota Department of Economic Security, and appear in the *Twin Cities Courier* and the *Sunday Minneapolis Tribune* and *St. Paul Pioneer Press* in the "Help Wanted" section. In addition, all classifications currently open for application appear on the job bank at area offices of economic security. Every two months, 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 does not maintain a mailing list for individuals. "Minnesota Career

Opportunities" and applications may be obtained in person from the personnel reception desk or by calling or writing the above address. No fees are charged.

Telephone and mail requests will be acted upon immediately. Announcements and applications can be obtained in person with no delay. Applications must be received in the Department of Personnel by the deadline stated in the job announcement. Applicants will be notified by mail of the time and place of the examination, generally within four weeks after the deadline. Notification of examination results generally will be mailed within four to six weeks, depending on the complexity of the examining process and the number of participants.

LOCAL GOVERNMENT SELECTION SERVICES, (612) 296-8306

The Examining and Referral Division provides examining services for a number of municipal classifications including police and fire entry and promotional positions and dispatcher, clerical, accounting and maintenance positions. Written guidelines on municipal testing services and procedures are available to city and county representatives on request. The division also provides referral of qualified candidates for county probation officer positions and provides examining services at the request of the county's court services division. Instructions for requesting county probation officer testing are provided to county judges.

Requests for examination services must be made by phone or mail at least two weeks in advance of the anticipated test date. Tests will be sent only to authorized representatives of the jurisdiction or its civil service commission. A copy of the public notice must accompany requests for entry police officer tests. All requests for county probation officer referrals or tests must be made in writing to the above address.

The basic fee is \$50.00 plus \$1 for each person taking the written test. If less than 5 candidates are tested for entry-level police officer, the fee is \$10.00 per person.

Municipal examination materials will be provided as soon as requested. Eligible lists will normally be mailed to the jurisdiction within two weeks of the return of test materials. County probation officer examinations are administered in St. Paul only. Scheduling of the test depends on the availability of oral board members but normally can be arranged within two weeks. Test results are mailed to the county within one week of the oral examination.

INTERGOVERNMENTAL PERSONNEL ACT (IPA) ADMINISTRATION, (612) 296-2329 or 8924

Greta Hartman, IPA administrator

The Intergovernmental Personnel Act (IPA) of 1970 is a comprehensive statute designed to strengthen the personnel resources of state and local governments, to provide funds for improvement of state and local personnel administration, to provide federal assistance in training state and local employees, to provide grants to state and local governments for training their employees and to facilitate the temporary assignment of personnel between the federal government and state and local governments.

Services are available to state and local units of government. For information on the Minnesota IPA program and application materials contact the IPA program division.

All IPA program activities are subject to the provisions of the EEO regulations and to the Title VI-VII provisions of the Civil Rights Act of 1964.

LABOR RELATIONS DIVISION, (612) 296-2516

Charles Swanson, chief negotiator

The Labor Relations Division negotiates the 28 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.

EQUAL OPPORTUNITY DIVISION, (612) 296-4600

Stanley A. Gardner, state director

The Equal Opportunity Division has the broad responsibility of ensuring the state's compliance with federal and state Equal Employment Opportunity/Affirmative Action laws, rules and regulations, establishing regulations, guidelines, and procedures, and monitoring all state agencies for compliance with the state's affirmative action program.

The division provides services to employers, both public and private, who wish help and assistance in the area of affirmative action recruitment.

The division maintains a resume bank of qualified minority, female and handicapped individuals who are seeking employment.

Periodically, the division hosts job fairs to explain the state's employment system and to provide potential applicants with information about state employment. Other employers outside the state system, both public and private, may participate in these job fairs.

The division provides job counseling and assistance to protected group members who are seeking employment with the state.

There is no fee for any service unless the service requires duplicating costs. The client would pay these costs. Most requests for information are handled immediately. If an immediate response is impossible, an estimate of the time needed for completion will be furnished.

PERSONNEL SERVICES DIVISION, (612) 296-2398

Edward G. Peetz, manager

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.

The Personnel Services Division provides communications about the personnel department's programs and policies to state agencies; assists in employee recruitment and selection, job classification, salary administration, labor relations, affirmative action and other areas of personnel administration; assists 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 departmental personnel management operations. Relations with college placement offices and specialized recruitment efforts are also coordinated by this division. 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 RETIREMENT DIVISION, (612) 296-2808

Harry Groschel, director

The Social Security Retirement Division administers federal social security cover-

age for all state and local governmental employees. The division negotiates the required social security agreements with federal authorities as directed by state law and, thereafter, is responsible for:

1. collection of social security contributions,
2. receipt of properly completed wage reports,
3. consolidation of such reports and payment of proper remittance,
4. audit and review records of the governmental units for compliance with applicable state and federal laws and
5. serves as liaison between the political subdivision and federal Social Security Administration.

Requests for information concerning social security coverage for local governmental employees should be addressed to the Social Security Retirement Division.

The handling of benefit claims and payments is not a function of this division but is the responsibility of the district and branch social security offices.

GENERAL SUPPORT DIVISION, (612) 296-6538

Richard Thorkee, manager

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.

The division also supplies job availability and related information and materials to the public. Job applications and job listings in "Minnesota Careers" are available at the reception desk or from the console or telephone operator.

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 296-2616, or at the various state employment offices located throughout the state. No fees are charged. These services can generally be provided within the space of a few minutes.

PERSONNEL PLANNING AND INFORMATION SERVICES DIVISION, (612) 296-3210

Richard R. Cottrell, manager

The Personnel Planning Information Services Division maintains an information system which provides statistics required for personnel research and human resource planning by the Department of Personnel, other state agencies and the legislature.

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.

For information contact the Personnel Planning and Information Services Division, at the department's address above.

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.

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.

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, (612) 296-7516

Cornell L. Moore, chairperson

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.

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.

For information or to file an appeal, contact the Minnesota State Personnel Board, at the department's address above. An employee must send a letter describing the need for a hearing to the board. There are no fees charged by the board. Resolution of a hearing may take three months.

Board of Pharmacy

Room 351, 717 Delaware Street S.E.

Minneapolis, Minnesota 55414

(612) 296-5411

David E. Holmstrom, executive secretary

Minnesota Statutes chapters 151 and 152

The Board of Pharmacy enforces rules dealing with adulterated, misbranded and illicit drugs, provides information about drugs to other health professionals, and de-

velops 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 continuing education programs.

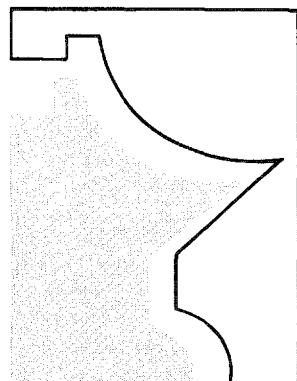
The board issues all licenses dealing with pharmacy. Applicants for a pharmacist's license must be graduates of an accredited college of pharmacy and have at least 1500 hours of internship experience. For application forms and information regarding licensing requirements contact the Board of Pharmacy at the above address.

License and examination fees are:

Type of License	Initial and Renewal Fee	Examination Fee
Pharmacist	\$ 35	\$75
Pharmacy	\$ 50	
Drug wholesaler and manufacturer	\$ 75	
Reciprocity examinations	\$150	

Licenses must be renewed annually. Pharmacist licenses must be renewed by March 1 of each year. Pharmacy licenses must be renewed by June 30 of each year. Drug wholesaler and manufacturer licenses must be renewed by June 1 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.

The board investigates all complaints against all licensed pharmacists and pharmacist-interns. The board has the power to suspend or revoke licenses. All complaints should be made in writing to the Board of Pharmacy.



State Planning Agency

Capitol Square Building

550 Cedar Street

St. Paul, Minnesota 55101

(612) 296-2007

Peter Vanderpoel, director, (612) 296-6662

A. Edward Hunter, deputy director, (612) 296-6662

Minnesota Statutes, section 4.10-4.18

The State Planning Agency proposes policies and programs to the Governor and the legislature to plan growth and development in Minnesota. The agency addresses planning issues which are too broad in scope to be assigned to any specific agency, including planning in the areas of health, developmental disabilities, the environment,

human resources and transportation. It also provides planning assistance to state and local units of government and stimulate public interest and participation in the development programs of the state. Much of the information from the agency is presented in the form of reports, most of which are available to the public.

PROGRAM REVIEW, (612) 296-3698

Tom Harren, manager

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.

HEALTH PLANNING, (612) 296-2408

John Dilley, director

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 systems 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.

DEVELOPMENTAL DISABILITIES PLANNING, (612) 296-4018

Marylee Fithian, director

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.

HUMAN RESOURCES PLANNING, (612) 296-3865

Dean Honetschlager, director

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.

ECONOMIC DEVELOPMENT, (612) 296-5726

Kathy Gustafson, manager

The Economic Development Program conducts studies on a broad range of social, environmental and economic development issues. For example, the program has undertaken the analysis of the relationships between employment changes and demographic shifts, worked with regional development commissions on studies of industries vital to the economic base of individual regions and will be identifying key economic issues in preparation of a state economic development strategy.

OFFICE OF THE STATE DEMOGRAPHER, (612) 296-2557

Hazel Reinhardt, state demographer

The office publishes *Faces of the Future, Minnesota Population Projections 1970-2000, The North Branch School District: A Profile of a Growing Area*, and *Population Estimates for Minnesota Counties*. To order these publications contact the State Demographer's Office, Room 101 Capitol Square Bldg., 550 Cedar Street, St. Paul, Minnesota 55101.

COPPER-NICKEL REGIONAL STUDY, (612) 378-7773

Bob Poppe, director

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.



ENVIRONMENTAL PLANNING, (612) 296-2712

Joe Sizer, director

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.

LAND USE PLANNING, (612) 296-2633

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.

COASTAL ZONE MANAGEMENT, (612) 296-2633

Roger Williams, coordinator

The Coastal Zone Management Program develops plans and policies for managing land and water use on the north shore of Lake Superior. The program staff collects information on land use, water quality, ownership, soil conditions and economic conditions in the area. This information is made available to local units of government and the general public. The staff works with regional development commissions and other area units of government to identify and review problems facing the North Shore, and to develop a management plan for the area.

LAND MANAGEMENT INFORMATION CENTER, (612) 296-1209

Al Robinette, manager

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 Board, 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 infor-

mation 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.

The section provides computerized information and a variety of aerial and resource maps to the public. To receive data or maps for information contact the Environmental Information System Section. Fees vary according to the information or maps requested. Time needed to fill requests varies with the type of request.

ENVIRONMENTAL QUALITY BOARD, (612) 296-6662

Peter Vanderpoel, chairman
Mary Sullivan, administrator

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, (612) 296-2319

Tom Rulland, manager

The Environmental Management Section consists of the Environmental Review Program, the Permit Coordination Program and the Critical Areas Planning Program, described below.

ENVIRONMENTAL REVIEW, (612) 296-8254

Charles Kenow, coordinator

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.

The program staff has information on the types of actions requiring environmental reviews. The program publishes the EQB Monitor, a weekly bulletin providing notice of activities which could affect the environment.

For information contact the Environmental Quality Board, (612) 296-9032.

ENVIRONMENTAL PERMIT COORDINATION, (612) 296-9034

Charles Hawkins, coordinator

The Environmental Permit Coordination Program provides services to help the public with the many government requirements for the use of the state's air, land and water resources. Services provided by the Permit Coordination Unit include the master application program and the environmental management information center.

The master application procedure is an optional procedure by which all state natural resource permit processing is coordinated through a single office. The procedure includes a single joint hearing on all state permit requirements. The services of the Permit Coordination Unit are provided free of charge, however the applicant pays the cost of three newspaper notices.

The information center makes available the following information:

1. inventory of state environmental permits and regulatory programs;
2. procedures for processing proposals affecting the environment;
3. standards used by regulatory agencies to evaluate proposals;
4. directory of contact persons in regulatory agencies;
5. copies of environmental permit application forms; and
6. copies of laws and agency rules governing each permit or program. These are not distributed by the center, but are available for reference.

The information center is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. Most telephone inquiries are answered on the same day. Call collect for information.

CRITICAL AREAS PLANNING PROGRAM, (612) 296-2686

Cliff Aichinger, coordinator

The Critical Areas Planning Program, 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. Local government units within the critical area are provided with interim rules to protect the area until the local governments develop their own rules. The program staff also reviews environmental permits within the critical area.

POWER PLANT SITING SECTION, (612) 296-2641

Allen Jaisle, manager

The section processes applications from electrical utilities for large electric power plant sites and high voltage transmission line routes.

The section has mailing lists for notices of hearings and applications. To be placed on these mailing lists, or for information on sites or routes, contact the Environmental Quality Board, Power Plant Siting Section, Room 100 Capitol Square Building, 550 Cedar Street, St. Paul, MN 55101.

OFFICE OF LOCAL AND URBAN AFFAIRS (OLUA) (612) 296-2115

Leland Newman, acting director

The Office of Local and Urban Affairs (OLUA) conducts programs and seminars to assist local government and regional development commissions in improving their planning abilities and management practices, and helps them to use federal grants-in-aid effectively. In addition, the office works in conjunction with the Minnesota Housing Finance Agency to improve the state's housing programs. It also examines the fiscal condition of local government in Minnesota.



REGIONAL PLANNING ASSISTANCE, (612) 296-2115

Leland Newman, manager

The Regional Planning Assistance Section assists the state's twelve regional development Commissions (RDCs) in carrying out their statutory planning responsibilities. The section administers state financial assistance to the RDCs as provided under the 1969 Regional Development Act, and also administers "701" planning funds to the RDCs from the Department of Housing and Urban Development. A major responsibility of the section is to coordinate the planning activities of state agencies with the regional planning activities of the RDCs.

LOCAL PLANNING AND COMMUNITY DEVELOPMENT ASSISTANCE, (612) 296-2103

Ron Kaliszewski, manager

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 workshops for local government employees on such topics as downtown improvement, growth management, organizing a rural sewer and water district, zoning, capital improvements financing, and other subjects. In addition, the section administers two grant programs which provide funds to units of local government for land use planning.

PARKS AND RECREATION, (612) 296-9006

Bill Atkins, manager

The Parks and Recreation Section administers federal and state grant programs to units of government for the acquisition and development of outdoor recreation facilities; development of hiking, bicycling, and ski-touring trails; outdoor athletic courts;

and a special grant program for outstate SMSA counties to acquire and develop parks, trails, conservatories, zoos, and other special use facilities of regional significance. It advises and assists units of government regarding application procedures, evaluates and processes grant applications, and conducts on-site inspections of proposed parks and facility improvements.

**MINNESOTA RURAL DEVELOPMENT COUNCIL,
(612) 296-2395**

John Kostishack, director

The Minnesota Rural Development Council works with the regional development commissions to examine problems of rural Minnesota. Established by executive order, the council is made up of twenty-nine members representing thirteen regional development districts, three post secondary educational systems and thirteen state and federal agencies. In addition to providing a forum for addressing rural issues, the Council sponsors an annual Rural Youth Institute in rural leadership training and administers a rural development demonstration grant program with funds derived from state's investment of the Rural Rehabilitation Revolving Fund.

Any governmental unit, state agency or non-profit organization may apply for these demonstration grants. Applications for grants are reviewed twice a year in January and July, but may be submitted at any time.

**FINANCIAL AND ADMINISTRATIVE SERVICE SECTION,
(612) 296-6077**

Leo Steiner, director

The Financial and Administrative Service Division provides the accounting, personnel, purchasing and other service functions necessary for operating the State Planning Agency.

PUBLICATIONS SECTION, (612) 296-2981

Karen Whiting, information officer

The Publications Section provides assistance to all divisions of the State Planning Agency in designing, editing, producing and publishing reports.

Reports are available on many different topics. *Activities of the State Planning Agency* describes agency projects and *Publications of the State Planning Agency* lists SPA publications available to the public.

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 the State Planning Agency, Publications Section, Capitol Square Building, St. Paul, MN 55101. There are no fees.

Board of Podiatry

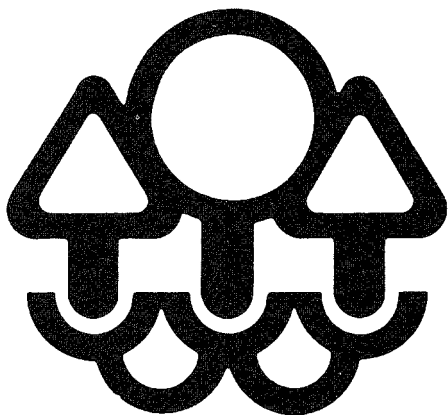
717 Delaware Street S.E.
Minneapolis, Minnesota 55414
(612) 296-5393
Elaine Carney, secretary

Minnesota Statutes, sections 152.12 & 153.01-153.13

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.

The board investigates all complaints received. The board has the power to revoke or suspend licenses. To register a complaint, contact by mail the Board of Podiatry at the above address. There are no forms or fees. The board resolves all complaints as they are received.

The board gives licensing examinations to approximately five applicants each year. An applicant must be over 18 years old, have the education 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. To receive information about examinations, application forms or to return completed applications, contact the Board of Podiatry. 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. 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. The board renews all licenses of registered podiatrists. For license renewal information or to pay the renewal fee, contact the Board of Podiatry at the above listed address. There are no forms. The current renewal fee is \$50. All fees are subject to change by ruling of the board. All renewal fees are due on July 1 of each year. Late renewals are penalized at the discretion of the board.



Pollution Control Agency (PCA)

1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7373

Joseph F. Grinnell, chairman of the board
Sandra S. Gardebring, executive director
Lovell E. Richie, deputy director
Jay M. Heffern, assistant director

Minnesota Statutes, chapters 115 and 116

The Pollution Control Agency (PCA) enforces statutes pertaining to water and air pollution control, solid waste disposal, noise pollution control, and toxic and hazardous waste disposal.

PUBLIC INFORMATION OFFICE, (612) 296-7283

Gail Gendler, director

The Public Information Office answers questions of a general nature concerning pollution control. It also distributes news releases and materials concerning pollution and the PCA's activities to the public.

For information or materials contact the Public Information Office at the address above. There are no forms or fees.

A free monthly newsletter, *Inside Report*, is available to the public. To be placed on the PCA's mailing list for the newsletter send your name and address along with your request for *Inside Report* to the Public Information Office at the PCA's address above.

OFFICE OF ENVIRONMENTAL ANALYSIS, (612) 296-7293

Dale McMichael, director

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, and public and private building projects. These environmental impact statements assess the environmental effects of such projects prior to their construction. For information about the environmental impact statement process, see the State Planning Agency's Environmental Review Program. For environmental impact information contact the Environmental Information Systems Section of the State Planning Agency.

DIVISION OF WATER QUALITY, (612) 296-7202

Louis J. Breimhurst, director
Barry C. Schade, assistant director

The Division of Water Quality enforces and administers all laws relating to water pollution in the state. The division collects water quality data on lakes and rivers, establishes water quality standards to protect all water uses, issues and enforces wastewater treatment facility discharge and operating permits, provides management planning to alleviate pollution from non-point sources, administers a grants program for construction of municipal treatment plants and provides engineering review, technical assistance and training to assure proper construction, operation and maintenance of wastewater treatment facilities.

PERMITS SECTION, (612) 296-7221

Richard A. Svanda, section chief

The Permits Section regulates all discharge of materials into the waters of Minnesota. The Permits Section also issues National Pollutant Discharge Elimination System (NPDES) and State Disposal System Permits. NPDES permits are required by the Clean Water Act of 1977, Minnesota Statutes, and the PCA regulations for all existing and new discharges into surface waters of the state. State disposal permits are required, pursuant to Minnesota Statutes and PCA regulations, for the construction and/or operation of a disposal system including those that discharge to surface and ground waters of the state. In most instances both permits are required for a facility and they are issued jointly. Applications must be submitted at least 180 days prior to a new discharge and a permit must be obtained prior to the solicitation of bids for the construction of new disposal facilities.

For information and application forms contact the PCA's Permits Section. The following application forms are required as indicated. They may be obtained by mail or in person at the PCA Roseville office.

1. PCA short form A or NPDES standard form for municipal and domestic wastewater disposal.
2. NPDES short form B for agricultural discharges.
3. PCA short form C or NPDES standard form C for manufacturing and commercial wastewater disposal.

4. NPDES short form D for services, wholesale and retail trade, and all other establishments not engaged in manufacturing or agriculture.

To date no fee is charged for applications and permits. 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. Permit processing may require a longer period of time when controversial issues arise or a public hearing is requested.

The Permits Section issues section 401 certifications which are the state's assurance that a project will not violate the applicable state and federal effluent and water quality standards. Certification is required of any applicant for a federal license or permit to conduct any activity which may result in any discharge into navigable waters. The activity may include, but is not limited to, the discharge of dredge or fill material, or the construction or operation of facilities which may result in any discharge into waters within the jurisdiction of the Clean Water Act of 1977 and Minnesota Statutes. A State Disposal System Permit may also be issued concurrently with the certification if hydraulic dredging will be conducted.

For information and application forms contact the PCA's Division of Water Quality, Permits Section.

The application form required is "Application for Section 401 Certification." It may be obtained by mail or in person from the PCA Roseville office. There is no fee charged for this service. 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. The public notice is usually conducted concurrently with the public notice required for a U.S. Army Corps of Engineers permit.

The Permits Section develops and issues Certificates of Exemption for the use, possession, sale, purchase or manufacture of polychlorinated biphenyls (PCBs) or products containing PCBs after January 1, 1978.

For information and application forms contact the Permits Section.

The application form required is PCA form E. It may be obtained by mail or in person at the PCA Roseville office. There is no fee charged for applications of Certificates of Exemption.

Applications are processed as soon as possible. Processing will take approximately three months, allowing for a thirty-day public notice comment period. Certificate of Exemption processing may require a longer period of time when controversial issues arise or a public hearing is requested.

FACILITIES SECTION, (612) 296-7201

Perry T. Beaton, section chief

The Facilities Section certifies and trains wastewater plant operators. It also assists communities in operating wastewater treatment facilities by administering federal and state grant programs that provide funding to any local government unit.

The Construction Grants Unit of the Facilities Section administers programs which provide financial aid for the planning and construction of wastewater treatment facilities. These programs are in accordance with the federal Water Pollution Control Act Amendments (P.L. 92-500) and the Minnesota Municipal Facilities Assistance Fund. Any political subdivision of the state that has the legal authority to own, operate, construct and tax for wastewater treatment facilities and has demonstrated a need for such facilities can apply for this aid.

Applications are made to the agency only upon request of the agency after the

appropriate public hearings have been held and the agency board has made final approval of the project list. Requests to be placed on the Municipal Needs List so that a municipality is considered for funding should be addressed to the PCA's Construction Grants Unit, (612) 296-7205.

Applications are automatically mailed to all municipalities that are within the range of funding based on annual state and federal appropriations. No fees are charged for making an application for either state or federal assistance. Applications are requested only on an annual basis. Once the application has been received, processing time will average three to five months.

The section certifies wastewater treatment plant operators. For information and application forms contact the PCA's Operator Training Unit, (612) 296-7233. Fees for certification are:

application for examination	\$ 5.00
issuance of certificate	\$ 5.00
re-examination	\$ 5.00
renewal (for lapsed certifications)	\$ 5.00
reinstatement or reciprocity	\$10.00

Certification examinations are given at various locations around the state and the metro area at the completion of wastewater operator training programs.

The Facilities Section conducts workshops and seminars to train wastewater treatment facility operators. For information and application forms contact the PCA Operator Training Unit, (612) 296-7233. Fees for most seminars are \$30.00 and last three or four days.

A program to assist in proper operation and maintenance of municipality owned wastewater (sewage) treatment facilities is available from the Facilities Section, Division of Water Quality. The overall objectives are to provide training for the facility operator and to improve the performance of municipal wastewater treatment facilities.

This service may be available to a municipality that owns and operates a treatment facility which is not operating properly. For information or to request assistance contact the Operations Unit of the PCA, (612) 296-7207.

No initial internal forms are necessary. A letter requesting assistance is needed from the municipality. There are no fees for this service. Requests are received and evaluated as quickly as possible. The length of time needed to receive this service is dependent on availability of staff and complexity of the operational problems.

SURFACE AND GROUNDWATERS SECTION, (612) 296-7242

John F. McGuire, section chief

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.

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.

For information and applications contact the PCA's Surface and Groundwaters Section, (612) 296-7256. Completed applications will require a minimum of four to five months for processing by state and federal offices. There are no fees.

The section maintains a Clean Lakes Inventory File (CLIF), a water quality data storage system on Minnesota's lakes. For information from the CLIF system contact the PCA's Surface and Groundwaters Section. Data requested by telephone can be received immediately. Mail requests may take up to a week to answer. There is no fee for this service.

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. This is a water transparency test which generally provides a measurement of algal productivity of a body of water. Over a period of time citizens may notice a change in their lake due to a change in nutrient input. This change may be seen as a decrease in water transparency. For information or application forms for this program contact the PCA's Surface and Groundwaters Section, address above, or the Limnological Research Center, Pillsbury Hall, University of Minnesota, Minneapolis, Mn. 55455, (612) 373-4508. 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. Equipment is usually sent within one month of the application.

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.

To obtain information on existing effluent limitations or to request the establishment of additional effluent limitations contact the PCA's Surface and Groundwaters Section, (612) 296-7250. There are no forms or fees. Establishment of the effluent limitations usually requires two weeks.

Water quality data from over 200 stations throughout Minnesota are stored in the STORET computer system. Data is available from 1953 to the present. For information contact the Surface and Groundwaters Section. There are no forms or fees for this service. The agency may reject requests for unusually large data retrievals. There is normally a two week waiting period for data requests.

COMPLIANCE AND ENFORCEMENT SECTION, (612) 296-7236

Tim K. Scherkenbach, section chief

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.

The section monitors the compliance of all municipal and industrial waste discharges to the waters of the state by possessors of National Pollutant Discharge Elimination System (NPDES) permits or State Disposal Permits.

For information regarding permit compliance, procedures for modification of waste discharge or manufacturing process, transfer of ownership of permits, reporting forms or for general assistance, contact the PCA's Compliance and Enforcement Section, (612) 296-7236.

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.

If you are responsible for, or aware of, a spill or leakage of any substance or material

which may cause pollution of waters of the state, immediately contact the PCA's Spills Unit, (612) 296-7235. There are no forms or fees.

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.

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. To register a complaint contact the PCA's Compliance and Enforcement Section at (612) 296-7709.

PLANNING SECTION, (612) 296-7241

Paul E. Davis, section chief

The Planning Section is responsible for planning actions necessary to achieve the national water quality goal — that the state's waters will be "fishable and swimmable" by 1983.

The Planning Section is preparing a Water Quality Management Plan for the state as required by section 208 of the Clean Water Act. Citizen involvement in this program is actively encouraged. A monthly newsletter informs interested citizens of the progress of the program.

Requests to be put on the mailing list should be addressed to the PCA's *208 Bulletin* at the agency's address above, or by calling (612) 296-7244. No forms are required and no fee is charged. The *208 Bulletin* is issued monthly. Other information is published at irregular intervals and announced in the Bulletin.

Water Quality Management Basin Plans, prepared in 1974 and 1975, inventory municipal, industrial and agricultural wastewater generation, assess water quality, and identify treatment needs and applicable water quality standards. The nine basin plans cover the entire state with the exception of the Lake Superior basin and the seven-county Twin Cities metro area. They are the first phase of the water quality planning effort; the 208 program described above is the second phase.

Information on the basin plans is available from the PCA's Division of Water Quality, Planning Section. Copies of the basin plans are available from the Documents Section, Department of Administration. Copies of the relevant basin plans are deposited in a public library in the county seat of each county, and in other principal libraries. Each basin plan costs \$5.00 plus tax.

DIVISION OF AIR QUALITY, (612) 296-7331

Edward M. Wiik, director

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. Thirty-two air pollution control regulations are presently in effect for the state of Minnesota regulating numerous pollutants affecting the ambient air.

ENGINEERING SECTION, (612) 296-7334

Louis M. Chamberlain, P.E., chief

The Engineering Section issues installation permits for the construction of emission facilities and the installation of air pollution control equipment. It also issues operating permits for the operation of these facilities and equipment. When the emissions to be abated involve a lengthy abatement program, a stipulation agreement must be written and approved by the Pollution Control Agency Board.

For information or applications contact the PCA's Division of Air Quality, Engineering Section. There is no fee for obtaining permits.

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) the applicant must first obtain authorization from the state Environmental Quality Board in accordance with EQB regulations, and this time can extend into several months. If the applicant is receiving a hearing before the PCA board at its regular monthly meeting in Roseville, Minnesota, for a permit or stipulation agreement, the time involved can be several hours because agenda time cannot be definitely scheduled since discussion and consideration of items previously scheduled on agenda may take more time than anticipated.

ENFORCEMENT SECTION, (612) 296-7371

Gary A. Pulford, chief

The Enforcement Section handles all complaints regarding air pollution in the metro area and regulates open burning permit issuances and enforcement of the open burning regulation requirements.

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 PCA regional offices or can be sent directly to the appropriate regional office. There are no forms or fees. Processing complaints usually takes two weeks in order for proper and needed investigation to be completed.

The section processes permit applications for open burning in special instances under controlled conditions. For information or applications contact the PCA's Division of Air Quality, Air Enforcement Section, (612) 296-7300.

The form needed is the "Open Burning Permit Application." This form may be obtained by mail or in person from the Division of Air Quality, at the Pollution Control Agency's address above. There is no state fee for this permit although there may be a local fee. Processing usually takes one to two weeks. At certain times of the year, there may be a ban on open burning. All requirements of the open burning regulation must be met before a permit is granted.

TECHNICAL SERVICES SECTION, (612) 296-7333

Gary Eckhardt, section chief

The Technical Services Section collects information about air pollution and air quality in the state.

The 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. For information concerning the APEX contact the Pollution Control Agency, Division of Air Quality, Technical Services Section (612) 296-7263.

Requests for more detailed air quality information not presented in the APEX are made to the section, telephone (612) 296-7264. There usually are no forms or fees. A general request can usually be processed in two weeks.

The section provides special environmental air monitoring on a limited basis. Requests for special air sampling are approved on an individual basis provided adequate instrumentation and staff time are available.

To make requests for this service contact in writing the PCA's Division of Air Quality, Technical Services Section, (612) 296-7282. There are no forms or fees.

PLANNING AND TRANSPORTATION CONTROL SECTION, (612) 296-7265

Bradley J. Beckham, chief

The Planning and 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 deterioration. The section also reviews Indirect Source Permit Applications and prepares staff recommendations for approval by the agency board.

NOISE POLLUTION CONTROL SECTION, (612) 296-7340

Al Perez, P.E., section chief

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 PCA staff will advise in the selection and procurement of instrumentation.

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.

For information or to file a noise complaint, contact the PCA's Division of Air Quality, Noise Section. There are no forms or fees.

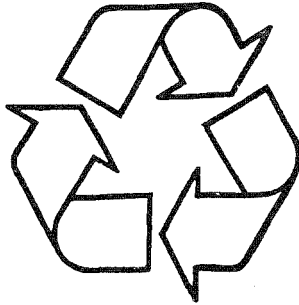
At least two weeks are required for a survey to be performed and an additional two to three days are required for a report on the results. The complainant will be notified as to the scheduled date and time of the survey. The complainant may be present but this is not required.

The section lends automatic noise monitors to the public so that they can make noise evaluations. For further information or to request a noise monitor contact the PCA's Division of Air Quality, Noise Section, at its number listed above. There are no forms or fees.

DIVISION OF SOLID WASTE, (612) 296-7316

Robert A. Silvagni, director

The Division of Solid Waste enforces and administers all laws relating to solid waste management in the state.



RESOURCE RECOVERY SECTION, (612) 296-7323

Don Kyser, section chief

The Resource Recovery Section provides encouragement through grants and permits to those interested in recovering usable materials from waste products.

The section issues permits for solid waste resource recovery and energy recovery facilities. For information or applications contact the PCA's Division of Solid Waste. 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 PCA. There are no fees. Processing of an application usually takes from one to two months.

The section also provides 100% 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. For information or applications contact the PCA's Division of Solid Waste, (612) 296-7288.

The form needed is the "County Abandoned Motor Vehicle Reimbursement Form." This form may be obtained by mail or in person from the PCA. There are no fees. Processing of an application usually takes from three to five weeks.

The section issues licenses to collectors and collector-transporters of scrap metal who wish to engage in the Abandoned Automobile Recycle Program in Minnesota. For information or applications contact the Pollution Control Agency's Division of Solid Waste.

The forms needed are the "Abandoned Auto Program Collector and Collector-transporter License Application" and the "Requests for Notification of Solicitation of Bids." There are no fees. Processing of an application usually takes from three to five weeks.

SYSTEMS MANAGEMENT SECTION, (612) 296-7325

Bruce Brott, section chief

The Systems Management Section issues permits for solid waste disposal facilities such as sanitary landfills, demolition waste landfills, and transfer stations.

For information or applications contact the Division of Solid Waste, Systems Management Section. 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. There are no fees. Processing of an application usually takes from two to three months.

AGRICULTURAL WASTE SECTION, (612) 296-7327

Terry Huntrods, section chief

The Agricultural Waste Section issues permits for construction and operation of animal waste facilities. For information or applications contact the section at the PCA's address listed above. Application forms may also be obtained from the county zoning offices or from the county soil conservation officers.

The form needed is the "Permit Application for Construction and Operation of a Livestock Feedlot, Poultry Lot, or Other Animal Lot." There are no fees. Processing of an application takes a maximum of 15 working days.

ENFORCEMENT SECTION, (612) 296-7319

The Enforcement Section ensures compliance with the Pollution Control Agency's regulations at permitted solid waste disposal facilities and investigates solid waste complaints received by the PCA.

For information or to register a complaint contact the Enforcement Section at the PCA's address (listed above) or phone the above number. 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, (612) 296-7317

James Kinsey, section chief

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.).

For information regarding these proposed programs contact the PCA's Division of Solid Waste, Hazardous Waste Management Section, (612) 296-7352.

REGIONAL OFFICES, (612) 296-7339

Robert R. Hamilton, coordinator

The PCA maintains five regional offices throughout the state to assist the public. If complete service cannot be provided by a regional office requests for PCA services will be referred to the PCA's headquarters in Roseville, Minnesota.

Region I

John Pegors, Director
1015 Torrey Building
Duluth, Minnesota 55802
(218) 723-4660

Region IV

Larry Johnson, Director
Southwestern State University
Box 286
Marshall, Minnesota 56258
(507) 537-7146

Region II
Larry Shaw, Director
615 Oak Street
Brainerd, Minnesota 56401
(218) 828-2492

Region V
Larry Landherr, Director
821 Third Avenue Southeast
Suite 65, Kings Row Building
Rochester, Minnesota 55901
(507) 285-7343

Region III
Willis Mattison, Director
116 East Front Street
Detroit Lakes, Minnesota 56501
(218) 847-2164

Board of Psychology

717 Delaware St. S.E., Room 343
Minneapolis, Minnesota 55414
(612) 296-5419

Harriette Hartung, executive secretary

Minnesota Statutes, sections 148.88-148.99

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.

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.

For information on licensing, to file an application or to file a complaint, contact the Board of Psychology at the above address. Applications must be filed approximately 2½ months before the examination date. Application forms are available from the board. The application fee is \$100. The biennial renewal fee is \$75.00. Allow one week to receive application forms. There is approximately a one month wait for notification after the examination has been taken.

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

Minnesota Statutes, chapter 353

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.

The association provides forms and instructions for filing for benefits. To receive application forms and assistance, contact the Public Employees Retirement Association at the above address and telephone number. There are no fees for this service. When applications are properly filed, benefits are payable as of the date of eligibility.

Minnesota State Retirement System

529 Jackson Street
St. Paul, Minnesota 55101
(612) 296-2761

Paul L. Groschen, executive director

Minnesota Statutes, sections 3A, 352, 352B, 352C, 352D, 356 & 490

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 and 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.

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 the Minnesota State Retirement System at the above address.

There is no fee to apply for retirement benefits. The deferred compensation plan has a 2% administrative charge per pay period.

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.

Department of Revenue

Centennial Office Building

658 Cedar Street

St. Paul, Minnesota 55145

(612) 296-3401

Arthur C. Roemer, commissioner of revenue

Minnesota Statutes, chapters 270-299

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 suggestion tax law changes for the Governor and legislature.

In addition, the department collects the local sales tax for Minneapolis and Rochester and the liquor tax for the Metropolitan Stadium Commission. Finally, the department is responsible for the overall supervision of local property tax administrators and agencies. There are more than 3,000 local governmental units in Minnesota. The department issues guidelines to ensure that property tax laws are administered uniformly by local governmental units and to ensure that the assessments of property are made on an equal basis throughout the state. Also, the department is responsible for determining that cities and counties do not spend more than the limits set by the legislature.

George Winter, deputy commissioner

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 the employee suggestion system.

Gregg Miller and Dennis Erno, assistant commissioners

The department has two assistant commissioner positions. The management responsibilities of the department have been divided into two general offices, each headed by an assistant commissioner: the Office of Income, Sales and Use Taxes and the Office of Property and Special Taxes. The assistant commissioners are responsible for supervising and coordinating the day-to-day activities of the department's nine divisions.

OFFICE OF THE ATTORNEY GENERAL, (612) 296-3421

C. Hamilton Luther, deputy attorney general

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, (612) 296-3410

Dorothy McClung, research attorney

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.

RESEARCH OFFICE, (612) 296-3425

Daniel Salamone, director

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.

A variety of free publications are available to the public on state taxes or state tax collections. These include:

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1. *1978 Minnesota Tax Guide*, a booklet about all types of state and local taxes, licenses and permits;
 2. *Quarterly and Annual Sales and Use Tax Reports*, 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.
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For copies of the above publications, contact the Department of Revenue, Research Office.

OPERATIONS AUDITING OFFICE, (612) 296-1022

Robert Turnquist, director

The Operations Auditing Office determines methods to increase the effectiveness of the department.

FINANCIAL SERVICES OFFICE, (612) 296-3416

Richard Ristow, director

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.

PERSONNEL OFFICE, (612) 296-3414

Ron Olson, director

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.

SYSTEMS OFFICE, (612) 296-3430

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.

ADMINISTRATIVE SERVICES DIVISION, (612) 296-3411

Jon Schaefer, director

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, (612) 296-3489

Dennis Louis, supervisor

Taxpayers may bring their tax return for payment in person to the Cashier Section.

To pay your tax in person, contact the Department of Revenue, Cashier Section, 1st Floor, Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155.

REFUND SECTION, (612) 296-2041

Mary Lou Trebiani, supervisor

The Refund Section controls, records and issues tax refunds. Refund checks payable to a deceased person may be reissued to next of kin on request. Duplicate refund checks may be released if a refund is lost or stolen.

For forms and assistance concerning refunds, contact the Department of Revenue, Refund Section.

Forms needed for reissuing a refund are:

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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 duplicate warrant can be issued to replace a lost or stolen refund check.
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ACCOUNTS SECTION, (612) 296-3432

The Accounts Section processes transactions and maintains tax accounts for the Department of Revenue.

For information on prepayment of estimated taxes, or assistance about a prior year's refund, contact the Department of Revenue, Accounts Section.

Before contractors or subcontractors can be paid for work performed for the state or any of its subdivisions, a statement verifying that their withholding taxes are paid, must be obtained from the Accounts Section.

For information or affidavit forms, contact the Accounts Section, (612) 296-6242.

The form needed is Form IC-134, Affidavit for Obtaining Final Settlement of Contract.

MASTER FILE SECTION, (612) 296-2863

Janet Opsahl, supervisor

The Master File Section registers all tax identification numbers used by businesses in the state.

Before doing business in Minnesota, a taxpayer must register for a tax identification number.

For information and to obtain forms, contact the Department of Revenue, Master File Section.

INCOME TAX DIVISION, (612) 296-3781 or 3445

Gerome Caufield, director

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.

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.

For assistance or forms, including withholding tax instructions and tables contact, the Department of Revenue, Income Tax Division.

Forms may also be obtained from any of the 11 district offices. Income tax laws and regulations may be obtained from the Documents Section, also in the Centennial Office Building, St. Paul, Minnesota 55145.

FIELD OPERATIONS DIVISION, (612) 296-6948

Chauncey Peterson, director

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.

SALES AND USE TAX DIVISION, (612) 296-6181

Donald S. Mundahl, director

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. In addition, they collect the local sales tax for Minneapolis and Rochester and the liquor tax for the Metropolitan Stadium Commission.

All businesses 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.

For information or forms, contact the Department of Revenue, Sales and Use Tax Division, Capitol Square Building, 11th & Cedar Streets, St. Paul, Minnesota 55145.

The forms used are the monthly return, Form ST-1 and the request to file quarterly or annual return, Form ST-12.

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.

For information or forms, contact the department's Sales & Use Tax Division at its above listed address.

Some of the commonly used exemption certificate forms are:

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1. 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.
 2. Form ST-4. Purchasers of electricity, gas, steam or other fuels used or consumed in agricultural or industrial production must use this form.
 3. Form ST-5. All purchasers of items who intend to resell, lease or rent the items in their business must use this form.
 4. 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 for ST-16.
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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.

For copies of this booklet contact the department's Sales and Use Tax Division at its office above.

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, Department of Administration.

SERVICE AND INFORMATION GROUP, (612) 296-6431 or 6181

Clarence Ganje, group chief

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.

For help with sales and use tax questions and for all types of forms, contact the Service and Information Group at the department's Capitol Square Building address, St. Paul, Minnesota 55145.

TAX COMPLIANCE DIVISION, (612) 296-6668

Garfield Smith, director

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, (612) 296-3445

Robert Zehoske, supervisor

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.

COMMUNICATIONS UNIT, (612) 296-7042

Dorothy Bratager, supervisor

The Communications 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.

For questions about delinquent taxes, contact the Communications Unit, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55145.

ACTIONS UNIT, (612) 296-6181

Don Trimble, supervisor

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.

Requests for reduction in penalty for the late payment of taxes should be made in writing to the commissioner of revenue.

PROPERTY EQUALIZATION DIVISION, (612) 296-5131

Lyle Ask, director

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.

PROPERTY APPRAISAL SECTION, (612) 296-5131

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 make recommendations on requests for certain reassessments, exempt status applications and particular cases involving the reduction of assessed values.

ABATEMENTS AND STATE DEEDS UNIT, (612) 296-5139

Pat Zentzis, supervisor

The Abatements and State 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.

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.

County Officials may contact the Abatements and State Deeds Unit at the Department of Revenue.

STATE ASSESSED PROPERTY SECTION, (612) 296-5134

James G. O'Brien, manager

The State Assessed Property Section assesses certain properties not assessed by county or local assessors, including commercial airlift 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.

For information or forms contact the State Assessed Properties Section at the department's address.

CLASSROOM EDUCATION SECTION, (612) 296-5145

John Krueger, manager

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.

For information about classes and application forms, contact the department's Property Equalization Division, Classroom Education Section, Centennial Office Building, St. Paul, Minnesota 55145.

EDUCATIONAL INFORMATION SECTION, (612) 296-5138

Ralph Pavek, manager

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.

For information and assistance, contact the Property Equalization Division, Educational Information Section, at the department's address.

INHERITANCE AND GIFT TAX DIVISION, (612) 296-3475

Michael N. Lyons, Jr., director

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 a Minnesota Estate tax.

For information or help with inheritance tax questions and forms, or to obtain a free information booklet on inheritance taxes, contact the Department of Revenue, Inheritance and Gift Tax Division.

A detailed booklet about inheritance taxes is also available for \$.50 from the Documents Section, Department of Administration.

A person receiving real or personal property from a deceased person must file an inheritance tax return within one year after the decedent's death.

For forms or information, contact the Inheritance and Gift Tax Division. The form needed is Form IG-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.

For information or forms, contact the Inheritance and Gift Tax Division. The form needed is Form IG-100.

**ALCOHOL, TOBACCO, AND SPECIAL TAXES DIVISION,
(612) 296-3482**

Howard Anderson, director

Alcohol, Tobacco and Special Taxes Division collects taxes on alcohol and tobacco, and administers gross earnings 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, (612) 296-3482

John McDonald, section chief

The Beer and Liquor Tax Section collects taxes on wines, distilled spirits and fermented malt beverages imposed at the wholesale distribution level.

There are a number of forms. Contact the Beer and Liquor Tax Section, Capitol Square Building, St. Paul, Minnesota 55145, Forms used include, among others:

1. form LB-52-C, filed monthly by beer wholesalers.
 2. form LB-300, manifest of liquor shipment, filed by wholesalers shipping liquor into Minnesota.
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CIGARETTE AND TOBACCO TAX SECTION, (612) 296-3482

Howard Nustad, section chief

The Cigarette and Tobacco Tax Section administers the cigarette and tobacco tax laws and issues licenses for cigarette and tobacco distributors and subjobbers.

For information and forms which must be filed by cigarette and tobacco products businesses, contact the Cigarette and Tobacco Tax Section, Capitol Square Building, St. Paul, Minnesota 55145. Forms used include, among others:

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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.
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The following license fees are required annually:

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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.
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GROSS EARNINGS TAX SECTION, (612) 296-3482

The Gross Earnings Tax Section administers various gross earnings taxes from 4 to 7 percent depending on the type of company.

For information and forms, contact the Gross Earnings Tax Section, Capitol Square Building, St. Paul, Minnesota 55145. 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

Other taxes administered by this division and forms required are:

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1. rural electric cooperative tax-form SP-1
 2. boxing exhibition tax-form SP-5
 3. mortgage registry tax-form SP-8 (filed by county treasurers)
 4. deed transfer tax-(forms filed by county treasurers)
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For more information and forms contact the Department of Revenue, Alcohol, Tobacco and Special Taxes Division.

LOCAL GOVERNMENT AIDS AND ANALYSIS DIVISION, (612) 296-2246

Wallace Dahl, director

The Local Government Aids and Analysis 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. 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.

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.

For information and copies of the publications, contact the department's Local Government Aids and Analysis Division, Centennial Office Building, St. Paul, Minnesota 55145.

PETROLEUM DIVISION (612) 296-3511

James F. Dagen, director

LICENSE SECTION, (612) 296-3511

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.

For information on Minnesota's petroleum operations or a free information packet describing the types of taxes or licenses, contact the division's License Section, 1276 University Avenue, St. Paul, Minnesota 55145.

Licenses, permits and fees issued by this section are:

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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.
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COLLECTION SECTION, (612) 296-3518

Donald Sahlin, supervisor

The Collection Section collects all types of motor fuel and aviation fuel taxes received from tax returns filed by distributors, special fuel dealers, bulk purchasers and operators of motor carriers.

For necessary gasoline and special fuel tax forms and help in filling out forms, contact the division's Collection Section, 1276 University Avenue, St. Paul, Minnesota 55145.

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 licensed bulk purchasers 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. 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.
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REFUND SECTION, (612) 296-3515

Bernard A. Holland, supervisor

The Refund Section receives gasoline tax refund forms and processes and issues refunds.

For refund application forms and assistance in filing forms, contact the Refund Section, 1276 University Avenue, St. Paul, Minnesota 55145. There are no fees.

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-AV, 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 the tax is paid to the other state, for a refund of taxes paid on that fuel in Minnesota.
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AUDIT SECTION, (612) 296-6112

Larry K. Trimble, supervisor

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.

For information on record keeping and preparing reports, applicants for a license may contact the Audit Section, 1276 University Avenue, St. Paul, Minnesota 55145.

Southern Minnesota Rivers Basin Board

500 Space Center
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-0676
Marilyn Lundberg, administrative assistant

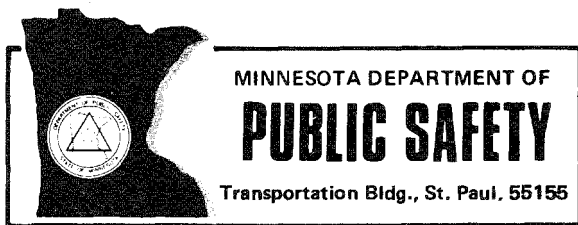
Minnesota Statutes, chapter 114B

The Southern Minnesota Rivers Basin Board 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 board 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 board can guide and assist an area with implementation of any part of the recommended plan.

The board 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.

For copies of the Minnesota River Basin Report, contact the Southern Minnesota Rivers Basin Board at the above address and phone number. The report is free.



211 Transportation Building
St. Paul, Minnesota 55155
Edward G. Novak, commissioner, (612) 296-6642

Minnesota Statutes, chapters 12, 168-171, 297B, 299A-299I, 340.

The Department of Public Safety enforces laws relating to drivers, vehicles, traffic, liquor, natural and man-made disasters, criminal activities and fire risks.

Mary M. Williams, deputy commissioner, (612) 296-6642

OFFICE OF PUBLIC INFORMATION, (612) 296-6652

Zita Lichtenberg, director

The Office of Public Information provides information and educational services concerning the operations of the department and safety oriented topics.

The office has available a variety of pamphlets and written material, including the *Minnesota State Drivers Manual*. The office will answer specific questions about Minnesota's traffic laws. They do not offer legal opinion or interpretation, but can tell an inquirer the applicable state statute.

For information or to request materials, contact the Office of Public Information, 318 Transportation Building, St. Paul, MN 55155. There is no charge for any of the materials.

The office also operates the Minnesota crime watch program. The program is brought to the people of Minnesota through crime watch representatives in local police and sheriff departments. Information, assistance and a variety of materials are available to those local representatives.

For information or to request materials, contact the Minnesota Crime Watch, at the office of Public Information, (612) 296-7541. There is no charge for any of the materials.

OFFICE OF TRAFFIC SAFETY, (612) 296-6953

Thomas A. Boerner, director

The Office of Traffic Safety is responsible for the planning and administration of a statewide traffic safety program in accordance with the requirements of the Highway Safety Act of 1966. Federal funds are available to assist counties, municipalities and school districts in improving local traffic safety programs. Specific program areas include: bicycle and pedestrian safety; police training;

driver education; railroad crossing safety; school bus driver training; emergency medical services. Services provided to the public include free distribution of an annual crash facts report and other traffic safety literature and the answering of inquiries on traffic safety subjects.

For information and assistance concerning local traffic safety programs, contact the Office of Traffic Safety, 207 Transportation Building, St. Paul, MN 55155.

ADMINISTRATION, (612) 296-6642

Milan Rajacich, assistant commissioner

OFFICE OF PERSONNEL, (612) 296-2905

Jean Rozeske, director

The Office of Personnel 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.

The office handles all job applications for the department. Interested applicants can find out about current job openings and request application forms by calling or stopping at the Office of Personnel, 210 Transportation Building, St. Paul, MN 55155.

The Office of Personnel gives a number of civil service tests. Information regarding upcoming tests is available from the Department of Personnel, 3rd Floor, Space Center Building, 444 Lafayette Road, St. Paul, MN 55101, (612) 296-2616.

OFFICE OF FISCAL AND ADMINISTRATIVE SERVICES, (612) 296-6994

Donald Keller, director

The Office of Fiscal and Administrative Services provides fiscal and nonfiscal support to the other units of the Department of Public Safety.

The fiscal section maintains all financial accounts, prepares and monitors the budget, processes all bills for payment, and controls the departmental payroll processing.

The administrative services section coordinates purchasing, printing, contracts, leases, telecommunications, and building maintenance with other state departments.

OPERATIONS, (612) 296-6642

James L. Pederson, assistant commissioner

OFFICE OF MANAGEMENT INFORMATION, (612) 296-7589

The office provides professional staff support to the department by studying methods and procedures and developing information systems with an emphasis on use of automatic data processing.

OFFICE OF CRIMINAL JUSTICE INFORMATION SYSTEM, (612) 296-2252

The Office 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.

BUREAU OF CRIMINAL APPREHENSION, (612) 296-2662

Paul J. Tschida, superintendent

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 or 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.

Law enforcement officials may avail themselves of these services by writing the Bureau of Criminal Apprehension, 1246 University Avenue, St. Paul, MN 55104. For special services, call the following numbers:

General Investigative Services	296-2662
Narcotic Investigative Services	296-2831
Police Training Services	296-6482
Laboratory Services	296-2665
Criminal Justice Information Services	296-2252

All such services are without charge.

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.

Specific information and application forms may be obtained by contacting the Bureau of Criminal Apprehension. There is no fee for this permit. Application forms are available from the bureau. It may take three to five weeks to receive a permit.

The bureau provides statistical information relating to crimes and crime trends in Minnesota. This information may be obtained by contacting the Bureau of Criminal Apprehension. There are no fees or forms. All requests are handled as they are received.

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.

For information or to request an application and bond form, contact the Bureau of Criminal Apprehension. The form must be completed in duplicate. Application must include:

1. \$5000 surety bond;
2. two photographs of each person signing the application;
3. 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;
4. 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, a member of a city police department ranking above a patrolman, or someone who has worked in an equivalent occupation for at least three years;
5. 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
6. a full set of fingerprints for each person signing the application.

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

The licensing procedure takes at least four weeks.

DRIVER AND VEHICLE SERVICES DIVISION, (612) 296-6911

Kenneth A. Dirkzwager, director

The Driver and Vehicle Services Division registers motor vehicles, issues ownership certificates, processes applications received through the mail, licenses motor vehicle dealers, registers bicycles, tests, evaluates and licenses all drivers, maintains records of all moving violations and accidents, records locations of every reported accident, assists in driver education efforts, and supplies driver and vehicle information to the public.

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 the Driver and Vehicle Services Division: 161 Transportation Building, St. Paul, MN 55155.

AUDIT SECTION, (612) 296-2915

The Audit Section 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, (612) 296-2832

Al Lindholm, supervisor

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 of the division. They provide no services directly to the public.

CUSTOMER SERVICES SECTION, (612) 296-7932

Margaret Barry, supervisor

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.

The section answers inquiries concerning drivers license, motor vehicle registration, motor vehicle records, and motor vehicle registration and excise tax. Motor vehicle record information may be obtained by mail or in person at the public counter in the Transportation Building in St. Paul. The section will send annual tax notices to owners who indicate that they have not received their notice.

For information, write, visit or call the Driver and Vehicle Services Division, Customer Services Section, 161 Transportation Building, St. Paul, MN 55155, (612) 296-6911. There are no forms for information requests. The section charges \$1.00 for record search by license plate number and \$2.00 for search by name or vehicle identification number. The section answers most questions immediately. Record information which is requested by mail requires at least four days.

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.

For information or to make an application, contact the Driver and Vehicle Service Division, at its address and phone number listed above.

Forms used include:

title and registration application	DPS 2000
duplicate title and plate application	DPS 2067
grant, reassign or release a lien	DPS 2017
refund request form	DPS 2511
correct certificate of title	DPS 2025

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. Excise (sales) tax is 4% of vehicle sale price.	
title fee	2.00
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 (recycle) tax	1.00
filing fee in person	1.50*
filing fee by mail	1.50*

*Note: These fees will be going up to \$1.75 on 1/1/79 and \$2.00 on 1/1/80

TITLE EXAMINING SECTION, (612) 296-6911

Carl Peaslee, supervisor

The Title Examining Section regulates the 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.

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.

For information, contact the Driver and Vehicle Services Division, Title Examining Section, 2nd Floor Transportation Building, St. Paul, MN 55155.

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. 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, (612) 296-6911

Carl Peaslee, supervisor

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.

For information, contact the Driver and Vehicle Services Division, Bicycle Registration Section, 218 Transportation Building, St. Paul, MN 55155.

The proper form is provided by the section. The license fee is \$3.00 plus a 50¢ service cost. A duplicate license or registration card costs \$1.00 plus the 50¢ service fee. The license is good for three years.

PRORATE AND RECIPROCITY SECTION, (612) 296-2138

Andrea Peura, supervisor

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.

For information and application, contact the Driver and Vehicle Services Division, Prorate and Reciprocity Section, 167 Transportation Building, St. Paul, MN 55155.

Forms are available from the section. Fees depend on gross weight of vehicle licensed. The standard filing fees are also charged. Trip permits and temporary authorization may be obtained during the working day (7:30 a.m. to 4:30 p.m.)

PARTIAL PAY SECTION, (612) 296-6911

Ed Kopcinski, supervisor

The Partial Pay Section registers trucks and truck-tractors other than prorate with an annual tax greater than \$300.00 per unit by accepting a down payment and two installments.

For information, contact the Driver and Vehicle Services Division, Partial Pay Unit, 157 Transportation Building, St. Paul, MN 55155.

Forms are supplied by the unit. The down payment is \$300.00 or one third of the tax due whichever is greater and the two installments are each equal to half the remaining balance. Installment payments are due May first and September first.

LICENSING, RECORDS AND CONTROL SECTION, (612) 296-6911

Ernest Scheidness, supervisor

The Licensing, Records and Control System 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.

The section will provide a copy of violations and license status of an individual. The section also issues donor certificates (allowing the use of all organs for transplants) and 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.

For license applications, non-qualification cards, donor certificates or the location of the nearest drivers license examination station, contact the Driver and Vehicle Services Division, Licensing, Records and Control, 108 Transportation Building, St. Paul, MN 55155.

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 full name, date of birth, license number and return address.

TYPE OF LICENSE	LICENSE FEE
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
moped (motorized bicycle) permit	2.50
duplicate, all licenses	1.50
duplicate, moped	1.00

There is an additional 50¢ 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 \$2.00 and an additional 50¢ is charged to certify the copy.

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, (612) 296-6911

James G. Cunningham, supervisor

The Driver Evaluation Section interviews individuals whose record warrants possible license suspension, cancellation or revocation. The section holds hearings for drivers with suspended, cancelled or revoked licenses.

The section interviews, by appointment, drivers who may possibly lose their licenses. These interviews inform the individual of the possible action that may be taken if the poor driving habits continue. Interviews are held at county clerks of court offices, 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.

For information, a hearing or an interview, contact the Driver and Vehicle Services Division, Driver Evaluation Section, 108 Transportation Building, St. Paul, MN 55155.

There are no forms or fees. Hearings are held on a first come, first serve basis. Hearings are held during normal office hours; 8:00 a.m. to 4:30 p.m. Generally, a hearing requires a two to three hour wait. Interviews are held Monday through Friday by appointment.

ACCIDENT RECORDS SECTION, (612) 296-6911

Robert Knutson, supervisor

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 the location and cause of every reported accident.

A request for a copy of the police officer's report may be made only by persons involved in the accidents. For accident reporting forms or photo copy of officer's report, contact the Driver and Vehicle Services Division, Accident Records Section, 110 Transportation Building, St. Paul, MN 55155.

There is a form used to request the officer's report; but it is not required for a request. Using the form enables faster processing. If the form is not used, then this information is required: name of persons involved, date and location of accident and a statement from an involved person authorizing the photo copy. The fee for a copy of the officer's report is two dollars. A mailed request takes five working days. An in-person request takes one hour.

NO-FAULT INSURANCE SECTION, (612) 296-6911

J. L. Jacobson, supervisor

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.

For information on license suspension due to lack of insurance, contact the Driver and Vehicle Services Division, No-Fault Insurance Section, 116 Transportation Building, St. Paul, MN 55155.

DRIVER EDUCATION SECTION, (612) 296-6911

Rollis Odendahl, supervisor

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.

For information, contact the Driver and Vehicle Services Division, Driver Education Section, 314 Transportation Building, St. Paul, MN 55155.

DRIVER EXAMINING SECTION, (612) 296-6911

Harold Peterson, chief examiner

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 court's office for location and time of examination in that area. The section prints a *Driver Manual* which is available to the public.

For information or to receive the *Driver Manual*, contact the Driver and Motor Vehicle Services Division, Driver Examining Section, 151 Transportation Building, St. Paul, MN 55155.

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. 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.

EMERGENCY SERVICES DIVISION, (612) 296-6911

Roger Franke, director

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, (612) 778-0800

Robert C. Smith, assistant director

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.

The section maintains a duty officer 24 hours a day to respond to emergency requests. For assistance, contact the Department of Public Safety, Emergency Services Division, Room B5, State Capitol Building, St. Paul, MN 55155.

ADMINISTRATION AND TRAINING SECTION, (612) 296-2233

Stanley C. Anderson, assistant director

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.

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.

To request a film, contact the Emergency Services Division, Administration and Training Section, Room B5, State Capitol, St. Paul, MN 55155. There are no forms or fees for borrowing films.

FIRE MARSHAL DIVISION, (612) 296-7641

Wes Werner, state fire marshal

The Fire Marshal Division inspects various public facilities for fire safety; investigates suspicious and incendiary fires, 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 fire marshals (22 fire/arson investigators and 11 life safety surveyors) located in districts around the state.

The division conducts inspections of public and parochial schools, hospitals, nursing homes, hotels, rooming houses, 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. Fire investigations can be requested only by fire chiefs, police and sheriff departments, county attorneys, and other law enforcement agencies.

The division provides information to the public regarding the Minnesota uniform fire code, removal of combustible materials, correction of fire hazards, fire prevention and general inquiries about smoke/heat detectors, fire alarms, fire extinguishers, and other fire protection appliances.

A copy of the Minnesota uniform fire code and amendments is available from the Documents Section, Department of Administration. For information relating to fire safety, contact the Fire Marshal Division, 1246 University Avenue, St. Paul, MN 55104.

The uniform fire code costs \$10.80 plus tax and the amendments cost \$2.25 plus tax.

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.

The division evaluates plans for flammable and combustible liquids and gas installations subject to fire marshal rules. Two copies of the plans are required for examination. Plans are given preliminary approval subject to compliance with the provisions of Minnesota Statutes, fire marshal rules, and local ordinances and permits. Final approval will be given following an inspection of the facility by either the area assistant fire marshal or the local fire authority.

For information and plan review, contact the Fire Marshal Division, Flammable and Combustible Liquids and Gases Plan Review Section, at its address above, (612) 296-7874. There are no forms or fees. Plan reviews take two to three weeks.

The Natural Gas Pipeline Safety Act of 1968 charged the Fire Marshal Division to inspect and keep records of the distribution and transmission of natural gas pipelines in the state. The division has promulgated minimum safety standards for pipelines. For more information, contact the Fire Marshal Division at its address and phone number above. There are no forms or fees. All requests are handled as they are received.

The division licenses dry cleaners and theatres. They inspect dry cleaners and theatres to insure that the minimum fire safety standards are met before licensing. The division must be notified in case of change of ownership or location.

To apply for a license, contact the Fire Marshal Division. The proper form is provided by the division.

Fees are:

	Calendar Year	New Owner or Location
Dry Cleaner		
Jan. 1-Dec. 31	\$10.00	\$50.00
Theatre		
Sept. 1-Aug. 31	5.00	5.00

Licenses are renewed annually, or newly issued at any time during the calendar year.

The fire prevention awareness program is conducted by all assistant fire marshals to identify problem fire areas. They inspect fires and buildings to guarantee fire safety standards, conduct public awareness programs, and maintain contact with local fire departments. They offer local presentations to interested groups and participate in various local and statewide fire schools and fire association meetings. The division processes fire incident reporting forms containing fire data to determine problem fire areas.

For information or to request a speaker, contact the Fire Marshal Division. There are no forms or fees. All requests are handled as they are received.

LIFE SAFETY SURVEY PROGRAM, (612) 296-7645

Paul G. Williams, supervisor

The Life Safety Survey Program conducts life safety surveys required by the federal government for all health care facilities which participate in the federal medicare and medicaid programs. The 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.

LIQUOR CONTROL DIVISION, (612) 296-6159**Joseph V. Novak, director**

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, (612) 296-6979**Walter E. Perl, liquor enforcement chief**

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.

For assistance, contact the Liquor Control Division, Enforcement and Inspection Section, 480 Cedar Street, Hanover Building, St. Paul, MN 55101. There are no forms or fees. A pre-license inspection usually requires two to five days after papers are received in this office.

LICENSING SECTION, (612) 296-6430**John Muer, assistant director**

The Licensing Section processes all licenses and permits approved by the Liquor Control Division. Some of the licenses are issued directly by the division and some are issued by the county or municipality and approved by the division.

For information, application forms, or bond forms, contact the Liquor Control Division, Licensing Section.

All application forms, surety bond forms, or any necessary certificate is available from the division. For a license which is issued by a municipality or county, the application forms are available at the city clerk or county auditor's office.

The surety bonds for all licenses are:

\$1000-3000 off-sale liquor

\$3000-5000 on-sale liquor

Licenses issued directly by this division are:

Type of License	Fee
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	100.00
(duplicate)	10.00
common carriers of retail Sunday liquor license	50.00
(duplicate)	5.00
import liquor license	150.00
transfers of liquor, wine, wholesale and import license	10.00

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
doctors 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

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

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, (612) 296-6936

Don Manney, superintendent of labels and imports

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.

For information contact the Liquor Control Division, Brand Labels and Registration Section, 480 Cedar Street, Hanover Building, St. Paul, MN 55101. There are no forms or fees. All requests for information are handled as they are received.

STATE PATROL DIVISION

Colonel James C. Crawford, chief

The State Patrol Division is responsible for:

1. The provision of emergency first aid and control in accident situations;
2. the enforcement of all laws relating to the safe and proper use of highways;

3. the direction of traffic when necessary for the safe use of highways;
4. the service of warrants, legal documents, and orders of the commissioner of public safety.
5. the inspection of all types of motor vehicles on a random basis to insure compliance with all safety and performance regulations.
6. 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;
7. the inspection of all stations authorized to test brake and light equipment on motor vehicles; and
8. the provision of security and protective services to the Governor and other state officials.

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.

Complaints about unsafe buses or traffic conditions will result in investigations. 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
Box 205
Mankato, Minnesota
(507) 389-1171

Minnesota State Patrol
1403 East College Drive, Route 3
Marshall, Minnesota 56258
(507) 537-6277

Minnesota State Patrol
West Metropolitan
3800 N. Dunlap
St. Paul, Minnesota 55112
(612) 482-5902

Minnesota State Patrol
East Metropolitan
3800 N. Dunlap
St. Paul, Minnesota 55112
(612) 482-5905

Minnesota State Patrol
Zeh and State Avenue
Thief River Falls, Minnesota 56701
(218) 681-3741

Minnesota State Patrol
3725 12th Street North
St. Cloud, Minnesota 56301
(612) 255-4224

Minnesota State Patrol
901 East Central Entrance
(Mailing: 1123 Mesaba Avenue, Box 39)
Duluth, Minnesota 55801
(218) 723-4885

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

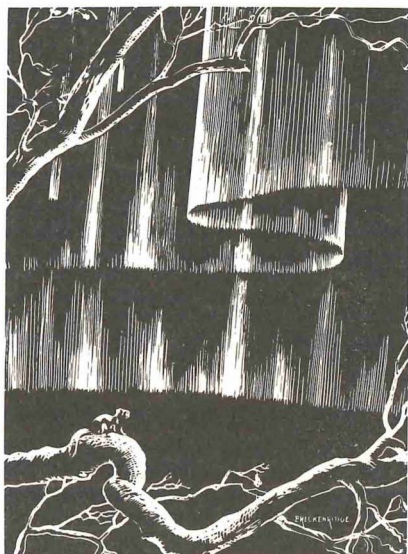
Minnesota State Patrol
P.O. Box 717
Eveleth, Minnesota 55734
(218) 741-5575

Minnesota State Patrol
1900 West County Road I
New Brighton, Minnesota 55112
(612) 636-4990

There are no forms or fees. The division 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.

To request a film, contact the State Patrol Film Library, 3800 N. Dunlap, St. Paul, MN 55112, (612) 482-5925.

There is no charge for renting films. Demand for films is heavy, so borrowers should plan their programs well in advance and make requests as early as possible.



Minnesota Academy of Science

Room 410 Pioneer Building
St. Paul, Minnesota 55101
(612) 227-6361
M. I. Harrigan, Executive Director

The Minnesota Academy of Science sponsors a variety of science programs for students and the general public. It offers memberships to the general public. The membership entitles one to receive any Academy newsletter free, and attend Academy sponsored meetings free.

Information on memberships can be obtained from the Academy by phone, or in writing the above address. Membership forms are available from the Academy.

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.

Requests for memberships are usually processed within a week to ten days after they are received.

The Annual Regional Fairs, State Science Fairs, and Research Paper Contests are open to any senior or junior high school student. The fairs and contests are held during March and April.

To register for the contest students should contact school authorities or the Minnesota Academy of Science. Registration fees are \$1.00 to \$2.00 per person or project.

The Annual Junior Science, Engineering and Humanities Symposium offers junior and senior high school students the opportunity to share their research papers and visit institutions investigating scientific and societal problems. Secondary schools in the state receive notification of the upcoming symposium. The schools select students to attend. The symposium is held every November. To register for the symposium students should contact school authorities or the Minnesota Academy of Science. There are no forms. There are no fees for students selected through the schools, however, a slight fee is charged for uninvited participants.

The Annual Science Talent Search is conducted every December. All junior and senior high school students are eligible to participate. Students write research papers on any scientific topic and are judged on them. To register for the Annual Science Talent Search students should contact school authorities or the Minnesota Academy of Science at the above address. It takes approximately three months to receive notification of awards. Awards can be scholarships, all-expense-paid trips to scientific events in other cities and varying amounts of monetary awards.

The Minnesota Mathematics contest is held every February in junior and senior high schools throughout the state. All students are eligible to enter. Students wishing to participate should contact school authorities or the Minnesota Academy of Science at the above address. It takes approximately one and one-half months to receive notification of awards. The award for first place is a \$50.00 bond.

The Industry-Education Symposium is conducted when requested by individuals. The resolution of environmental problems is the topic of the symposium. Interested persons should contact the Minnesota Academy of Science at the above address. There are no forms or fees. It takes approximately three months to organize a symposium.

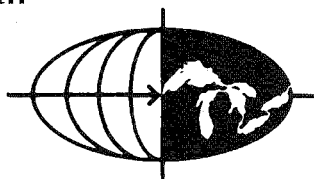
Grants of less than \$50.00 are available for junior and senior high school students for scientific research. To apply for a grant or for more information contact the Minnesota Academy of Science at the address above. There are no fees or forms. There is a wait of from one week to ten days from the date of the request to receive the grant.

The Visiting Scientist Program provides guest speakers to Minnesota secondary schools. To request a speaker, or for more information, contact the Minnesota Academy of Science at their above listed address. Forms are sent out to all secondary schools in Minnesota in the fall. There are no fees charged for this service. Requests for speakers must be made at least two weeks in advance.

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. To request a copy of the *Journal* or for more information contact the Minnesota Academy of Science at the above address. There are no forms. 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 with a membership in the organization.

Seaway Port Authority of Duluth

1200 Port Terminal Drive
Box 310
Duluth, Minnesota 55801
(218) 727-8525
Paul D. Pella, port director



Minnesota Statutes, chapter 458

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

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

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. It provides no services directly to the public.

INDUSTRIAL DEVELOPMENT SECTION

Jerome Marks, director

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. For inquiries contact the port authority, (218) 727-2913.

PUBLIC RELATIONS SECTION

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.

Inquiries may be made by phone, in person or by writing the Seaway Port Authority of Duluth at the above address and phone number, or toll free in Minnesota, 1 (800) 232-0703. There are no forms or fees. All requests are handled as they are received. Obtaining speakers and the slide presentation depends on their availability.

Office of the Secretary of State

**Room 180, State Office Building
St. Paul, Minnesota 55155
(612) 296-3266
Joan Anderson Growe, Secretary of State**

Minnesota Constitution Article V

The Secretary of State, an elected official, is the keeper of the great seal of the state of Minnesota. As keeper of the great seal, the secretary files and certifies the authenticity of official records, documents, proclamations and executive orders of the Governor, and acts of the legislature and Attorney General, and appointments made by the Governor and maintains records of all corporations doing business in the state. The secretary stores the original enrolled acts of the legislature and the original U.S. government survey notes and township plats for the state. The secretary 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 municipal documents. The secretary has rulemaking authority for voting machines, voter registration, ballot preparation, training election judges, and administration of absentee ballot procedures; serves as commissioner of voter registration for Minnesota; files candidates for multi-county offices; chairs the state canvassing board which certifies election returns for regular and special state elections; conducts training for local election officials; compiles and publishes the *Minnesota Legislative Manual* and publications on election laws and procedures.

OPEN APPOINTMENTS, (612) 296-3266

Carolyn Peabody

Minnesota Statutes 15.0597

The open appointments process is administered by the Secretary of State's office. It is the process by which the public is informed of openings on multi-member state agencies (boards, commissions, councils, committees, authorities, task forces or other similar multi-membered agencies) created by statute and having statewide jurisdiction. The secretary accepts applications from public members wishing to serve on any of the 150 state agencies. These applications are referred to the governor, commissioner, or other appropriate appointing authority in an effort to give all citizens an equal opportunity to serve.

There are four divisions in the Office of the Secretary of State: Fiscal Operations, Uniform Commercial Code, Corporations, and Election and Legislative Manual.

FISCAL OPERATIONS DIVISION, (612) 296-7976

Terri Elizondo, supervisor

The Fiscal Operations Division handles all money taken in by the Secretary of State.

Any person purchasing materials from the office of the Secretary of State must contact the appropriate division. 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.

For information call the Fiscal Operations Division. For forms or fees see the appropriate division. Requests are handled as soon as possible.

UNIFORM COMMERCIAL CODE DIVISION, (612) 296-2434

Kathy Hjelm, supervisor

Minn. Stat. ch. 336

The Uniform Commercial Code Division files financing statements on certain debts. The division also files notices of federal tax liens. All information in UCC files is available to the public.

The Uniform Commercial Code Division files:

1. financing statements which contain information required to protect a security interest. The statement sets forth the name and address of the debtor and the secured party and the collateral covered;
2. amendments which are used to change a financing statement;
3. continuations which are used to renew the five year period in which the financing statement is effective;
4. assignments which are used to assign all or part of the covered collateral to another party; and
5. releases which are used to release part or all of the collateral from a security agreement.

For information or aid in filing any of these forms call the Uniform Commercial Code Division. Forms for each of the filings are available from the division. Fees are \$2 per request on a standard form; \$3 per filing on a non-standard form; and \$1 for each additional name required to be indexed. All information will be sent within two days after receiving the proper fee and form.

The division will conduct a search to determine whether an individual has financial obligations on file with the Secretary of State. To request a search use Form UCC-11. Fees are \$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. Response to mailed requests is approximately five days. In person inquiries are handled immediately.

CORPORATIONS DIVISION, (612) 296-2803

Randall W. Sayers, director

Minn. Stat. chs. 301 & 317

The Corporations Division receives incorporation papers filed by all business, non-profit, foreign, professional, cooperative, bank and insurance corporations. The divi-

sion receives certificates of amendment, mergers, consolidations, changes of registered address, certificates of dissolution and certificates of trustee. The division registers trademarks, and auctioneer's licenses, conducts special censuses and performs substitute service of process.

All information within the Secretary of State's office is available to the public, except part of the foreign corporations annual reports. 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, Department of Administration. 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.

For information or to receive certified copies of corporate papers, call the Corporations Division. Certified copies are one dollar per page, photocopies are 25 cents per page, good-standing short-form copies are three dollars, and long-form copies are five dollars. 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.

The Secretary of State is required to approve the articles of incorporation before a corporation 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 business corporation statutes.

For information or to file articles of incorporation call the Corporations Division. There is a \$10 filing fee for all filings under Chapter 301. Also, add the county recorder's fee of \$1 per page, minimum \$3 fee.

Forms are available from the division. All filings are handled as the proper forms and fees are received.

The Corporations Division files the articles of incorporation of all nonprofit 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. For information or to file for incorporation, call the Corporations Division.

Fees are:

1. Articles of incorporation	\$12.00
2. Merger or consolidation, amendment	6.00
3. Change of registered address	2.00
4. Court dissolution	2.00

Forms are available from the division. All filings are handled as the proper forms and fees are received.

ASSUMED NAMES AND TRADEMARK SECTION, (612) 296-9213**Kathy Hjelm**

The Assumed Names and Trademark Section files all assumed names and trademarks, renewals of trademarks and 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.

On August 1, 1978 this section began filing certificates of assumed names. Any person or business organization conducting a commercial business in Minnesota under a name other than their true full name must file a certificate of assumed name with the Secretary of State.

The Secretary of State will provide forms upon request. A filing lasts ten years and may be renewed for additional ten year periods. If a change occurs which makes the information on a filing incorrect an amended certificate of assumed name must be filed within 60 days of the change.

Original certificates and amended certificates must be published in a qualified newspaper for two successive issues. Proof of publication must accompany the filing.

Filing Fees Are:

Certificate of Assumed Name	\$20.00
Amended Certificate	\$20.00
Renewal	\$10.00

The section requires three specimens of the trademark. The section does not file trade names 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.

For information, assignment forms or applications for trademark, contact the Trademark Section, Room 180 State Office Building, St. Paul, Minnesota 55155. Proper forms are provided by the section. Fees are:

Trademark filing fee	\$18.00
Renewal filing fee	12.00
Assignment of trademark	5.00

The section files all trademarks after forms and fees are received. Information requests are handled immediately.

The section will provide information on all auctioneers licensed in the state, and files money order and employment bonds. A money order bond entitles businesses to sell money orders and an employment bond entitles businesses to function as an employment agency. For information on names of licensed auctioneers call the Trademark Section. The employment bond form is provided by the Department of Labor and Industry. Money order bond forms are available from the section. Filing forms are available from all county auditors.

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).

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 see the entire list of auctioneers licenses in the state.

FOREIGN CORPORATIONS SECTION, (612) 296-9214 or 296-9212

Virginia Daniels

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 and the U.S. government resurveys. The section files railroad, utilities, and telephone company supplement mortgages and releases.

The section files applications for certificate of authority for foreign profit and non-profit 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. For information or proper application forms call the Foreign Corporations Section.

Filing fees are:

Foreign corporation qualification fee	\$147.00
Foreign nonprofit corporation fee	22.00
Foreign corporation annual report fee	12.50

Applications are filed as soon as all forms and fees are received. 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.

For information call the Foreign Corporations Section. The section requires two copies of the summons and complaint for their purposes. Filing fees are \$5 for a domestic corporation and \$7.50 for a foreign corporation. The summons is mailed within 24 hours after the Secretary of State receives it.

The section files railroad utility and telephone company mortgages and releases. The section dates the original and files conformed copy. For information or to file documents contact the Foreign Corporations Section. The filing fee with the conformed copy and original is 75¢ per page. The filing fee with the original only is \$1.00 per page. The section files all documents as the documents and fees are received.

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. For information or copies of filed documents call the Foreign Corporations Section. A copy of a township plat is 50¢; copies of original notes are 25¢ for two facing pages. The section handles all informational requests as they are received.

ELECTION AND LEGISLATIVE MANUAL DIVISION, (612) 296-2805

Mary Ann McCoy, director

The Election and Legislative Manual Division files candidates for election to public office in multi-county districts; prepares and administers the rules for voter registration, ballot preparation, and voting machine examination and use; provides election

information to the public and to local election officials; prepares and disseminates election statistics and information; provides training programs for election officials, including instruction in election procedures; prepares and certifies state canvassing board reports for state primary, general, and special elections; and administers election recounts in multi-county legislative districts.

The Election and Legislative Manual Division publishes the *Minnesota Legislative Manual*, *The Minnesota Legislative Manual: Student Edition*, and *Minnesota Elected Officials: State, Congressional, Legislative, Judicial, County*, every odd-numbered year; *Minnesota Election Laws*, *Election Judges Guides*, *Elections Guides* for city and town clerks and for county auditors, and voter information pamphlets every even-numbered year.

The Election and Legislative Manual Division provides the following services directly to the public:

1. information about election procedures;
2. files of affidavits of legal newspapers;
3. information about chapter numbers and originals of laws passed each legislative session;
4. inspection of copies of federal campaign committee and candidate expense reports;
6. copies of Election and Legislative Manual Division publications.

ELECTION PROCEDURES SECTION, (612) 296-2805

The Election Procedures Section files candidates for election to public office in multi-county districts for regular and special elections. Requirements for filing fees, petitions in lieu of filing fee, and nominating petitions for these offices are as follows:

OFFICE:	FILING FEE	PETITION-IN LIEU-OF-FEE SIGNATURES	NOMINATING-PETITION SIGNATURES
President/V. President	none	none	2,000
U.S. Senator	\$150	2,000	2,000
U.S. Representatives	100	1,000	1,000
MN Constitutional Office	100	2,000	2,000
MN Legislator	20	500	500
MN Supreme Court Justice	100	2,000	none
MN District Court Judge	100	500	none

Candidates may file properly-notarized affidavits of candidacy (available from this office without charge) in person or by mail; affidavits must be received during the filing period. Filing for offices to be elected November 7, 1978, general election, opens July 5, 1978, and closes at 5 p.m. on July 18, 1978.

The Election Procedures Section provides the following services directly to the public:

1. information on election procedures, voter registration, precinct caucuses, and absentee voting;
2. file of precinct maps of Minnesota cities;
3. election calendars for regular and special state elections;
4. voting and registration statistics for regular and special state elections.
5. statistics for regular and special state elections;

For assistance and information call the section.

LEGISLATIVE MANUAL SECTION, (612) 296-2805

The Legislative Manual Section publishes *The Minnesota Legislative Manual* every odd-numbered year. The manual is then distributed without charge to the state historical society, state universities, state library, Library of Congress, Minnesota veterans home, state high schools, elementary schools, colleges, public libraries, and the public. Copies of the *Minnesota Legislative Manual* are also distributed by statute to legislators and other elected state officials, state institutions, appointed heads of departments, officers and employees of the legislature, justices of the supreme court, judges of the district court, senators and representatives in congress from this state, and county auditors. Copies are also distributed to other state and local governmental agencies by the Secretary of State.

Copies of the *Minnesota Legislative Manual* may be obtained in person or by writing to the Office of the Secretary of State, 180 State Office Building, St. Paul, Minnesota 55155.

Delivery of copies in accordance with the statute is provided directly to the recipients named in the statute. There is no form provided for requesting a copy of the manual, but requests must be made in writing or in person. There is no charge for this service. Written orders are filled in order of receipt. Please allow up to two weeks for written requests.

The Legislative Manual Section also publishes *The Minnesota Legislative Manual: Student Edition*. This brief edition of the legislative manual, issued every odd-numbered year, is designed especially for use in schools and is distributed without charge. For copies or information call the Legislative Manual Section.

Legislative Districts in Minnesota, a 25-page booklet of maps delineating the state's legislative districts was published in March, 1978. The booklet is a very limited edition, but copies are free while they last from the Secretary of State's Election Division. Photocopies are available with only the cost of processing charged. The maps are part of the voter information program provided by the Secretary of State each general election year.

LEGAL NEWSPAPER SECTION, (612) 296-2805

The Legal Newspaper Section files affidavits of legal newspapers. These affidavits must be filed prior to January 1 of each year in order to be recognized for that year. Forms for these affidavits are available from the Election and Legislative Manual Division without charge. Affidavits of legal newspapers are on file in the section's office for public inspection.

RULES SECTION, (612) 296-2805

The Rules Section prepares and has available for public inspection the rules of the Secretary of State authorized by Minnesota Statutes, subject to public hearings conducted by the Office of Hearing Examiners, including the following rules:

1. rules for ballot preparation
2. rules for voter registration
3. rules for certification and experimental and general use of voting machines

For information and assistance call the section.

4. rules for training election judges by county auditors (to be promulgated in 1979)
5. rules for administration of absentee ballot procedures (to be promulgated in 1979)

SESSION LAWS SECTION, (612) 296-2805

The Session Laws Section assigns chapter numbers to each law enacted during a legislative session and files the originals of each law. Session laws on file are available for public inspection. Certified copies of laws are available in the division or by mail from the division at a fee of \$3.00 for certification, after obtaining a copy of the law from the Documents Section, Department of Administration (612) 296-2874.

The Session Laws Section files local option resolutions relating to session laws.

VOTING MACHINE CERTIFICATE SECTION, (612) 296-2805

The Voting Machine Certification Section supervises the certification and experimental and general use of voting machines in recording and tabulating votes in Minnesota elections.

Vendors of voting machines must apply to the Secretary of State for certification before voting machines may be sold and used in Minnesota. Although no application form is required vendors are asked to supply instruction manuals, information about the design and capabilities of the voting system, actual voting equipment to be certified, and an initial payment of \$150.00 toward the costs of certification. All costs of certification are borne by the vendor.

Local election jurisdictions may request from the section copies of laws, rules and other written instructions governing use of voting machines. Assistance in reviewing plans for informing voters, training election judges, and general conduct of election procedures using voting machines is also available from the section.

FEDERAL ELECTION COMMISSION REPORTS SECTION, (612) 296-2805

Federal Election Commission (FEC) Reports Section receives copies of federal campaign committee and candidate expense reports and files them in the division for public inspection. These reports may be photocopied in the division at a charge of 10¢ per page when copied by the individual requesting, or 50¢ per page when copied by a staff member. For assistance, information and reports contact the section.

INTERN SECTION, (612) 296-2805

The Intern Section offers cooperation with students and their institutions of learning to complete unpaid internships in the Election and Legislative Manual Division for academic credit. These internships are free of charge to students and their sponsoring institutions. Call the Intern Section for more information.

REGULAR AND SPECIAL STATE ELECTIONS

Notices of regular and special state elections, elections forms, certification of candidates, example ballots, state canvassing board reports, and certificates of election are provided (as appropriate) to county auditors, the Ethical Practices Board, and candidates.

These services are available from the office of the Secretary of State. All required forms are available upon request either in person or by mail from the office of the Secretary of State. Filing fees are outlined above. There is no charge for other services provided by the office. These services are provided at times required by law as outlined in chapter 200 of the Minnesota Statutes.

TRAINING IN ELECTION PROCEDURES

A training program for local election officials is formulated by the Secretary of State including written instructions and guides for county auditors, municipal clerks, and election judges. Conferences for county auditors and local election officials are provided as well as assistance in planning calendars for local special elections is available.

County, city, and township election officials may call or write to the office of the Secretary of State. No special forms are required to apply for or receive these services. There is no charge for these services. Cost of travel to attend a training conference may be borne by the local jurisdiction or the individual. There is no state requirement for this training program. Services are provided at times required by law as outlined in chapter 200, Minnesota Statutes, or on request to the Secretary of State.

APPROVAL OF SPECIAL LAWS

Jurisdictions affected by special laws enacted by the legislature are required to file resolutions required by such laws.

Communication about filing resolutions may be directed to the Secretary of State, Election Division. Required forms are mailed by the Secretary of State to the respective jurisdictions, following enactment of such laws. There is no fee for this service. Services are provided as required by the respective laws.

VOTER REGISTRATION CARDS

Voter registration cards are provided by the Secretary of State to the Department of Public Safety to be distributed to all drivers license centers in the state; persons changing name and/or address on drivers licenses are offered the opportunity to register to vote, using the new name and/or address, as required by Minnesota law.

Department of Public Safety personnel may call or write the Secretary of State to obtain voter registration cards.

No special form is required to apply for a supply of voter registration cards. There is no charge for this service. Orders are processed as received; please allow up to two weeks for written requests.

STATE AGENCY INTERNAL ELECTIONS

Supervision by the Secretary of State of certain elections is required by statute for the Public Employees Retirement Association (PERA) and the Minnesota Indian Affairs Intertribal Board (MIAIB).

Personnel in charge of these agency elections should call or write the Secretary of State, Election Division.

Agency personnel should plan to meet with Election Division staff to discuss conduct of these elections; although no application form is required, it is advisable to telephone (612) 296-2805 to arrange for the meeting. There is no charge for this service. Preliminary arrangements for such elections should be made at least six months prior to the first events in the election process. Other events proceed in accordance with the statutes governing these elections.

Department of Public Service

160 East Kellogg Boulevard
American Center Building
St. Paul, Minnesota 55101
(612) 296-7107

Minnesota Statutes, chapters 216, 216A, 216B, 218, 219, 221, 223, 231, 232, 236, 237, 239, 336, 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.

ADMINISTRATIVE DIVISION, (612) 296-7105

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 investigation, 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: Commission Support Division, Weights and Measures Division, Utilities Division, Research and Planning Division and Warehouse Division.

PUBLIC SERVICE COMMISSION, (612) 296-7526

Leo J. Ambrose, Secretary

The 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.

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.

All public petitions or complaints must be filed with the secretary of the commission by contacting in writing the secretary of the commission, Department of Public Service, at its above address. All petitions are handled as they are received.

COMMISSION SUPPORT DIVISION, (612) 296-7124

Leo J. Ambrose, director

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, (612) 296-6007

Sharon Schmidt, supervisor

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 the docket file and hearing transcripts for review by the public. The section provides information to the public on the specific documents needed to file a petition with the secretary of the commission.

For information on the commission's schedule, filing of specific documents, subscription to the calendar, or to inspect a docket file, contact the Commission Support Division, 790 American Center Building, at the department's address above.

There are no forms for these services. 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.

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, (612) 296-4623

Jack Moran, transportation authority specialist

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, unless xerox copies of commission files are requested. All xerox copies are 25¢ a page.

TRANSPORTATION RATES SECTION, (612) 296-2349

Jerry Pedersen, transportation rates specialist

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, unless xerox copies of commission files are requested. All xerox copies are 25¢ a page.

POLICY ANALYSIS SECTION, (612) 296-8994

Steve Finn, supervisor

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, unless xerox copies of commission files are requested. All xerox copies are 25¢ a page.

WEIGHTS AND MEASURES DIVISION

1015 Currie Av.

Minneapolis, Minnesota 55403

(612) 333-3249

Edward P. Skluzacek, Director

George W. MacDonald, Metro Area Supervisor

Michael F. Blacik, Northern Area Supervisor

Eden L. Plymate, Southern Area Supervisor

The Weights and Measures Division, established in 1911 as the successor to the State Scale Department which had been established in 1895, is one of the oldest agencies in state government. Today, the division is divided into three major functional units and is responsible for the accuracy verification of every weight, measure and weighing or measuring device used in the state. This responsibility also extends to ensuring accurate weight, measure or count in all commercial transactions.

HEAVY CAPACITY SCALES SECTION, (612) 333-3249

This unit tests all of the 5400 heavy (over 4000 lbs.) capacity scales in commercial use in the state. Routine inspections are conducted on a fifteen month schedule. Scale operators are not given any notice of the inspection date and no fee is charged. All newly installed devices, however, are tested as soon as possible and a fee, which varies with capacity, is charged for this service.

The unit tests motor truck scales, livestock scales, hopper scales and railroad track scales. The investigators operate trucks ranging in gross weight from 18,000 lbs. to 73,000 lbs. and railroad test cars which weigh up to 90,000 lbs. The test weights used by the investigators range from one seven thousandth of a pound up through 50, 500 and 1000 pound weights which are moved by hand, 10,000 pound motorized dollies used in testing truck scales and the huge 90,000 pound railroad test cars.

Each investigator has the authority to put a device out of service if it does not meet the specifications and tolerances prescribed by the Public Service Commission. The investigators also test scales in response to complaints from the public. All complaints are investigated within one week.

Complaints and requests for information should be directed to the Weights and Measures Division.

LIGHT CAPACITY SCALES AND VOLUMETRIC MEASURING DEVICES SECTION, (612) 333-3249

This section is responsible for testing 29,000 liquid measuring devices (gasoline pumps, fuel oil meters, L.P.G. meters), 15,000 light capacity scales and 1,850 linear measuring devices. All of these devices are tested on a twenty month routine inspection schedule. No notice is given and no fee is charged for routine inspections. However, newly installed devices are tested as soon as possible and a fee is charged.

The investigators assigned to this unit also check-weigh approximately 23,000 individual prepackaged items each year. This enforcement function helps to ensure accurate net weight, measure or count for many consumer products.

The equipment used by the investigators ranges from small calibrated measures up to 5 and 100 gallon provers used to test gasoline pumps and meters. The volumetric specialist in this section carries 100 and 500 gallon provers for high volume meters.

The investigators also carry weights ranging from one sixteenth of an ounce to 50 pounds. Most of the test trucks are equipped with a checkweighing scale for weighing prepackaged goods and a small balance for performing field calibrations of small weights.

All investigators have the authority to investigate complaints and to put devices out of service if they do not meet specifications and tolerances. All complaints are investigated within one week and the complainant will be notified of the results promptly. All requests for information and complaints concerning short weight, count or measure or improper use of a device should be directed to the Weights and Measures office. No forms are required and no fee is charged.

PETROLEUM INSPECTION SECTION, (612) 333-3249

The Petroleum 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.

An inspection fee must be paid by all distributors selling or delivering gasoline to storage facilities operated by licensed bulk purchasers.

For information about the dealer registration applications or inspection programs, contact the Petroleum Inspection Section. The form needed is Form PDA-46. The inspection fee rate is \$2.50 for each 10,000 gallons a distributor sells or delivers.

METROLOGY LABORATORY, (612) 333-3249

Howard Weiss, metrologist

The laboratory is charged with the responsibility of maintaining and calibrating all of the primary and field standards of mass, length and volume that are used in the state. The laboratory is registered with the National Bureau of Standards as a "Class A" laboratory, which means that the standards are maintained and cross-checked and that the metrologist, having been thoroughly trained in this field, reports regularly to the national bureau.

The primary state standards of mass, length and volume were supplied by the National Bureau of Standards. They are the only official reference for all of the weights and measures used in the state. Any weight or measure calibrated in this laboratory, therefore, is directly traceable to the United States standards which are maintained by the National Bureau of Standards.

The laboratory calibrates all of the field standards for the state weights and measures investigators, 282 registered repair services, various law enforcement agencies, and the city of Minneapolis, and 71 industrial operations submit standards to the laboratory.

The metrologist also supervises the placing-in-service program. This is a voluntary registration program for persons engaged in repairing weighing and measuring devices. Registrants in the program are required to submit their field standards annually for calibration. In return, the registrant is permitted to remove rejection tags from equipment that was previously put out of service by division investigators. The registrant may place a device in service until it is tested by the division. Placing-in-service permits are issued with the condition of proper performance by the registrant. Permits are revoked on the basis of continued poor or improper performance or failure to submit standards for calibration.

Requests for information concerning calibration, submission of standards or the

placing-in-service program should be directed to the Weights and Measures Division, Metrology Laboratory. Applications for placing-in-service permits and special placing-in-service forms can be obtained from the Weights and Measures Division.

UTILITIES DIVISION, (612) 296-0403

Robert Carlson, director

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, (612) 296-0406

Richard McMillen, section chief

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 represent the public position in rate proceedings.

FINANCIAL EVALUATION SECTION, (612) 296-7476

Miles Rose, acting chief

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 of requesting rate changes. They represent the public position in utility rate proceedings.

ENGINEERING SECTION, (612) 296-8294

Cliff Swedenburg, supervisor

The Engineer 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 represent the public interest in utility rate and boundary proceedings.

RATES AND SERVICE INVESTIGATION UNIT, (612) 296-7126 or 2387 2387

Betty Ware and William Stieger, public utility rates and service investigators

The Rates and Service Investigation Unit answers consumer inquiries and complaints against regulated gas, electric and telephone utilities, mediates disputes be-

tween customers and utilities which have reached an impasse and provides information on utility service rules and standards.

Any person with questions or complaints regarding service, rates or billing should contact the Utilities division. There are no forms or fees. 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.

RESEARCH AND PLANNING DIVISION, (612) 296-0419

Penny L. McCarron

This division provides research services for the commission and the department; performs special studies and surveys; prepares information for the public, news media, regulated clientele, legislators, governor's office and all levels of government including federal agencies; maintains and develops a central departmental library; implements record retention policy and collects and exchanges research data and information with other regulatory agencies, the federal government and research organizations. It assists in the preparation of department legislation and reviews and monitors state and federal legislation relating to the department's regulatory authority. Publication of the department's biennial report and various public informational brochures is the direct responsibility of the research and planning division.

CENTRAL FILES SECTION, (612) 296-7100

Lorraine Pelton, supervisor

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.

For information or to order a service contact the Utilities Division, Central Files. There are no specific order forms.

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.

Requests are processed within 24 hours. Often, they can be handled immediately.

WAREHOUSE DIVISION, (612) 296-8543

Gene O'Brien, director

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 warehouseperson stores grain for others and receives compensation from this service;
2. a private local grain warehouseperson 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 purchases flax straw, flax tow or hay for resale;
8. a public terminal warehouseperson 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 receipted 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.

To receive an application form or file for a license contact the Warehouse Division. For questions dealing with general storage warehouse contact E. E. Henderson, at the department's Warehouse Division.

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 tariff (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 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 warehouseperson;
4. truck grain buyers obtain a license for each vehicle used;
5. public terminal warehousepersons must publish their tariffs in the local newspaper and submit a copy of the tariff to the division;
6. warehousepersons must submit tariffs for approval and issue warehouse receipts as provided in title 7 of the uniform commercial code chapter 336.

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 per cent of the local market value of all grain outstanding on warehouse receipts up to the maximum amount set by the commission.

Public local grain warehousepersons:

License fee:	
Under 100,000 bushels capacity	\$30
100,000 bushels or over, but under 500,000	\$45
500,000 bushels or more	\$60
Bond:	
Condition No. 1 (grain storage)	Minimum of \$10,000
Condition No. 2 (grain buying)	\$5,000
Private local grain warehousepersons:	
license fee:	\$25
bond:	\$5,000
Grain bank:	
license fee:	\$25
bond:	Minimum of \$5,000
Grain Buyer:	
license fee:	\$20
bond	\$5,000
Truck grain buyer:	
license fee:	\$20 per truck or tractor-trailer unit
bond:	\$3,000 per truck \$5,000 per tractor-trailer unit
Commission merchant:	
license fee:	\$50
bond:	\$25,000 minimum for grain \$8,000 minimum for hay or straw
Flax straw, flax tow or hay buyer:	
license fee:	\$25
bond:	\$2,000
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
General storage warehouses:	
license fee:	5,000 square feet or less \$ 50.00
	Over 5,000 square feet to and including 10,000 square feet \$100.00
	Over 10,000 square feet to and including 20,000 square feet \$150.00
	Over 20,000 square feet to and including 100,000 square feet \$200.00
	Over 100,000 square feet to and including 200,000 square feet \$250.00
	Over 200,000 square feet \$300.00

Without requiring additional bond or license, the commission may issue to any general storage warehouseperson already licensed permits to operate additional warehouses to 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.

There is a minimum bond 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.

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.

Sibley House Association

c/o Mrs. Sidney D. Pidgeon, financial secretary
5840 Colfax Avenue South
Minneapolis, Minnesota 55419
(612) 861-6554
Mrs. Boyd M. Lien, president
5148 Twenty-ninth Avenue South
Minneapolis, Minnesota 55417

The Sibley House Association maintains the Sibley House, home of Henry Hastings Sibley, first governor of the state of Minnesota. Built in 1835, the Sibley House is the oldest stone house in Minnesota. The association also maintains the Faribault House, built in 1837 by the fur trader Jean Baptiste Fairbault. Located near the Sibley House, the Faribault House was used as an inn and is known also as Minnesota's first hotel. Tours are conducted for the public and guides for these Mendota houses are provided from May 1 to October 31. Groups of more than ten should make reservations.

For general information from May 1 to October 31 call Sibley House, (612) 452-1596. To make group reservation contact Mrs. Roger Nielsen, calendar chairwoman, 1847 Pumice Point, Eagan, Minnesota 55122, (612) 454-4730.

Admission fees for tours are:

adults	\$1.50
high school students	.50
children 6 through 12	.25

School groups, particularly 4th, 5th and 6th graders, are admitted free. Advance and confirmed reservations are required. For information and to make reservations, contact Mrs. Roger Nielsen at her address listed above.

Spanish-Speaking Affairs Council

504 Rice Street
St. Paul Minnesota 55103
(612) 296-9587
Jose H. Trejo, executive director

The Spanish-Speaking Affairs Council works with many Spanish-speaking groups and state agencies, including the Departments of Personnel, Education, Economic Security, Health, Public Welfare, Labor and Industry, the Governor's Manpower Office, and the State Planning Agency. The council acts as a liaison for the

49,000 permanent and 15,000 transitory Spanish-speaking people who live in Minnesota.

The council 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 Affirmative Action Division, Department of Personnel, for their resume files, and by ensuring that 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 people of Minnesota and the U.S. The council proposes new state programs, or changes in existing ones, to the Department of Administration and the Governor's office and monitors legislative proposals that affect Spanish-speaking people.

For information contact the Spanish-Speaking Affairs Council.

Tax Court

5th Floor, Space Center Building
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-2806

Minnesota Statutes, chapter 271.01

Eligibility: anyone who has an order from the Minnesota commissioner of revenue and anyone who contests property or other tax bills, except special assessments.

Intake procedure: Call or walk in between 8:00 am and 4:30 pm, or write to the address above.

Where to file: at the above address or with the clerk of your district court.

Fees:

regular division	\$10.00
small claims division	\$ 2.00

The Tax Court provides the following services:

1. Full time court dealing exclusively with tax matters. Judges hear cases throughout the state.
2. Small claims division handles any order of the commissioner of revenue or disputes over any state tax claim under \$2,500. Homesteaded property may also be filed small claims, no matter what the amount in issue. Small claims decisions are nonappealable.

There is a waiting period of 1 to 3 months.

Minnesota Teachers Retirement Association

302 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-2409
Harvey W. Schmidt, executive secretary

Minnesota Statutes, chapter 354

The Minnesota Teachers Retirement Association provides eligible members with annuity payments at retirement and disability or survivor benefits. Teachers and the 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.

For information or benefit application forms, contact the Minnesota Teachers Retirement Association at the above address.

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.

There is no cost for any of the applications. If a specialist's examination is required, the association will pay such costs.

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.

Board of Teaching

608 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-2415
Kenneth L. Peatross, executive secretary

Minnesota Statutes, section 125.183

The 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.

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 processing of complaints and in the investigations and hearings relating to them. For information regarding teacher licensure in Minnesota, contact the Board of Teaching at the above address. Applications for license forms can be made at the board's office. The license processing fee is \$20.00. The licensing process requires two to three weeks.



Department of Transportation

Transportation Building
St. Paul, Minnesota 55155
(612) 296-3131
Jim Harrington, commissioner

Minnesota Statutes, chapters 16, 104-106, 117, 160-165, 167, 169, 173, 174, 216A, 218, 219, 222, 360 and 505

The Department of Transportation (Mn/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 Board.

GOVERNMENT AND COMMUNITY RELATIONS DIVISION, (612) 296-3002

Ellen Temple, assistant commissioner

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, (612) 296-3581

With the commissioner and staff the Office of Communications presents plans, programs, results and accomplishments to employees and the public.

This office writes, edits, and oversees the preparation of news releases, feature articles, reports and brochures concerning departmental activities for distribution to the news media, trade journals and the public. This office also produces audio visual presentations and maintains a speaker's bureau. In addition, this office coordinates statewide activities between the department's central office and nine district public information officers. As a product of its work the office prepares and distributes a monthly employee magazine titled: *DOT/Scene*.

The Office of Communications distributes the *Official Transportation Map of Minnesota* to the public. Individual copies of the map are mailed free of charge to anyone calling or writing to State Map, Room 410 — Transportation Building, Saint Paul, Minnesota 55155, (Tel. #612-296-3581).

The Office of Communications provides information services to the public in the main lobby of the Transportation Building. Questions pertaining to the location of Mn/DOT employees and their telephone numbers may be referred to the receptionist at the Department of Transportation, (612)-296-3131.

Weekly, the Office of Communications disseminates *Mn/DOT Dateline* its news package for all media. Sample copies of *Dateline* are mailed free of charge to anyone calling or writing to *Mn/DOT Dateline*, Room 410 — Transportation Building, Saint Paul, Minnesota 55155, Telephone: (612)-296-3581.

ADMINISTRATION DIVISION, (612) 296-3005

Barney U. Uhlig, assistant commissioner

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, (612) 296-3006

James H. Alexander, office director

The Office of Management and Budget provides central auditing, management improvement, budgeting, and information services.

AUDIT SECTION, (612) 296-3254

Harold C. Vogland, section chief

The Audit Section provides 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.

MANAGEMENT PLANNING AND REVIEW SECTION

(612) 296-7061

Gerald F. Tessman, section chief

The Management Planning & Review Section is responsible for management improvement studies, assists in identifying supervisory development needs, suggests organizational improvements, develops objectives, and prepares staffing analyses.

SYSTEMS & INFORMATION SERVICES SECTION

(612) 296-6406

George L. Kieffer

The Systems & Information Services Section assists departmental units in developing informational tools through improved systems and procedures with an emphasis on automatic data processing use.

OFFICE OF FINANCE AND SUPPORT SERVICE,

(612) 296-3007

Max Zamanzky, office director

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 (612) 296-3120

Richard R. Swanson, section director

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.

ADMINISTRATIVE SUPPORT SERVICES SECTION,

(612) 296-3114

Lee J. Nelson, section director

The Administrative Support Services Section provides clerical supplies and office facilities; Transportation 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.

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' x 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;

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municipal traffic flow maps showing 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 5000 population are generally shown with several cities per sheet.

For information or to request a map, contact the Department of Transportation, Administrative Support Services Section, Room B-20, Transportation Building, St. Paul, Minnesota 55155, (612) 296-3161. There are no forms.

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	
six sheet composite 42" × 83"	1.50 per blue line print
Preprinted black line 18" × 20"	.25 per sheet
Preprinted 53 sheet set	13.25
1" = mile Mosaic	3.00 for both strips
METRO AREA MAPS	
36" × 56"	.75 per sheet
18" × 28"	.25 per sheet
TRAFFIC FLOW MAPS	
State 16" × 19"	.15 per sheet
State 32" × 37"	.45 per sheet
County 18" × 28"	.25 per sheet
Municipal 11" × 17"	.05 per sheet
"System 70" 18" × 27"	.25 per sheet
PLAT MAPS	.35 per blue printed line
COUNTY OUTLINE MAPS OF STATE	
All Counties 8½" × 11"	Not stocked — Order
All Counties 11" × 14"	Not stocked — Order
All Counties 17" × 20"	Not stocked — Order
All Counties 18" × 28"	.25
All Counties 36" × 56"	.75

STATE WORK MAPS

48" × 60"	1.00
38" × 48"	.75
16" × 20"	Not stocked — Order
8½" × 11"	Not stocked — Order

OFFICIAL TRANSPORTATION MAP

1" = 16 miles 26" × 30"	Individual copies free.
1" = 10 miles 40" × 46"	1.00 (includes sales tax &

With the exception of the official transportation map, each price is subject to the 4% Minnesota sales tax and mailing charges.

The section will send out maps as soon as the request and proper fee are received.

**PURCHASING AND FISCAL STUDIES SERVICES SECTION,
(612) 296-2733**

Ernest R. Melby, acting section director

The Purchasing and Fiscal Studies Service Station provides central purchasing for the department, disposable inventory control and audit follow up and statistical reporting services.

OFFICE OF PERSONNEL, (612) 296-3100

Donald G. Wicklund, office director

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 Mn/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 Division of Employment Services in the recruitment of qualified candidates for Mn/DOT positions.

AFFIRMATIVE ACTION SECTION, (612) 296-4660

Charles W. Breese, section chief

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 within the department. The section encourages protected class members currently employed to seek positions at higher levels within the organization.

The section works closely with the civil rights unit of the federal Highway Administration Division office on matters concerning Mn/DOT's affirmative action program. The section helps the Department of Human Rights in investigating any alleged discrimination in the Department of Transportation.

For information on the department's affirmative action program, contact the

Affirmative Action Section, Room 312 Transportation Bldg., St. Paul, Minnesota 55155.

EMPLOYEE SAFETY SECTION, (612) 296-1362

Richard V. Anderson, section chief

The Employee Safety Section develops an employee safety program which is given to supervisors and employees. The program's 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 Mn/DOT employees.

LABOR RELATIONS SECTION, (612) 296-7875

Jack C. Davis, section chief

The Labor Relations Section assists the state labor negotiator in negotiating contracts covering employees who work for Mn/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.

STAFF DEVELOPMENT AND TRAINING SECTION, (612) 296-1367

Gunnar P. Pederson, section chief

The Staff Development and Training Section with the Department of Administration contracts with professional instructors to present training programs and classes for Mn/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.

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.

For information or to reserve the training center, contact the Training Center, 1900 W. County Road I, New Brighton, Minnesota 55112, (612) 633-6360.

The training center will provide a reservation form. Rental fees are \$35 per day for the small classrooms and \$40 per day for the large classrooms. The dormitory rental is \$8 per night per bed and \$16 per night per room. Reservation requests should be made at least three months in advance.

PERSONNEL ADMINISTRATION SECTION, (612) 296-3101

Roger A. Durbahn, section chief

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.

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.

For information on job openings, contact the Department of Transportation, Office of Personnel, Room 312 Transportation Bldg., St. Paul, Minnesota 55155.

The job application form is the state Department of Personnel form.

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 & PLANNING, (612) 296-8529

Harry A. Reed, deputy commissioner

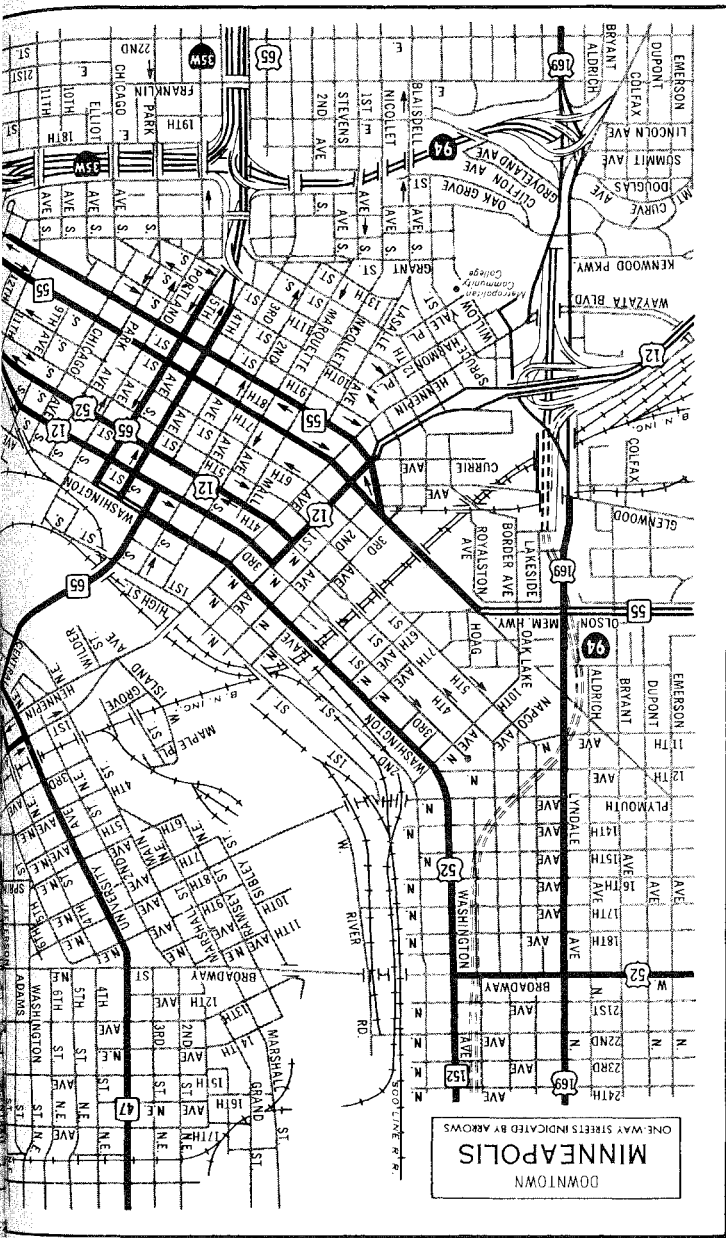
The Bureau of Policy and Planning is the focal point for the development of all public transportation plans, policies and programs in Mn/DOT. The bureau conducts and coordinates studies to determine state transportation needs and allocates funds for the development of all types of transportation.

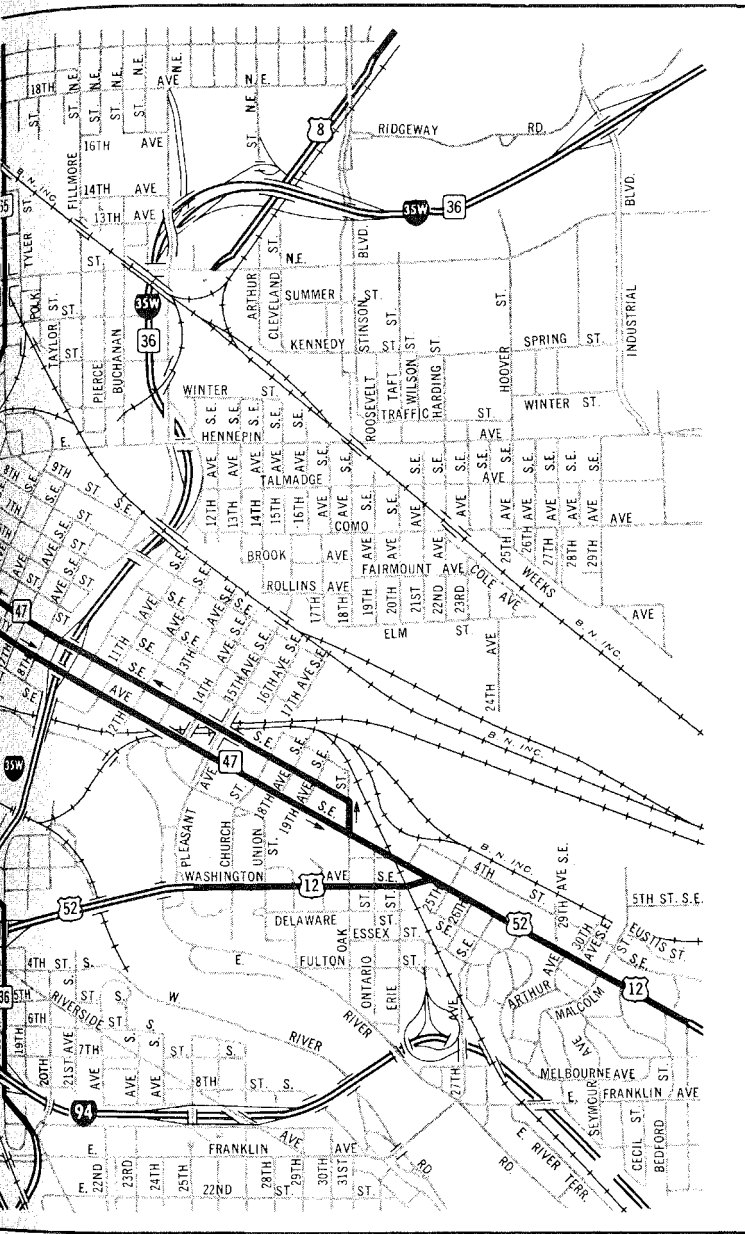
The bureau prepares environmental studies of proposed transportation developments and reviews environmental studies done by other agencies. Data is collected on all roads, bridges, and railroad crossings in Minnesota to determine transportation needs. Reports and maps are prepared from this data. The bureau also keeps track of transportation related activities at the Federal level which affect the department and the public. Funding from all sources for transportation planning and development is managed and allocated within the bureau.

DIVISION OF TRANSPORTATION DEVELOPMENT (612) 296-8532

Peter A. Fausch, division director

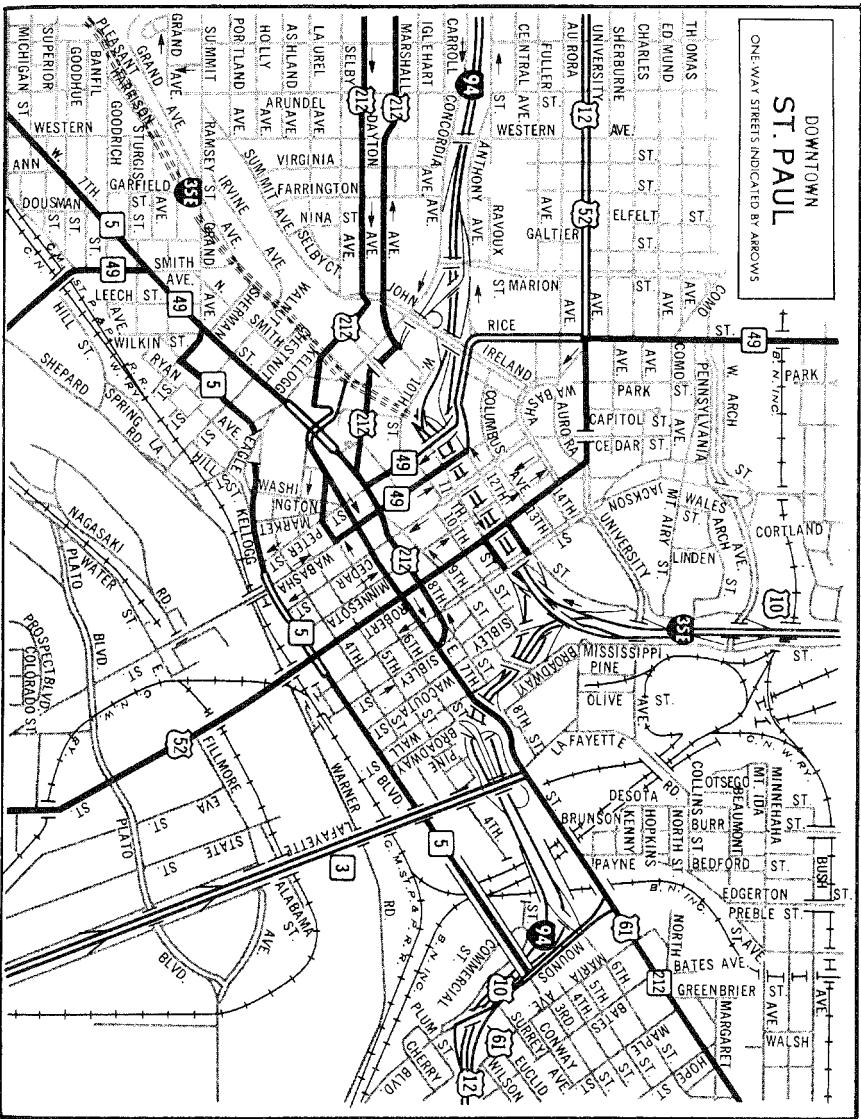
The Transportation Development Division is responsible for developing statewide transportation plans and policies covering all modes of transportation. The division prepares transportation improvement programs for highways, airports, transit and bikeways. The division also monitors transportation related activities at the federal





DOWNTOWN
ST. PAUL

ONE-WAY STREETS INDICATED BY ARROWS



level and works with federal, state, regional and local units of government developing transportation improvement projects and programs.

OFFICE OF POLICY DEVELOPMENT, (612) 296-1608

The Office of Policy Development is responsible for monitoring transportation related activities at the federal level which affect the Department of Transportation and the people of Minnesota. The office helps prepare departmental position papers on many issues.

OFFICE OF PLAN MANAGEMENT, (612) 296-1600

John Sem, office director

The Office of Plan Management is responsible for the development of a multimodal statewide transportation plan and similar plans for Minnesota's major urban areas. The office monitors the execution of these plans and helps revise them as changing conditions require. The office also prepares detailed analyses of the current status, future needs and funding constraints for the various modes of transportation within the state. The office works closely with the Metropolitan Planning Organizations of Minnesota's major urban areas monitoring the continuing, comprehensive and cooperative transportation planning process as mandated by federal law.

OFFICE OF MULTI-MODAL PLANNING (612) 296-1615

The Office of Multi-Modal Planning is responsible for preparing multi-modal plans for the various types of transportation which include the mode's physical characteristics, performance characteristics, system needs and improvement cost estimates. The office prepares historical and current descriptions of sources and application procedures for funds, constraints to fund utilization and funding successes and failures. The office recommends methods to satisfy current mode needs based on the modal plans.

OFFICE OF PROGRAM DEVELOPMENT, (612) 296-8478

Bruce Warzala, office director

The Office of Program Development formulates and updates all transportation improvement programs including federal aid interstate, trunk highway, safety improvement, resurfacing, bridge replacement and improvement, bicycle trail, federal aid urban and programs for other modes. The office manages federal-aid programming and data pertaining to proposed highway construction. In addition, the office has a transportation funding management system for federal and state money.

The office also works with federal, state, regional and local units of government answering individual project and program information requests pertaining to needs and funding for all modes of transportation. All construction programs are submitted to the Department of Natural Resources and the State Planning Agency for review and comment.

DIVISION OF TRANSPORTATION SERVICES, (612) 296-8530

Kermit K. Mc Rae, division director

The Division of Transportation Services develops environmental policy, assures that environmental concerns are reflected in transportation plans, conducts analyses of

highway and state-aid needs, prepares traffic forecasts, provides mapping services and evaluates transportation programs after their implementation.

OFFICE OF PROGRAM EVALUATION, (612) 296-8530

The Office of Program Evaluation is responsible for the study and review of transportation programs. Areas to be analyzed include program design issues, goal setting, goal attainment, program modeling and content, organizational strategies and structures, fiscal aid implementation. This office will make appropriate recommendations to improve program effectiveness in the future.

OFFICE OF TRANSPORTATION ANALYSIS, (612) 296-7968

Dick Stehr, office director

The Office of Transportation Analysis collects data on all roads, bridges and railroad crossings in Minnesota. The data is used to compile mileage summaries, control section records, gasoline consumption records, special reports and a variety of maps. The office forecasts traffic and related air pollution data for the planning and design of future highways. Maps are available to the public. To obtain an index and price list contact the Administrative Support Services Section, Room B-20, Transportation Building, Saint Paul, Minnesota 55155, (612) 296-2216.

OFFICE OF ENVIRONMENTAL AFFAIRS, (612) 296-1635

Terry Hoffman, office director

The Office of Environmental Affairs develops environmental policy; prepares, reviews and approves environmental documents; conducts research; provides inter-agency liaison; and prepares comprehensive planning studies. The office services as staff for the commissioner in his role as a member of the Environmental Quality Board.

ENVIRONMENTAL POLICY AND LIAISON SECTION, (612) 296-1636

Randall Halverson, section chief

The Environmental Policy and Liaison Section drafts department policy on general environmental concerns, and on noise, air and water quality considerations. The section promulgates standards and guidelines used in the preparation of environmental documents by the department and monitors the implementation of federal and state environmental laws and regulations. The section reviews and comments on environmental documents prepared by other state agencies, private developers, local governments and regional planning commissions. The section handles liaison and problem resolution contact with other state agencies, private industry and public interest groups.

ENVIRONMENTAL PLANNING, DEVELOPMENT AND BIKEWAYS SECTION, (612) 296-1653

Dr. L. E. Foote, section chief

The Environmental Planning, Development and Bikeways Section prepares long-term, statewide 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 represents the Department of Transportation on statewide issues that require environmental studies. Finally, the section identifies and develops an interconnecting statewide system of bikeways.

BUREAU OF OPERATIONS, (612) 296-8044

Richard P. Braun, deputy commissioner

The Bureau of Operations maintains the state's highways and regulates all forms of transportation used in the state. The bureau assists municipalities in developing transportation programs and services.

OPERATIONS COORDINATOR, (612) 296-7528

Robert J. McDonald

The Operations Coordinator aids the deputy commissioner in supervising the four divisions of the Bureau of Operations.

AERONAUTICS DIVISION, (612) 296-8046

Lawrence E. McCabe, assistant commissioner

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, (612) 296-8060

Richard B. Keinz, director

The Office of Airport Development Assistance fosters aeronautics development and use, and coordinates airport construction and maintenance by federal, state, regional and local agencies.

AVIATION ECONOMICS DEVELOPMENT AND RESEARCH SECTION, (612) 296-2547

Kenton R. Hoeper, chief

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).

The section prepares aviation information for public release and publishes the department's newsletter, *Aviation Safety Technical Bulletin*.

For information or to be placed on the mailing list for the newsletter, contact the Aviation Economics Development and Research, 417 Transportation Bldg., St. Paul, Minnesota 55155. There is no charge for the newsletter.

AERONAUTICS PRECONSTRUCTION SECTION, (612) 296-7899

L. James Fortman, chief

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.

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.

For information on airport applications, contact the aeronautics Preconstruction Section, Transportation Bldg., St. Paul, Minnesota 55155. Forms are provided as needed by the Section. There are no fees.

AIRPORT LIGHTING AND ELECTRICAL SECTION, (612) 296-2334

Jack W. Tweedale, chief

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.

AERONAUTICS CONSTRUCTION SECTION, (612) 296-4746

Henry Mehmen, chief

The Aeronautics Construction Section provides technical assistance to 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.

OFFICE OF AERONAUTICS OPERATIONS, (612) 296-6823

Kenneth O. Wofford, director

The Office of Aeronautics Operations enforces Minnesota law and rules pertaining to airports, aircraft, and commercial operations 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, (612) 296-6898

Thomas W. Andrews, chief

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.

To register an aircraft, contact the Aircraft Registration Section, Room 417 Transportation Bldg., St. Paul, Minnesota 55155.

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. The notice of registration will usually be sent in the return mail and may take less than a week.

AVIATION SERVICES SECTION, (612) 296-8056

Larry R. Myking, chief

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.

The section maintains a film library on aviation which is open to all Minnesota residents.

For information on a license application, contact the Aviation Services Section, Saint Paul Downtown Airport Administration Building, 644 Bayfield Street, St. Paul, Minnesota 55107.

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. Receiving a license requires from three to five weeks.

RADIO NAVIGATIONAL AIDS SECTION, (612) 296-3531

Robert R. Engelhardt, chief

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.

Any questions concerning radio navigation, contact the Radio Navigational Aids Section, Room 417 Transportation Bldg., St. Paul, Minnesota 55155.

AIR TRANSPORTATION SERVICES SECTION, (612) 296-6666

James G. Baker, chief

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.

TECHNICAL SUPPORT SERVICES DIVISION (612) 296-3420

Francis C. Marshall, assistant commissioner

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, (612) 296-3068

Douglas H. Differt, office director

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, (612) 296-6884

Leo A. Korth, office director

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, (612) 296-3172

Keith V. Benthin, bridge engineer

The Bridge and Structure Design Section provides designs, plans and specifications; construction 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.

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.

For information, booklets or questions on welder certification, contact the Bridge and Structure Design Section, Room 610 Transportation Bldg., St. Paul, Minnesota 55155, (612) 296-3187.

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. The booklets cost \$5 each. A person requesting welding certification must pay whatever expenses incurred by the testing. The section issues the Welder Certification Card upon successful completion of the standard welding test.

DESIGN SECTION, (612) 296-3036**Leonard G. Eilts, director**

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.

The section will answer questions concerning design policy and procedures. Questions concerning specific projects should be referred to the local district office.

For information, contact the Design Section, Room 604 Transportation Bldg., St. Paul, Minnesota 55155.

TRAFFIC ENGINEER SECTION, (612) 296-6164**Richard H. Sullivan, traffic engineer**

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.

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.

For information, pamphlet or plans, contact the Traffic Engineering Section, Room 309 Transportation Bldg., St. Paul, Minnesota 55155. To order contract plans and proposals, use form 21120. Fees for the contract plans and proposals vary according to the project. Fees for the pamphlets including tax are:

1. Minnesota Manual on Uniform Traffic Control Devices	\$ 5.20
2. Standard Signs Manual Parts 1 and 2	\$10.40
3. A Guide to Establishing Speed Limits in School Zones	free

The section will handle in-person requests immediately.

SURVEYING AND MAPPING SECTION, (612) 296-1077**Earl R. Larson, section chief**

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, (612) 296-3221**Robert G. Brennan, section chief**

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.

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.

For information, pamphlets or prints, contact the Rights of Way Operation Section, Room 511 Transportation Bldg., St. Paul, Minnesota 55155.

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.

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, (612) 296-3040

Frederick W. Thorstenson, director

The Office of Materials, Research and Standards provides engineering research, specifications and technical assistance to local governments.

MATERIALS ENGINEERING SECTION, (612) 296-3164

Blaine F. Himmelman, materials engineer

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 & STANDARDS SECTION, (612) 296-2383

Paul J. Diethelm, section chief

The Research & Standards Section conducts research projects 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.

The Research & 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.

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.

For information or to receive a manual, contact the Research & Standards Section, 529 Jackson Street, St. Paul, Minnesota 55155. There are no forms. The manuals cost \$5 plus 4% sales tax with the exception of the manual, *Standard Specifications for Highway Construction*, which costs \$10 plus 4% sales tax. It takes approximately one to two weeks to receive a manual by mail.

OFFICE OF STATE AID, (612) 296-9872

Gordon M. Fay, state aid engineer

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, (612) 296-3156

Edward J. Heinen, director

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, (612) 296-3420

Ralph O. Kipp, construction engineer

The Construction Section administers all trunk highway construction contracts. The section ensures that the 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.

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.

For information, contact the Construction Section, G-4 Transportation Bldg., St. Paul, Minnesota 55155.

MAINTENANCE OPERATIONS SECTION, (612) 296-6761

Curtis W. Christie, maintenance engineer

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.

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.

For information, contact the 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

There is no charge for road information.

OFFICE OF ELECTRONIC COMMUNICATIONS, (612) 296-7402

Samuel F. Gargaro, director

The Office of Electronic Communications designs and maintains the state government's telecommunication system. They provide no services directly to the public.

OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY (EEO) CONTRACT COMPLIANCE, (612) 296-3934

Robert P. Elcan, office director

The Office of EEO Contract Compliance is the newest organizational unit within the Technical Support Services Division. The Minnesota Department of Transportation is somewhat unique in that EEO/affirmative action programs are coordinated both internally and externally.

Internally, the department has as its objective to meet the hiring and training goals that address protected classes and bring them into the mainstream of employment within the Department of Transportation. These personnel goals and objectives within Mn/DOT are tied in with the EEO/AA goals of the state Department of Personnel. Title VII of the Civil Rights Act of 1964 establishes the major basis for the guidelines that cover this aspect of EEO/Affirmative Action.

Externally, Title VI of the Civil Rights Act of 1964 establishes the foundation for this program. Currently, the Department of Transportation is the representative and coordinator for more than \$146 million in federal funds addressed towards Minnesota transportation needs. Of this total dollar amount, more than \$139 million goes towards interstate and trunk highway funds. Many of the services provided from this federal funding are performed by outside contractors. Title VI guidelines state that there will be no discrimination with regard to the work performed by contractors or the selection and retention of subcontractors (minorities in particular). This also includes outside consultant services.

Further, the Minnesota Department of Transportation has become a forerunner in implementing a "set-aside" program. Legislation was passed during the 1977 Legislative session to provide for this.

The Office of EEO Contract Compliance has as its purpose to manage production of

all external EEO actions and programs to assure that protected group contractors, subcontractors and suppliers achieve reasonable success in acquiring business with the Department of Transportation. This office has as another one of its major responsibilities to be the EEO coordinator and liaison between public, private and the federal agencies responsible for transportation needs to the general public. This includes providing various kinds of statistical and information-gathering capabilities.

PUBLIC TRANSPORTATION DIVISION, (612) 296-8047

Sherri Y. Alston, assistant commissioner

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, (612) 296-8628

Lawrence F. McNamara, office director

The Office of Railroads, Ports & 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 provided in the federal railroad revitalization and regulatory reform act of 1976. The office also negotiates with railroads operating in Minnesota for highway construction right of way. The office will also be responsible for issues relating to waterway transportation and transportation of products and materials via pipeline.

Questions relating to railroad track inspection will be answered by calling the office.

Services performed are:

1. inspection of rail lines to assure that adequate maintenance is performed for safe operation,
2. investigation of complaints from the public concerning hazardous conditions on the railroad tracks, and
3. investigation of accidents resulting from poor track conditions.

To obtain these services call or write briefly describing the reason for complaint, the location and any other relevant information.

Questions relating to the railroad crossing safety program and the federal highway safety act will be answered by calling (612) 296-2452.

Services performed are:

1. providing public service in regulating grade crossing safety, track removals, clearance variances and agency service;
2. administering the federal highway safety act concerning grade crossing safety;
3. negotiating the right of way and facility changes with railroads to accommodate trunk highway construction;
4. arranging for and monitoring requested regulatory hearings and negotiations; and processing and enforcing the results;
5. selecting and programing crossings needing improved warning systems, and negotiating the construction of the improvement;

Forms or procedures necessary to obtain these services are:

1. grade crossing safety — resolution/petition from road authority.
2. track removal — petition from railroad.
3. clearance variance — petition from party desiring variance.
4. agency service — petition from party desiring service change. (All to the commissioner of the Department of Transportation).
5. letter requesting consideration to railroad operations engineer.
6. process initiated within Department of Transportation.

The federal local rail service continuation program was established by congress in 1976 to provide financial assistance to states to ensure the continued operations of rail freight lines in the nation. Under this grant-in-aid program, the state of Minnesota and interested shippers will use their funds to purchase rail services from railroad companies on lines that have been abandoned pursuant to the ICC regulations. Negotiations and contracts for continued service must be completed and signed by all parties within 6 months after the ICC filing for abandonment. Questions relating to this program should be addressed to this office at the address above.

The Minnesota rail service improvement program was established in January, 1976, by the legislature to encourage and aid the rehabilitation of railroad branch lines in Minnesota. Questions concerning this program should be referred to the above office. A public information pamphlet titled "Minnesota Rail Service Improvement Program" has been provided that answers questions about the program.

OFFICE OF TRANSIT ADMINISTRATION, (612) 296-2533

Richard L. Brown, office director

The Office of Transit Administration administers the Supplemental Transit Aid, Transit Demonstration Program, Federal Demonstration Program, federal aid to organizations 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.

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.

For information or application forms, contact the Office of Transit Administration, Room 419 Transportation Building, St. Paul, Minnesota 55155.

OFFICE OF TRANSPORTATION RATES AND REGULATION, (612) 296-0331

Ronald L. Anderson, director

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:

1. regular route common carrier (RRCC) which carries passengers or freight between fixed boundaries;
2. petroleum carrier (PC) which carries only petroleum products;
3. irregular route common carrier (IRCC) which is usually restricted by commodity and area;
4. contract carrier (CC) which is designed to meet the specialized service needs of shippers or receivers of freight;
5. charter carrier of passengers (CCP) which is usually restricted to specified origin points;
6. livestock carrier (LS);
7. reciprocity carrier (RC) which is an interstate carrier with a company or corporation located in states reciprocal to Minnesota;
8. local cartage carrier (LCC) which operates entirely within the seven county metro area of Minneapolis and St. Paul;
9. interstate carriers (IC) which are interstate carriers with their company or corporate offices located in states non-reciprocal to Minnesota.

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 statewide motor transportation representatives.

For information or application forms contact the Office of Transportation Rates and Regulation, Transportation Building, St. Paul, Minnesota 55155.

There are no fees for forms obtained from the office, but there is a charge on all rules received from the Documents Section, Department of Administration. Other fees are:

filing fees:

permit carriers: livestock, contract, irregular route & charter	\$ 25.00
certified carriers	75.00
less than 10 mile extension	25.00
petroleum carriers	75.00
local cartage carriers	50.00
registration of interstate carriers: (Reciprocity carriers are handled separately.)	
filing fee	25.00
stamp fee for each vehicle	5.45
renewal stamp fee for each vehicle	5.45
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

Any registration that does not require a correction, investigation or a public hearing will be processed in ten working days.

HIGHWAYS DIVISION, (612) 296-3008

William C. Merritt, assistant commissioner

The Highways Division is divided into nine district offices. The division plans, designs, constructs and maintains 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.

The district and area maintenance office locations are:

District 1-A
1123 Mesabi Avenue
P.O. Box 39
Duluth, MN 55811
(218) 723-4803

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 6-A
N. Trunk Highway 52
P.O. Box 6177
Rochester MN 55901
(507) 285-7374

District 2-A
Washington & 4th St. S.
P.O. Box 727
Bemidji, MN 56601
(218) 755-3815

District 6-B
W. Trunk Hwy. 14
P.O. Box 307
Owatonna, MN 55060
(507) 451-1215

District 2-B
1301 S. Main Street
P.O. Box 617
Crookston, MN 56716
(218) 281-3503

District 7-A
501 S. Victory Drive
Mankato, MN 56001
(507) 625-6261

District 3-A
301 Laurel Street
P.O. Box H
Brainerd, MN 56401
(218) 828-2463

District 7-B
South County Road 26
P.O. Box 427
Windom, MN 56101
(507) 831-1666

District 3-B
3725 N. 12th Street
P.O. Box 370
St. Cloud, MN 56301
(612) 255-4231

District 8-A
Tenth & Pacific Streets
P.O. Box 758
Willmar, MN 56201
(612) 235-4554

District 4-A
1000 W. Trunk Hwy. 10
P.O. Box 666
Detroit Lakes, MN 56501
(218) 847-4401

District 8-B
220 S. Sixth Street
P.O. Box 29
Marshall, MN 56258
(507)537-6146

District 4-B
2 South Street
P.O. Box 410
Morris, MN 56267
(612) 589-1515

District 9-A&B
3485 N. Hadley Avenue
P.O. Box 2050
North St. Paul, MN 55109
(612) 770-2311

Generally, each district office is organized in the same manner. For more information or assistance on any of the department's programs, contact the local district office. Central Office telephone numbers are listed below for district activities in the following areas. Mn/DOT personnel will refer all calls to the proper party.

DISTRICT STATE AID SECTION, (612) 296-3011

The District State Aid section 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 section reviews city and county, state and federal aid road plans and construction procedures. The section must certify all highway programs before they can receive state or federal funds. The section inspects construction operations and highway programs to ensure continued compliance with department rules.

For information on state assistance to highway programs contact the local district office.

PRELIMINARY ENGINEERING SECTION, (612) 296-3276

The Preliminary Engineering Section 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 section assists the district in formulating annual, biennial and five year construction and maintenance needs reports.

The section is the public information unit for the district office. For information, contact the local district office.

CONSTRUCTION FIELD OPERATIONS, (612) 296-3008

The Construction Field Operations Section provides construction supervision and inspection on all state highway construction, reconstruction, building and related contracts. The assistant district director — post letting obtains work contracts conforming to plans, specifications and estimates of the department. All contracts require a bond which the assistant district director sets and approves. The section supervises all bridge inspection and reviews all hydraulic studies.

The section 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.

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 (612) 296-3008

The nine district offices are subdivided into sixteen maintenance areas and are further subdivided into approximately 60 maintenance sub-areas. The sixteen area maintenance sections take care of state roadways, roadsides, structures and other facilities.

The area maintenance section offices preserve and maintain state roadways, clean rest areas and roadsides, ensure 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.

To receive information on any of these services, contact the local area maintenance office or the Road Travel Information — G-17 Transportation Building, St. Paul, Minnesota 55155, (612) 296-3076.

The Area Maintenance offices issue permits for special use of all Minnesota highways. Permits issued include:

1. drainage;
2. access driveway or entrance;
3. transportation and house moving;
4. utility or obstruction on trunk highway right of way;
5. 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. For information on specific permits, contact the local district offices.

Forms used include:

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1. form 2188 — drainage;
 2. form 1721 — access driveway or entrance permits;
 3. form 1720 — application for transportation permit and the official permit;
 4. form 1720A — permit sticker which is affixed to form 1720;
 5. form 1720B — similar to form 1720A;
 6. form 1724 — supplemental transportation permit;
 7. form 17293 — similar to 1720A, but used for annual refuse compactor permits;
 8. form 1722 — application for permit to move buildings;
 9. form 1758 — loading data for buildings;
 10. form 1796 — special requirements for movement of buildings;
 11. form 17284 — permits for twin trailers;
 12. forms 17284A,B,C,D, — validation stickers to be attached to form 17284
 13. form 1723 or form 2525 — permit to contract or modify utility facilities or place an object on state lands.
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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.

A permit may be revoked for conviction of any violation of the terms of the permit or for furnishing false information in the application.

RIGHT OF WAY SECTION, (612) 296-3286

The Right of Way Section 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 section 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.

The section 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 section has available the booklets, *Minnesota Highways and Your Property and Relocation Assistance*. For information or a booklet, contact the local district officer or the Office of Right of Way, Transportation Building, St. Paul, Minnesota 55155.

TRAFFIC SECTION, (612) 296-6164

The Traffic Section 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 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 oversize loads and utility structures on highway right of way.

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. For information, contact the local district office.

MATERIALS SECTION, (612) 296-3164

The Materials Section will provide information on the quality and use of materials used on highway construction and maintenance projects. The district Materials Section has a materials laboratory and with the approval of the staff, they will provide materials testing to government units. The section will conduct frost heave surveys, independence insurance sampling, culvert inspection, bridge beam and timber inspection, stake inspection and nuclear testing of materials.

The section will provide information on gravel pits, benkelman beam, condition ratings, road restrictions and soil.

For information, contact the local district office.

Office of the State Treasurer

303 Administration Building
50 Sherburne Avenue
St. Paul, Minnesota 55155
(612) 296-9623

Jim Lord, State Treasurer, (612) 296-7091

Mark Johnson, deputy state treasurer, (612) 296-7091

Minnesota Constitution, Article V; Minnesota Statutes, 7.01-7.20

The State Treasurer is a constitutional officer elected by the people to a four year term. The primary function of the office is to receive and account for monies paid into the state treasury until lawfully disbursed or invested. The Treasurer's computers maintain approximately 270 bank accounts throughout the state of Minnesota. A daily cash position is determined, and all monies not currently obligated are certified for investment and future use.

The Treasurer is a member of the State Board of Investment. The investment board is responsible for the formulation of policy and investment of monies on behalf of the various public and retirement funds. These funds, including the Invested Treasurer's Cash Fund, now total approximately \$3 billion.

The Treasurer is also a member of the state Executive Council. The council consists of six constitutional officers, whose duties include the approval of mineral, peat and timber leases, the designation of Minnesota banks to receive state deposits, the disposition of certain state lands and the provision of emergency relief in times of disaster.

The Treasurer is the administrator of the Uniform Disposition of Unclaimed Property Act, a program which returns to rightful owners any money or property forgotten or abandoned in a bank, insurance company or corporation.

TREASURY OPERATIONS DIVISION, (612) 296-7091

Jerome Engebretson, fiscal activities officer

The Treasury Operations Division is divided into four sections and provides the Treasurer with the necessary data and figures regarding cash flow and bank balances. Monies not currently needed are turned over for investment, and the Safekeeping Section maintains an inventory of all securities bought and sold by the Investment Board. Also included is the debt service function, which maintains all records and transactions concerning the bonded indebtedness of the state.

RECEIPTS AND REVENUE SECTION, (612) 296-9132

John Christensen, cashier

This section receives and processes deposits from state departments and agencies which consists of all monies paid into the state of Minnesota. Such deposits are then recorded and channeled to the appropriate bank for collection, where the funds are either used to pay bills or withdrawn for investment purposes.

SAFEKEEPING SECTION, (612) 9568

Shirley Allen, supervisor

This section maintains an inventory of all securities owned by the state, the retirement and public funds. All transaction data is verified, recorded and documented.

DEBT SERVICE SECTION, (612) 296-9547

Susan Schwab, accountant

The state of Minnesota issues debt as prescribed by the Constitution and Minnesota statutes. Fifty-two separate issues of Minnesota bonds in excess of \$800 million are currently outstanding. The Treasurer's Debt Service Section maintains records of every bond and coupon. It also has the responsibility for making principal and interest payments for the retirement of all debt.

ELECTRONIC DATA PROCESSING SECTION, (612) 296-8552

Michael Hager, EDP supervisor

The Electronic Data Processing Section is responsible for the reconciling and payment of all state warrants presented to the Treasurer's office for payment. This section also provides a computerized operation for recording all bank balances, deposits and withdrawals. Reports are also provided for the purpose of determining outstanding and unpaid warrants, collateral pledged to secure state funds on deposit and miscellaneous financial reports.

**METROPOLITAN REVENUE DISTRIBUTION DIVISION,
(612) 296-7091**

Mary Randolph, supervisor

The Metropolitan Revenue Distribution Division is a clearinghouse for collection and distribution of the seven-county metropolitan areawide 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.

UNCLAIMED PROPERTY DIVISION, (612) 296-2568

Georgia Johnson, director

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, and 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 un-

claimed 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.

Information and claim forms may be obtained by writing, calling or visiting in person the Unclaimed Property Division, G-19 Administration Building, St. Paul, Minnesota 55155. 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. There are no fees, but the State Treasurer makes no interest payments on money held. All rightful claims are paid within 90 days of proper completion of the claim form.



University of Minnesota

100 Church Street S.E.
Minneapolis, Minnesota 55455
Information: (612) 373-2851
C. Peter Magrath, president
(612) 373-2025

Minnesota Constitution, Article VIII

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 service. 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 of Regents. 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 S.E.
 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 David M. Lebedoff
 619 Midland Bank Building
 Minneapolis, Minnesota 55401

The Honorable L. J. Lee
 508 Geary Avenue
 Bagley, Minnesota 56621

The Honorable Charles F. McGuiggan
 Box 547, 104 West Redwood Street
 Marshall, Minnesota 56258

The Honorable Wenda Moore, Chairman
 2727 Dean Boulevard
 Minneapolis, Minnesota 55416

The Honorable Lloyd H. Peterson
 Box N, 523 Koronis Avenue
 Paynesville, Minnesota 56362

The Honorable Mary T. Schertler
 875 East Clear Avenue
 St. Paul, Minnesota 55106

The Honorable Neil C. Sherburne
 Minnesota AFL-CIO, 175 Aurora Avenue
 St. Paul, Minnesota 55103

The Honorable Michael W. Unger
 2280 Priscilla Street, Apartment 10
 St. Paul, Minnesota 55108

The Honorable David C. Utz, M.D.,
 Vice Chairman
 Room 1200-6 Mayo Clinic
 Rochester, Minnesota 55901

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.

GENERAL SERVICES

Equal Opportunity and Affirmative
 Action Office
 (612) 373-7969

Student Unions
 (612) 376-1685

Telephone Information Services
 (612) 373-2851

STUDENT SERVICES

Admissions and Records Office
 (612) 373-0378

Off-Campus Housing Offices
 (612) 373-7542 and 373-0822

Student Activities Center
 (612) 373-3955

Student Counseling Bureau
 (612) 373-4193

Student Counseling Bureau, Morris
 (612) 589-2929

HEALTH AND CRISIS SERVICES

Alcohol and Other Drug Abuse Programming Office (612) 376-3150	Drug Education-Information Program, Duluth (218) 726-7516
Chemical Dependence Treatment Program (612) 373-8324	Drug Information Center, Morris (612) 589-3926, ext. 359
Dental Hygiene Program, Duluth (218) 726-8556	Drug Information Service Center (612) 376-7190
Health Computer Sciences (612) 373-5613	Health Sciences Student Personnel Office (612) 376-7564 or 376-1449
Health Sciences Placement Service (612) 373-0082	Minnesota Medical Foundation (612) 373-8023

EDUCATIONAL SERVICES

Agricultural Extension Service (612) 373-1246	Labor Education Service (612) 373-3662
Aviation Education Resource Center, Duluth (218) 726-8251 or 726-8117	Learning Resources Center, Crookston (218) 281-6510, ext. 252
Chicano Studies Department (612) 373-9707	Learning Resources Center, Waseca (507) 835-1000
Consumer Answering Service (612) 373-0912	Minority and Special Student Affairs Office (612) 373-7947 or 373-7917
Employer Education Service (612) 373-5391	Minority Programs Office, Crookston (218) 281-6510, ext. 247
English as a Second Language Program (612) 373-7855	Veterinary Teaching Hospitals (612) 373-1636 for large animals (612) 373-1395 for small animals
Gatekeeper Training Program (612) 376-5314	World Affairs Center (612) 373-3799
Home Economics Education Division (612) 373-1530	

AGRICULTURAL EXPERIMENT STATION SYSTEM

Keith Huston, director

The Agricultural Experiment Station System 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.

Research results and related technical information can be obtained by contacting the Agricultural Extension Service, 240 Coffey Hall, 1420 Eckles Avenue, St. Paul, Minnesota 55108, (612) 373-1246.

Localized information relative to field crops, livestock production, soils, plant diseases, horticultural crops, and agricultural engineering may be received by contacting scientists at the branch stations:

Experiment Station, St. Paul 220 Coffey Hall, 1420 Eckles Avenue St. Paul, Minnesota 55108 (612) 373-0751	Southern Experiment Station Waseca, Minnesota 56093 (507) 835-3620
North Central School and Experiment Station Grand Rapids, Minnesota 55744 (218) 326-3485	Southwest Experiment Station Lamberton, Minnesota 56152 (507) 752-7372
Northwest Experiment Station Crookston, Minnesota 56716 (218) 281-6510, ext. 223	West Central Experiment Station Morris, Minnesota 56267 (612) 589-1711
Rosemount Experiment Station 1605-160th Street West Rosemount, Minnesota 55068 (612) 423-1491 or 423-2455	

AUDIOLOGY CLINIC

Frank Lassman, director

The Audiology Clinic is open to the public by appointment and provides hearing screening, hearing evaluations, hearing-aid evaluations, counseling, speech and language evaluations, and other related diagnostic and therapy services.

Appointments may be made by calling (612) 373-8740. The clinic is located at D-310 Mayo Memorial Building (Box 283), 420 Delaware Street S.E., Minneapolis, Minnesota 55455. Fees vary but costs can be estimated at the time of appointment.

AUDIOVISUAL LIBRARY SERVICE

W. E. Philipson, director

The Audiovisual Library Service is 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 service's marketing program sells faculty-produced motion pictures, filmstrips, and videotape programs in a variety of subject areas. Rental fees vary. A marketing sales catalog describing all instructional materials is available; preview copies of films are available at no cost to organizations planning a purchase.

To find a specific title, contact the reference section at (612) 373-4043.

To rent a film or videotape, contact the circulation section at 3300 University Avenue S.E., Minneapolis, Minnesota 55414, (612) 373-3810.

To request a sales catalog or preview copy, or to buy a film, contact Donald Cain of the marketing program at 3300 University Avenue S.E., Minneapolis, Minnesota 55414, (612) 373-3842.

BIOMEDICAL GRAPHIC COMMUNICATIONS DEPARTMENT

Martin Finch, director

This department provides professional art and photography services for the communication of scientific information. Typical types of artwork include anatomical, schematic, and mechanical drawings; charts; graphs; and exhibit and brochure design. Photographic projects include small-object (macro) and photomicrography; specimen and instrument photography; surgical and patient photography; and X-ray enhancement. The department can also produce 16mm motion pictures and animations. A price list is available on request, and project estimates are available at no charge. The department cannot accept cash payments; payment by check upon completion and approval of work is preferred. Receipts and invoices can be provided. Routine service takes one week for photographic requests and two weeks for artwork. Projects requiring faster service can be negotiated on an individual basis. In some instances, rush charges will be added when agreed to in advance.

To request artwork or photography, contact the department at B-192 Health Sciences Unit C, 516 Delaware Street S.E., Minneapolis, Minnesota 55455, (612) 373-8824 or 373-8136.

CAMPUS ASSISTANCE CENTER

Lud Spolyar, director

The Campus Assistance Center is an information and referral agency at the university and will respond to any question or problem primarily related to the university or to the individual concerned. A professional staff, including a psychologist and social worker, is also available to assist in personal crisis situations. There is no charge for any center services.

For information, referral, or crisis situations, contact the center at 107 Temporary, North of Appleby, 122 Pleasant Street S.E., Minneapolis, Minnesota 55455, (612) 373-1234 (telephone answered 24 hours a day).

The Digital Information Access Line (DIAL) has over 200 taped messages containing information relevant to the university, its services, and programs. Anyone can call DIAL at (612) 373-1857 and ask to hear the specific tape over the phone. A brochure listing the topics of the tapes is available free from the center.

CAMPUS RELATIONS DEPARTMENT, DULUTH

Julian B. Hoshal, director

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.

To arrange for speakers, or receive a list of speakers, contact the department at 305 Administration Building, University of Minnesota, Duluth, Duluth, Minnesota 55812, (218) 726-7110 or 726-7111.

To arrange for a guided tour of the campus, contact Audrey Larsen at Kirby Student Center Information Center, University of Minnesota, Duluth, Duluth, Minnesota 55812, (218) 726-7163.

CEDAR CREEK NATURAL HISTORY AREA

David F. Parmelee, chairman, field biology program

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. The public may use the nature trail throughout the day, seven days a week; overnight camping is not permitted. There are no fees.

The address and telephone number of the area are 2660 Fawn Lake Drive, Bethel, Minnesota 55005, (612) 434-5131.

CHILDBEARING-CHILDREARING CENTER

Sharon L. Rising, director

The center, an outreach clinic of University Hospitals, offers nurse-midwifery services and pediatric nurse practitioner services to meet the childbearing and childrearing needs of healthy normal couples/singles. Services also include programs for single mothers, well-woman care, and support groups in parenting. The staff includes four nurse-midwives, a pediatric nurse practitioner, and a maternity nurse practitioner. All well women and children are eligible for the center's services. Clinics are held two evenings a week, as well as during the day.

The cost of the total care package plan for prenatal services, labor, delivery, and hospital stay of three days is \$1,035 (\$760 for hospital charges, \$275 for the nurse-midwife). The package plan also includes support groups and other services. The cost of pediatric care varies.

Further information can be obtained by contacting the center at 2512 Delaware Street S.E., Minneapolis, Minnesota 55414, (612) 373-8212.

CHILDREN'S ASSESSMENT CLINIC

Dr. Daniel Halpern, coordinator

This clinic is a specialized outpatient service that evaluates children with complex communicative, attentive, behavioral, or motor problems that interfere with school performance. A team approach is used to provide pediatric rehabilitation, occupational therapy, clinical psychology, and speech pathology. Educational consultation and participation are available in selected instances. The child's abilities and disabilities are identified, and parents and educators are assisted in strengthening the weaker functions through supervised practice and training. Information is transmitted through conferences with and written reports to parents, educators, school psychologists, speech pathologists, and if appropriate the child himself.

Services may be obtained by contacting Mary Moore at 420 Delaware Street S.E., Minneapolis, Minnesota 55455, (612) 373-9013.

Fees are charged for professional services and examinations, including conferences. Costs may be paid for by private funds, medical insurance coverage, medical assistance, or special arrangements.

CHILDREN'S CENTER, CROOKSTON

Marilyn Grave, director

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 preschool youth. The center provides care for up to 46 children from the ages of six weeks through six years. Educational, nutritional, and parent-involvement services are provided. 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 program. A personal conference between the center director and a family member is strongly recommended. Center hours are 7:45 a.m. to 5:15 p.m. Monday through Friday. Services are maintained during most holiday periods, but not on nationally recognized legal holidays.

For information or to request admission forms, contact the center at Robertson Hall, University of Minnesota, Crookston, Crookston, Minnesota 56716, (218) 281-6510, ext. 284, or 281-4217.

Fees are: \$6.25 per day for full-time; \$4 for part-time with lunch; \$3.25 for part-time with no lunch; \$1 per hour for drop-in child care (2-hour minimum).

COMMUNITY SERVICES

Ethel Rasmussen, coordinator

The Community Services division of University Relations releases information about university services to individuals, groups, agencies, and organizations, especially to inner-city minority groups. The staff also organize workshops on social issues involving the university that are of interest to the general public.

For information, contact the office at S-68 Morrill Hall, 100 Church Street S.E., Minneapolis, Minnesota 55455, (612) 373-7509.

COMMUNITY-UNIVERSITY HEALTH CARE CENTER

Dr. Jean Smelker, project director

The Community-University Health Care Center provides comprehensive and continuing health care for families living in south Minneapolis. Services for both children and adults include medical, nursing, pharmacy, dental, nutrition, health education, community outreach, social, and psychological services. Families interested in the program should contact the intake worker for specific eligibility requirements and to make an appointment. Most emergencies can be seen the same day they call and regularly scheduled appointments are usually available within a few days. After registration is completed, clients can usually be seen the same day they call. Scheduled appointments are encouraged.

Applications for services must be made in person. For information, contact the clinic at 2016-16th Avenue South, Minneapolis, Minnesota 55404, (612) 376-4774.

COMPUTER CENTER, MORRIS

Andy Lopez, director

The Computer Center provides computer services for nonprofit organizations in west central Minnesota. For information, contact the center at 14 Camden Hall, University of Minnesota, Morris, Morris, Minnesota 56267, (612) 589-1665.

CONTINUING EDUCATION AND EXTENSION

Harold A. Miller, dean

Continuing Education and Extension is the principal vehicle for delivery of university services to the public in all university-related areas other than those of agriculture,

forestry, and home economics. Services are offered in the disciplines of technology, nursing, public health, pharmacy, dentistry, medicine, social work, education, business, the social and physical sciences, humanities, and the arts to meet the needs of the people and communities of the state. Although services may often be designed for specific groups and target audiences, they are available to all state residents. In addition to the services here listed, credit and noncredit instruction is offered in classroom, conference, correspondence, tutorial, and independent study formats leading to university degrees and certificates.

For general information, contact the dean's office at 150 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455, (612) 373-3900.

For specific information, call any of these units:

- Arts Continuing Education, (612) 373-4947
- Audiovisual Library Service, (612) 373-3764
- Business Continuing Education, (612) 373-3640
- Community Programs, (612) 376-7401
- Conferences, (612) 373-3151
- Continuing Education for Women, (612) 373-9743
- Counseling Department, (612) 373-3905
- Delinquency Control, (612) 373-2726
- Drama Advisory Service and Loan Play Library, (612) 373-4947
- Duluth Extension Center, (218) 726-8113
- Education Continuing Education, (612) 376-7669
- Engineering and Science Continuing Education, (612) 373-3132
- Extension Classes, (612) 373-3196
- Fire Information, Research, and Education Center, (612) 376-3535
- Independent (Correspondence) Study, (612) 373-3256
- Medical Continuing Education, (612) 373-8089
- Morris Extension Center, (612) 589-2482
- Older Adult Program, (612) 373-3941
- Ouroboros Solar Energy House, (612) 373-5170
- Pharmacy Continuing Education, (612) 376-5315
- Project Newgate, (612) 376-5250
- Public Policy Continuing Education, (612) 373-3799
- Real Estate Continuing Education, (612) 373-3938
- Rochester Extension Center, (507) 288-4584
- Sea Grant Extension Service, (218) 726-8106
- Social Work Continuing Education, (612) 373-5831
- State Organization Service, (612) 373-3170
- University Media Resources, (612) 373-3804
- University Program Service, (612) 373-4947
- World Affairs Center, (612) 373-3799

DENTAL CLINICS

Richard C. Oliver, dean, school of dentistry

The School of Dentistry offers a number of dental services to the public. Patient care is given by dental, dental hygiene, and dental assisting students, under the supervision of dental faculty members. This experience is necessary to qualify the students for dental practice. Fees vary.

For general information, contact the School of Dentistry at 15-209 Health Sciences Unit A, 515 Delaware Street S.E., Minneapolis, Minnesota 55455.

For specific information, call any of these units:

Admissions, Treatment Planning, and Comprehensive Clinic, (612) 373-0155

Cleft Palate Clinic, (612) 373-7966

Human and Oral Genetics, (612) 373-5006

Maxillofacial Clinic, (612) 376-4121

Oral Pathology, (612) 373-3248

Oral Radiology, (612) 373-2810 or 373-2811

Oral Surgery, (612) 373-0310

Orthodontics, (612) 373-3274

Orthodontic-Oral Surgery Program, (612) 373-3274

Pediatric Dentistry, (612) 373-3262 or 373-0301 for dental practitioners wishing consultations; (612) 373-0301 or 376-4092 to arrange for the dental treatment of handicapped persons.

DIGHT INSTITUTE FOR HUMAN GENETICS

Sheldon C. Reed, director

The Dight Institute provides genetic counseling services to the public and also offers lectures to community groups on human and medical genetics.

Individuals may make appointments directly by calling the office at (612) 373-3792. A referral from a physician will be requested. The services of the institute are provided at no cost; the only fees associated with the service would be for any medical tests that might be necessary.

Information about the lectures may be obtained by contacting the office at 8 Botany Building, 400 Church Street S.E., Minneapolis, Minnesota 55455, (612) 373-3792.

DRAMA ADVISORY SERVICE

David O'Fallon, associate director

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. There are no forms or fees. For information or assistance, contact the service at 326 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455, (612) 373-4947.

ELECTRICAL ENGINEERING DEPARTMENT

E. B. Lee, acting head

The Department of Electrical Engineering can provide a variety of technical services through its four shops and laboratories, all located in the Electrical Engineering building at 123 Church Street S.E., Minneapolis, Minnesota 55455.

The microelectronics laboratory offers custom service in microfabrication technology, including graduated reticles and photographic-plate processing, and has produced custom monolithic integrated circuits. For information, contact Wiley K. Smith at the above address or call (612) 373-4562.

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 avail-

able. For information, contact Johannes Smulders at the above address or call (612) 373-2488.

The machine shop offers design, consulting, and other services in the areas of precision metal machining, prototype and working models, high vacuum, heliarc and electric welding, and silver soldering. For information, contact Ken Hagen at the above address or call (612) 373-2470.

The magnetics research laboratory provides consultation and services in the areas of deposition of magnetic thin films by thermal evaporation and sputtering, measurement of DC magnetic movements and magnetic fields, characterization of the magneto-optical properties of materials, and examination of materials using electron transmission and mirror microscopy. For information, contact J. H. Judy at the above address or call (612) 373-5031.

GEOGRAPHY MAP LIBRARY, DULUTH

Leverett Hoag, department head

The Geography Map Library provides the largest collection of maps on the Duluth campus. Maps are available for use in the library and most are available for loan. The map library can be contacted at 328 Social Science Building, University of Minnesota, Duluth, Duluth, Minnesota 55812, (218) 726-7294.

If the library is closed, go to Room 311 of the Social Sciences Building.

GEOLOGY DEPARTMENT, DULUTH

Richard W. Ojakangas, head

The Geology Department will help individuals with questions about rocks, minerals, fossils, maps, and other problems. In many cases, staff members can provide answers to problems in identifying earth materials, and can refer the public to other appropriate sources of information. No fees are charged for most services, but the department cannot undertake major research projects for the public without special funding and arrangements. The time required for identifications may vary from a few minutes to several weeks.

Individuals requesting identification of material should bring or mail a sample to the department at 229 Mathematics-Geology Building, University of Minnesota, Duluth, Duluth, Minnesota 55812, (218) 726-7238.

HERBARIUM, BOTANY DEPARTMENT

Douglas Pratt, department head

The Herbarium staff will identify flowering plants, ferns, or lichens that grow wild in Minnesota; this service is not available to businesses or other profit-making enterprises. Plant samples (including flowers and fruits or, in the case of lichens, thallus with fruiting bodies) can be mailed or hand delivered. 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 plastic bag that has been moistened inside and sealed at the top. Demands on this service must be reasonable (1-10 identifications at a time). Under ordinary circum-

stances, identifications will be made within two days and at no charge. Whenever possible, hand-delivered plants will be processed immediately.

For plant identification, contact the Herbarium at 848 Biological Sciences Center, 1445 Gortner Avenue, St. Paul, Minnesota 55108.

The Herbarium staff will also answer telephone requests for information. For information about flowering plants and ferns, contact Gerald Ownbey at (612) 373-2227 or Thomas Morley at (612) 373-2229. For information about lichens, contact Clifford Wetmore at (612) 376-7284. For information about toxic and drug plants, public libraries, hospitals, and industry should contact Herbert Jonas at (612) 373-5919.

Tours of the greenhouse can be arranged for small groups. For information, contact the Botany Department at 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

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 35,000 volumes of published material and 2,400 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. It also issues the newsletter, *Spectrum*, which announces the activities of the center. Hours are 8:30 a.m. to 4:30 p.m. Monday through Friday, and 9 a.m. to 1 p.m. on Saturday. There are no forms or fees.

For information, or to request the newsletter, contact the center at 826 Berry Street, St. Paul, Minnesota 55114, (612) 373-5581.

INDUSTRIAL RELATIONS REFERENCE ROOM

Georgianna E. Herman, supervisor

The Industrial Relations Reference Room maintains an extensive collection of materials in industrial relations. For information about materials, contact the reference room at 309 Business Administration Building, 271-19th Avenue South, Minneapolis, Minnesota 55455, (612) 373-3681.

INDUSTRIAL SAFETY RESOURCE CENTER, DULUTH

Robert V. Krejcie, coordinator

The Industrial Safety Resource Center maintains safety information related to business, industry, and governmental agencies. Materials include American National Standards, construction standards, Federal Registers, Maritime Standards and Interpretations, National Fire Protection Association, Occupational Safety and Health Reporter, and a variety of other safety periodicals. They also have sound and ventilation monitors. All materials may be used at the center; some publications may be mailed out, depending on the number of copies requested. For information or to request material, monitoring service, or inspection service, contact the center at Industrial

Education Building, University of Minnesota, Duluth, Duluth, Minnesota 55812, (218) 726-8250 or 726-8117.

INFORMATION AND REFERRAL SERVICE, CROOKSTON

Stephen L. Kraatz, director of community services

The Information and Referral Service handles phone inquiries about housing, legal matters, recreation, health care, regional services, and other matters of concern. Through the use of an automatic answering-recording instrument, 24-hour a day coverage is provided. The service is operated from the office of the Retired Senior Volunteer Program. For information or referral, call the service at (218) 281-4444.

INSECT INFORMATION CLINIC

Mark E. Ascerno, specialist-in-charge

The Insect Information Clinic identifies and provides information on household, yard, and garden insects and insect control. Insect identification can be made by phone, mail, or in person. Phone conversations will need to be explicit and detailed. Specimens should be mailed in crush-proof containers and be accompanied by pertinent information. Mailed specimens are identified and the answer sent out the same day. Hand-delivered specimens are identified immediately, or individuals may leave their names and addresses for written replies. No forms or fees. Office hours are 8 a.m. to 12 noon and 1 p.m. to 4 p.m. on weekdays. For information on identification, packaging, or insect control, contact the clinic at 236 Hodson Hall, 1980 Folwell Avenue, St. Paul, Minnesota 55108, (612) 373-1044.

KUOM RADIO

Marion Watson, station manager

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 campuses, 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. For information about the radio station, contact KUOM at 550 Rarig Center, 330-21st Avenue South, Minneapolis, Minnesota 55455, (612) 373-3802.

LABORATORY NURSERY SCHOOL

Margaret B. Roth, administrative assistant

The Laboratory Nursery School is a half-day school program for children aged 2-5 years. The primary functions of the school are to demonstrate good nursery school practice, to train teachers of young children, and to serve as an active center of child study and research. One of the primary educational goals of the school is to convey to the children the value, challenge, and excitement of learning.

Applications and information may be obtained by contacting the school at 184 Child Development, 51 East River Road, Minneapolis, Minnesota 55455, (612) 373-2219 or 373-9853.

Applications must be returned by April 1 to be considered for the following school year; applications are also accepted for children wishing to attend the summer session only. The nursery school children are selected from all the applicants.

The cost ranges from \$55 for each of three quarters (two half-days per week) to \$130 for each of three quarters (five half-days per week). University quarters are 10 weeks each. Summer session cost is \$70 (five half-days per week for five weeks).

LAKE SUPERIOR BASIN STUDIES CENTER, DULUTH

Thomas J. Wood, director

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 three laboratories. Besides supporting the university staff, these laboratories will provide services to the public when the work load permits. The main office can be contacted at 413 Administration Building, University of Minnesota, Duluth, Duluth, Minnesota 55812, (218) 726-8542.

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. A written request stating the problems and needs relative to the analysis is required for cost estimates and scheduling. Contact David Marklund at the above address or call (218) 726-8542.

The Limnological Laboratory operates and maintains the center's two research vessels on Lake Superior. They perform sampling for water quality studies, inventory aquatic and land animals for biological studies, and carry out all-season field tests for a variety of chemical, physical, and biological studies. A written request stating the needs for a study is required for cost estimates and scheduling. Contact Robert Wilson at the above address or call (218) 726-8542 in winter or (218) 525-4773 in summer.

The Analytical Laboratory conducts routine water quality, heavy metal, and organic analyses. For current costs per analysis or additional information, contact Duane Long at 224 Chemistry Building, University of Minnesota, Duluth, Duluth, Minnesota 55812, (218) 726-8288.

LANDSCAPE ARBORETUM

Francis de Vos, director

The grounds of the Landscape Arboretum contain 4,000 different plants, trees, shrubs, vines, perennials, and annuals. The main building houses an extensive library containing books and periodicals on botany, horticulture, and gardening, and a tea room. 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 arboretum also holds classes and workshops. It is open from 8 a.m. to sundown seven days a week (bookstore hours are 10 a.m. to 4 p.m. Tuesday-Friday and 11:30 a.m. to 4:30 p.m. weekends; tea shop hours are 10 a.m. to 3 p.m. Tuesday-Friday and 10 a.m.

to 4 p.m. weekends). Admission to the arboretum is \$2 per car and \$6 per bus for nonmembers. Tours for groups of 10 to 60 people may be arranged for weekdays.

For information about any arboretum services, contact the staff at 3675 Arboretum Drive, Chaska, Minnesota 55318, (612) 443-2460.

Arboretum members may use the grounds at no charge. Membership fees are: individuals \$10, families \$15, contributors \$25, sustaining members \$50, and supporting members \$100.

LOAN PLAY LIBRARY

Ria Gregor, librarian

The Loan Play Library has over 16,000 play scripts on file and is the largest play-lending library in Minnesota. Plays may be checked out by any state resident. Office hours are 2 p.m. to 4:30 p.m., Tuesday through Friday. There are no fees, but a small postage and handling fee is charged for plays that are mailed out. Plays may be requested in person or by mail by contacting the library at 305 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455, (612) 373-4947.

MINNESOTA GEOLOGICAL SURVEY

Matt Walton, director

The Minnesota Geological Survey investigates the geology of Minnesota and publishes reports and maps of the findings. Staff members can be consulted on water and mineral resource discovery, development, and management; environmental issues; waste disposal; and construction and construction materials. Survey publications, open-file geologic maps, U.S. Geological Survey topographic maps, and hydrologic atlases for Minnesota are available from the office. Information from the 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 may also be used by the public.

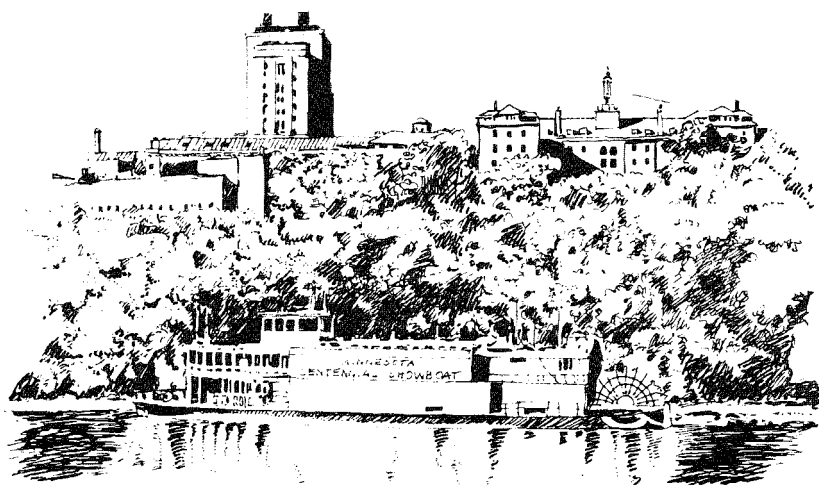
For general information and consultations, contact the survey at 1633 Eustis Street, St. Paul, Minnesota 55108, (612) 373-3372.

For information and prices on survey publications, maps, and atlases, contact the office at the above address or call (612) 373-0223. For information or to request data from the data banks, contact the office at the above address or call (612) 373-3591.

MINNESOTA REGIONAL HEARING CENTER

Arlene Carney and Edward Carney, directors

The Minnesota Regional Hearing Center is open to the public by appointment during regular working hours. It serves the entire community by providing hearing screening, hearing evaluations, hearing-aid evaluations, counseling, speech pathology services, and other related diagnostic services. Fees vary, but can be estimated at the time of appointment. Appointments can be made by contacting the office at 2525 East Franklin Avenue, Minneapolis, Minnesota 55406, (612) 339-0814.



MINNESOTA THEATRE FEDERATION

David O'Fallon, acting director

The Minnesota Theatre Federation 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 federation is open to children's theater and drama, community theater, professional theater, and secondary school, college and university theater, as well as to individuals. For information, contact the federation at 326 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455, (612) 373-4947.

MINNESOTA WOMEN'S CENTER

Anne Truax, director

The Minnesota Women's Center was established to meet the continuing education needs of mature women and it works to promote full opportunity for all women — students and nonstudents. The major functions of the office are advising and counseling, referral, and providing information. The center has a multimedia resource collection, copublishes a newsletter, organizes support groups, provides speakers, and serves as a consultant in conference and seminar planning. All services are open to any state resident, regardless of sex.

Staff members will provide information to anyone with questions about child care, discrimination, divorce, abortion, feminist professionals, and almost anything else having to do with women, or with men making similar changes in their lives.

Advising and counseling are provided by supervised interns who assist people in exploring educational, personal, and career development possibilities. Staff members will also refer people to specialized career development, testing, and counseling programs.

For information, contact the center at 306 Walter Library, 117 Pleasant Street S.E., Minneapolis, Minnesota 55455, (612) 373-3850.

MUSIC DEPARTMENT, DULUTH

David E. Price, head

The department of music offers music concerts and recitals throughout the school year. All events are open to the public and most are free. For more information, or to be placed on the mailing list for scheduled events, contact the department at 239 Humanities Building, University of Minnesota, Duluth, Duluth, Minnesota 55812, (218) 726-8208.

OLDER ADULT PROGRAM

Elizabeth Coles, coordinator

This program serves older adults and the professionals and paraprofessionals who work with them. It acts as an information source on current university activities in the field of aging and provides resource people for professional development and informational purposes. Specific activities being planned through the program include a certificate program designed for paraprofessionals and professionals in need of undergraduate course work in aging, and a pilot program to teach older adults how to provide mental health support groups and referral services to their own age peers and to train them to teach those skills. For information, contact the program office at 206 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455, (612) 373-3941.

OTOLARYNGOLOGY CLINIC

Dr. Michael M. Paparella, head

The Otolaryngology Clinic is open to the public by appointment during regular working hours, and provides medical care to those individuals with medical problems of the head and neck. Fees vary, but costs can be estimated at the time of appointment. Appointments may be made by contacting the office at D-307 Mayo Memorial Building (Box 88), 420 Delaware Street S.E., Minneapolis, Minnesota 55455, (612) 373-8736.

OUROBOROS SOUTH TOURS AND INFORMATION CENTER

R. Scott Getty, project director

The internationally recognized Ouroboros South Project in Rosemount is one of the earliest full-scale, working, experimental dwellings combining energy-conserving architectural design with alternative technologies. Tours of the house are offered to the public. Tour fees are \$1.50 for adults and \$.50 for children; group rates for high school groups of 20 or more are \$1 per person. Information sheets on alternative energy topics such as solar, wood, and wind energy are also available. For information or to make tour reservations, contact the center at 320 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, Minnesota 55455, (612) 373-5170.

PAIN CLINIC AND PAIN TREATMENT PROGRAM

Alan H. Roberts, director

The Pain Clinic and the Pain Treatment Program at University Hospitals evaluate, diagnose, and treat chronic pain problems. After evaluation in the clinic, patients may be referred to the in-hospital program, which is designed to retrain patients and their families in the management of chronic pain and associated problems. The major goal of the program is to increase the amount and kind of activities the patient can carry out, both in the hospital and at home. Muscles that are weakened by pain and disuse are slowly strengthened in a daily treatment program of physical and occupational therapy. The amount of activity is gradually increased until the patient is doing things considered normal for a person of that age and sex. Pain medications are gradually reduced as activity increases.

Persons seeking a clinic evaluation must be referred by their physicians. Appointments can be made by calling the clinic coordinator at (612) 373-9005. Information on the clinic and program and on the costs involved can be obtained by contacting the office at Box 297 Mayo Memorial Building, 420 Delaware Street S.E., Minneapolis, Minnesota 55455, (612) 373-9000.

PLANT DISEASE CLINIC

Ward C. Stienstra and Francis L. Pflieger

The Plant Disease Clinic personnel will answer questions on plant diseases, their causes, transmission, and control, and will diagnose diseases of trees, field crops, vegetables, and house and garden plants. There are no forms or fees.

The in-house clinic will accept telephone calls, personal visits, or letters. The office is open eight hours a day from May to September, and 10-20 hours a week the rest of the year, so clients should call before coming. For assistance, contact the clinic at 104 Stakman Hall, 1519 Gortner Avenue, St. Paul, Minnesota 55108, (612) 373-0936.

A mobile clinic 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. For information about when the mobile unit will be in your area, contact the clinic at the above address or telephone number.

PLANT PATHOLOGY DEPARTMENT

D. W. French, acting head

The Plant Pathology Department performs a variety of testing services for the general public, including nematode soil analysis, bacterial blight seed testing, and mycotoxin testing of livestock feed and grain.

Nematode soil analysis will be done for \$3 per sample; results will be mailed in 10 days. For information or instructions on obtaining the needed soil sample, contact the office at 110 Stakman Hall, 1519 Gortner Avenue, St. Paul, Minnesota 55108, (612) 373-2134.

Bacterial blight seed testing is done through the Minnesota Crop Improvement

Association; there is a \$25 charge for each sample analyzed. For information, contact the association at 1900 Hendon Avenue, St. Paul, Minnesota 55108, (612) 373-0883.

Mycotoxin testing of livestock feed and grain costs \$25-\$40 per sample. For information, contact the department at 304 Stakman Hall, 1519 Gortner Avenue, St. Paul, Minnesota 55108, (612) 373-1353.

POISONOUS PLANT AND MUSHROOM IDENTIFICATION SERVICE

Thor Kommedahl, Oliver Strand, Elwin Stewart, Clyde Christensen

The Poisonous Plant and Mushroom Identification Service will identify plants and mushrooms as poisonous for the public, hospitals, poison control centers, veterinarians, police, etc. There are no forms or fees.

Identification of poisonous yard and house plants can be made during the week or on weekends, due to the seriousness of the problem. Individuals wishing assistance should contact:

Dr. Thor Kommedahl
210 Stakman Hall
1519 Gortner Avenue
St. Paul, Minnesota 55108
(612) 373-1376

Dr. Oliver Strand
205 Agronomy
1509 Gortner Avenue
St. Paul, Minnesota 55108
(612) 373-1181

Identification of mushrooms as edible or poisonous will be made in emergency situations. For assistance contact:

Dr. Elwin Stewart
312 Stakman Hall
1519 Gortner Avenue
St. Paul, MN 55108
(612) 373-1383

Dr. Clyde Christensen
314 Stakman Hall
1519 Gortner Avenue
St. Paul, MN 55108
(612) 373-1384

Dr. D. W. French
306 Stakman Hall
1519 Gortner Avenue
St. Paul, MN 55108
(612) 373-0852

RAPTOR REHABILITATION PROGRAM

Gary E. Duke and Patrick T. Redig

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, when possible, allowed to regain the skills needed for catching food and for



flying. Birds that recover completely are released into the wild; birds not able to survive in the wild are provided to qualified institutional or governmental units for breeding, education, or research purposes. For information or to bring in an injured or diseased bird, contact the program at 295 Animal Science/Veterinary Medicine, 1988 Fitch Avenue, St. Paul, Minnesota 55108, (612) 373-0821 or 373-0816.

READING CLINICS

David Pearson, coordinator

The Reading Clinics are operated in cooperation with area schools. While the service is primarily directed to students in the cooperating school, a limited number of school-age children from outside the school can be accommodated. Services include a diagnostic survey of the child's reading skills and approximately 20 hours of remediation. Clinics are held from mid-June to mid-July each summer. At present there is no charge for this service. For information, contact David Pearson at 130 Burton Hall, 178 Pillsbury Drive S.E., Minneapolis, Minnesota 55455, (612) 373-3974.

RECREATIONAL SPORTS OFFICE

C. E. Mueller, director

The Office of Recreational Sports provides a variety of sports-related services to the public. Golf, tennis, and ice-skating facilities are open to the public; charges are nominal. The office will provide information about officiating certain sports, or they can arrange for an experienced official to work games. Fees for this service vary. Information is also available on a variety of subjects such as playing rules (including special adaptations appropriate to sex), dimensions of playing surfaces and courts, methods of structuring tournaments and meets; and sports and activities to promote general fitness, such as jogging, swimming, and exercise programs. Speakers on general fitness programs can also be arranged; fees vary. For information about any of these services, contact the office at 107 Cooke Hall, 1900 University Avenue S.E., Minneapolis, Minnesota 55455, (612) 373-4200.

Staff members can also provide information on organizing club sports, including personnel, services and finances. They will serve as consultants in forming new sports clubs, and the office can arrange for individual or team competition in a wide variety of sports. Fees for consultants vary. For information about these services, contact the Sports Club Section at 101a Bierman Field Athletic Building, 516-15th Avenue S.E., Minneapolis, Minnesota 55455, (612) 373-1917.

REHABILITATION CENTER

Dr. Glenn Gullickson, Jr., medical director

The Rehabilitation Center provides the physical medicine and rehabilitation services for University Hospitals. The services are comprehensive and are prescribed and coordinated under medical direction to assist each patient to achieve maximum self-sufficiency and to be able to again participate in the affairs of his home and community. They are available to both inpatients and outpatients.

Registration as a University Hospitals patient is required. Registration information and appointments can be obtained by contacting the center at Box 297 Mayo Memo-

rial Building, 420 Delaware Street S.E., Minneapolis, Minnesota 55455, (612) 373-8990.

Information about specialized services may be obtained by calling:

1. Speech and language therapy (for communication problems due to aphasia, delayed language development, dysarthria, hearing loss, laryngectomies, stuttering, cleft palate, and voice disorders), (612) 373-9013.
2. Counseling and vocational services, (612) 373-9098.
3. Work evaluation, (612) 373-9013.
4. Special services (such as electrodiagnostic testing, electromyography, gait analyses, muscle strength testing, skin temperature testing, and renal function evaluation, and the spinal cord injury and pain treatment programs), (612) 373-8990.
5. Physical therapy (for amputee training, cerebral palsy, chronic obstructive lung disease, muscular dystrophy, rheumatoid and degenerative arthritis, spinal cord injuries, stroke, cervical and lumbar sprains, decubitus ulcers, lymphedema, and central nervous system disorders), (612) 373-9013.
6. Occupational therapy, (612) 373-9013.

RETIRED SENIOR VOLUNTEER PROGRAM (R.S.V.P.), CROOKSTON

Kay Kraatz, director

The R.S.V.P. 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.

Any retired person 60 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. To volunteer, or for more information, contact the program at 14 Hill Hall, University of Minnesota, Crookston, Crookston, Minnesota 56716, (218) 281-6510, ext. 317.

Organizations such as schools, courts, libraries, museums, hospitals, nursing homes, day-care centers, institutions, and programs for shut-ins may request services. Members of R.S.V.P. cannot be used to displace employed workers. Benefits include accident insurance, out-of-pocket expenses, and transportation. To request a volunteer, contact the program at the above address and telephone number.

RODNEY A. BRIGGS LIBRARY, MORRIS

Russell E. DuBois, head librarian

The Briggs Library offers use of its library materials to residents of the Morris area after school, public, or other available library services have been investigated and found insufficient. Limited assistance and reference services are provided for individuals who are engaged in secondary or postsecondary school study, and interlibrary loans can be arranged. Materials may be used in the building or checked out by showing identification. For further information, contact Rodney A. Briggs Library, University of Minnesota, Morris, Morris, Minnesota 56267, (612) 589-1070.

SEA GRANT EXTENSION SERVICE, DULUTH

Dale R. Baker, director

The Sea Grant Extension Service is a cooperative service of the university and the federal government. It provides information about the state's Lake Superior coastal region to the public. For further information, contact the service at 109 Washburn Hall, University of Minnesota, Duluth, Duluth, Minnesota 55812, (218) 726-8106.

SPEAKERS BUREAU

Emmy Storholm, manager

The Speakers Bureau of University Relations will provide speakers from the university for groups. A speakers guide listing staff members and administrative staff is available with biographical data on the speakers, and information about music ensembles, films, and other program possibilities; the guide is free. Speakers fees may vary. Requests for speakers during the school year should be made at least one week in advance of the speech. During vacation and holiday periods, several weeks should be allowed. To request the guide, or obtain additional information, contact the bureau at S-68 Morrill Hall, 100 Church Street S.E., Minneapolis, Minnesota 55455, (612) 373-2126.

There are speakers available on the Crookston, Duluth, Morris, and Waseca campuses. Contact the University Relations department on the specific campus.

SPEECH AND HEARING CLINIC

Charles E. Speaks, director

This clinic provides services in the areas of articulation, stuttering, voice, laryngectomy, delayed speech and language development, and hearing. The clinic serves primarily as a means of providing clinical education for graduate students in speech and language pathology and in audiology.

Fee schedule: speech pathology clinical management, \$2 per session; audiologic evaluation, \$25 (senior citizens, \$15); audiology screening, \$2; audiology screening follow-up, \$5. For information or to receive services, contact the clinic at 115 Shevlin Hall, 164 Pillsbury Drive S.E., Minneapolis, Minnesota 55455, (612) 373-4116.

STATE ARCHAEOLOGIST'S OFFICE

Elden Johnson, state archaeologist

The office of the state archaeologist encourages and coordinates state archaeological research, arranges for archaeological sites to be marked and viewed by the public, seeks to preserve sites located on private property, protects objects found on field expeditions or during public construction and demolition projects, and publishes reports of findings. The office will help identify archaeological objects and sites on private property, and also will provide information about Minnesota's prehistoric archaeology.

For information or assistance, contact the office at 215 Ford Hall, 224 Church Street S.E., Minneapolis, Minnesota 55455, (612) 376-7621.

STATE ORGANIZATION SERVICE (SOS)

William C. Rogers, director

The State Organization Service provides administrative and secretarial services to voluntary organizations in Minnesota. Professional persons are also available to write, proof, design, and keyline organization communications. Nonpartisan, nonsectarian, nonprofit voluntary organizations involved in public service may apply for membership. There are no membership fees but member organizations are charged an hourly rate for actual time spent on the job, plus any materials costs. Each job requires a different amount of time to fill; as a rule, five working days should be allowed for a routine production or mailing job. For information, contact the service at 30 Shops Building, 319-15th Avenue S.E., Minneapolis, Minnesota 55455, (612) 373-3170.

THEATRE DEPARTMENT AND MARSHALL PERFORMING ARTS CENTER, DULUTH

R. C. Graves, head

The Department of Theatre and the Marshall Performing Arts Center offer student, community, and touring group productions in theater and dance throughout the year. All productions are open to the public. Tickets for departmental productions usually range from \$1.50 to \$3; tickets for community group or touring company productions range from \$1 to \$5. For information, or to be placed on a mailing list to receive notices of performances, contact the department at 141 Marshall Performing Arts Center, University of Minnesota, Duluth, Duluth, Minnesota 55812, (218) 726-8562.

TWEED MUSEUM OF ART, DULUTH

W. G. Boyce, director

The Tweed Museum of Art offers displays and exhibits for the general public throughout the year. There are no fees. To be placed on a mailing list describing museum functions, or to inquire about specific exhibits, contact the museum at University of Minnesota, Duluth, Duluth, Minnesota 55812, (218) 726-8222.

UNIVERSITY COMPUTER CENTER

Peter C. Patton, director

The University Computer Center operates two high-speed, general purpose computers. 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. Terminal leasing and field engineering services are also available. Fees are based on the use of time and materials. For further information, contact Thea D. Hodge, User Services, at 232 Experimental Engineering Building, 208 Union Street S.E., Minneapolis, Minnesota 55455, (612) 376-5599.

UNIVERSITY GALLERY

Lyndel King, director

The University Gallery exhibits art materials from its permanent collection of over 6,000 paintings, prints, sculptures, ceramics, and decorative arts.

The Gallery, located on the 3rd and 4th floors of Northrop Auditorium, is open to the public from 11 a.m. to 4 p.m. Monday, Wednesday, and Friday; 11 a.m. to 8 p.m. Tuesday and Thursday; and 2 p.m. to 5 p.m. on Sunday. There are no admission fees. Free guided group tours are available, but reservations are necessary. For information contact the Gallery at 110 Northrop Auditorium, 84 Church Street S.E., Minneapolis, Minnesota 55455, (612) 373-3424.

Permission to study the entire collection or to examine individual works of art can be arranged. There are no fees. Contact the director at the above address or call (612) 373-3424.

Touring exhibitions of art from the collection can be arranged for state institutions and organizations that can provide space and adequate security. Live interpretive programs usually accompany the exhibitions. Fees for touring exhibitions vary, but are kept as low as possible. Tour sites are scheduled several months in advance. Exhibitions usually last four weeks. To arrange for a touring exhibition, contact Mary Harvey at the above address or call (612) 376-3614.

UNIVERSITY OF MINNESOTA HOSPITALS

John Westerman, general director

University Hospitals and Clinics operate as a comprehensive referral center for the state and region. New and expanded university clinics will open in 1978. This new facility will enable the state general hospital to better fulfill the mission of providing a broad range of ambulatory services in an educational and research environment. For further information, write the hospital at 420 Delaware Street S.E., Minneapolis, Minnesota 55455.

For specific information, call Central Information, (612) 373-8008; Social Service Department, (612) 373-8710; or Public Relations Department, (612) 373-8695.

UNIVERSITY RELATIONS

Russell D. Tall, director

The University Relations department serves the public by providing visitor information, publications, speakers, special events, and general information about the university. 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. There are no fees for these services. For information, contact the department at S-68 Morrill Hall, 100 Church Street S.E., Minneapolis, Minnesota 55455, (612) 373-2126.

UNIVERSITY TELEVISION

David Sleeper, coordinator

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. Program times and titles can be found in the daily television listings of the metropolitan newspapers. The University Television office is located at 540 Rarig Center, 330-21st Avenue South, Minneapolis, Minnesota 55455, (612) 373-2846.

VISITOR INFORMATION CENTER

Emmy Storholm, manager

Tours of the Minneapolis and St. Paul campuses may be scheduled for visitors and prospective students through the Visitor Information Center, a part of University Relations. Tours to see farm animals on the St. Paul campus, for grade school through junior high school students, may also be arranged. Tours are best scheduled for weekdays. A two-week notice is requested for guided tours. The person requesting the tour should plan to accompany the group or supply the name, address, and telephone number of someone who will accompany the visitors. There is no charge for this service.

Campus maps marked for self-guided tours, and other information, will be provided by the center or the University Relations office. Requests for guided tours should be made to the center office.

Visitor Information Center
101 Coffey Hall
1420 Eckles Avenue
St. Paul, Minnesota 55108
(612) 373-1099

University Relations
S-68 Morrill Hall
100 Church Street S.E.
Minneapolis, Minnesota 55455
(612) 373-2126

Tours of specific facilities, such as the Landscape Arboretum, the Herbarium Greenhouse, and the Bell Museum of Natural History, should be arranged directly with those offices.

Tours of the coordinate campuses at Crookston, Duluth, Morris, and Waseca may be arranged by contacting the University Relations offices at the following addresses:

213 Selvig Hall
University of Minnesota, Crookston
Crookston, Minnesota 56716
(218) 281-6510, ext. 250

306 Behmler Hall
University of Minnesota, Morris
Morris, Minnesota 56267
(612) 589-4322

305 Administration Building
University of Minnesota, Duluth
Duluth, Minnesota 55812
(218) 726-7110

University of Minnesota, Waseca
Waseca, Minnesota 56093
(507) 835-1000, ext. 264

VOCATIONAL ASSESSMENT CLINIC

Rene V. Dawis and Lloyd H. Lofquist, directors

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 provides 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. The regular fee for assessment and planning is \$100. For a more in-depth assessment, the fee is \$200. An appointment for the first interview with a counselor can usually be made within two weeks. The service usually takes four to five weeks and consists of one session of testing and four weekly one-hour interviews with a counselor. To arrange an initial interview or obtain information, contact the clinic at N-555 Elliott Hall, 75 East River Road, Minneapolis, Minnesota 55455, (612) 376-7197.

WATER RESOURCES RESEARCH CENTER

John J. Waelti, acting director

The Water Resources Research Center arranges for research and investigations and provides training to scientists in the fields of water and of resources that affect water. The center plans and arranges for university faculty and persons from private colleges to conduct such research. The center publishes reports of research projects and provides public information bulletins at no charge. Periodic seminars and conferences on topics of current interest are also offered; fees for seminars vary. For information or to request publications, contact the center at 107 Hubbard Building, 2675 University Avenue, St. Paul, Minnesota 55114, (612) 646-6309.

WILDLIFE LINE

Paul Kesselberg, information coordinator

The Wildlife Line is a telephone information service operating out of the Bell Museum of Natural History. Staff members will identify wildlife and answer a wide range of questions about wildlife between 3 and 5 p.m. on weekdays, all day Saturday, and 1 to 5 p.m. on Sundays. For information, call the Wildlife Line at (612) 376-7626.

YOUTH DEVELOPMENT AND RESEARCH CENTER

Jerome Beker, director

The purpose of the Center for Youth Development and Research is to bring together knowledge and skills from various disciplines, professions, and experiences to enable those in the field to better understand and work with youth. The center sponsors public forums on practice and research with youth, develops special publications, offers continuing education and staff development for personnel in youth-serving agencies and institutions, and consults with various groups on program development and evaluation. It also maintains a resource collection of materials relating to youth and compiles specialized bibliographies for interested persons. With the exception of some of the center's publications, all services are provided free of charge. For information, contact the center at 48 McNeal Hall, 1985 Buford Avenue, St. Paul, Minnesota 55108, (612) 376-7624.

State University System

Office of the Chancellor
407 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota
(612) 296-2844
Dr. Garry D. Hays, chancellor
(612) 296-3717

Minnesota Statutes chapters 136 and 16

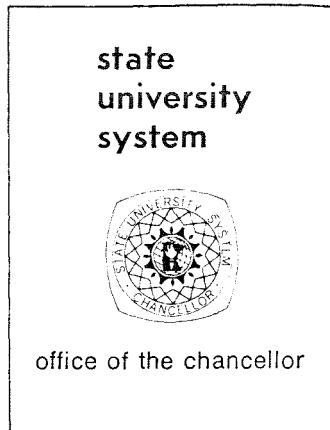
The State University Board appoints presidents, faculty and other necessary employees, establishes salaries, prescribes courses of study, establishes conditions of admission, grants degrees, and adopts rules for the seven state universities (formerly state colleges).

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.

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 in the following listing.

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.

To receive specific information or application forms, contact:



366 / State Agency Services

Director of Admissions
Bemidji State University
Bemidji, Minnesota 56601

Mr. Ross Alm
Director of Admissions
Mankato State University
Mankato, Minnesota 56001

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

Mr. Michael Akin
Director of Admissions
Southwest State University
Marshall, Minnesota 56258

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

ACADEMIC AFFAIRS DIVISION, (612) 296-6870

Dr. Emily Hannah, vice chancellor

Academic affairs coordinates the academic planning and curriculum development of the seven universities. They provide no services directly to the public.

FINANCE DIVISION, (612) 296-3071

Val Vikmanis, vice chancellor

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 DIVISION, (612) 296-3846

Lance Teachworth, director

Personnel and employee relations maintain 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 DIVISION, (612) 296-2028

C. Raymond Calhoun, vice chancellor

Facilities Management repairs, improves and corrects any deficiencies required by the occupational safety and health act (OSHA) 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.

TUITION AND FEES

Tuition and fees for 1978-79 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 North Dakota students to attend Minnesota state universities at resident fees. Minnesota residents can also be eligible to attend state colleges in Wisconsin and North Dakota under this program. Part-time undergraduate students are those enrolled for no more than eight credit hours per quarter or four credit hours during a summer session.

Tuition Per Credit Hour 1978-79

Undergraduate	
Resident	\$10.65
Non-resident	\$21.15
Graduate	
Resident	\$13.65
Non-resident	\$27.40

Fees for 1978-79

Application fee (this may be refunded only if the university cannot accept the student due to over-enrollment or lack of housing)		\$10.00
Activity fee	Full Time	Part Time
regular year per quarter	\$15.00	\$7.50
summer session per session	\$ 7.50	\$3.75
Student union fee		
regular year per quarter	\$10.00	\$5.00
summer session per quarter	\$ 5.00	\$2.50
Student union/program fee		
regular year per quarter	\$10.00	\$5.00
summer session per session	\$ 5.00	\$2.50
Student health fee		
regular year per quarter	\$ 8.00	\$4.00
summer session per session	\$ 4.00	\$2.00

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. Following is a listing of its fees.

	Resident	Non-resident
Basic quarterly tuition	\$32.00	\$122.00
University sponsored learning opportunity	\$48.00	\$ 73.00
Assessment of prior learning experience	\$36.00	\$ 55.00
Each transcript recording of another university's course except an Associate of Arts listing	\$ 7.00	\$ 9.00

Room and board facilities are available at all universities except Metropolitan State University. Fees are standard.

	Room and Board (per academic year)
Multiple occupancy room	\$1,070.00
Double occupancy room	\$1,115.00
Single occupancy room	\$1,245.00
Double used as a single	\$1,295.00
Multiple used as a single	\$1,295.00

Department of Veterans Affairs

Veterans Service Building

St. Paul, Minnesota 55155

(612) 296-2562

Russel R. Green, commissioner, (612) 296-2783

Minnesota Statutes, sections 196.01-198.265

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, (612) 296-1031

Joseph T. Hartel, supervisor

The Veterans Benefits Division administers a variety of benefit programs and services available to veterans or their dependents.

Disabled veterans and their dependents are eligible for temporary financial assistance during the time the veteran is disabled. Food, shelter and medical assistance may be provided if the veteran meets residency, income, disability and veteran status eligibility requirements. Application for assistance usually requires a personal appearance so that all necessary forms can be completed. A copy of the veteran's discharge papers from military service and medical proof of disability must be available.

To request information, begin application procedures or receive a detailed explanation of eligibility requirements, contact the county veterans service officer, usually located in the courthouse of each Minnesota county or the Department of Veterans Affairs, Veterans Benefits Division at its address above. No fees are charged for this service. A minimum of seven days is required for processing a new application if all required documents and supporting data is available (i.e. medical proof of a disability). The financial assistance is sent to the applicant upon approval.

The War Orphans Education Program serves all children of Minnesota veterans who died from injuries incurred in military service. These children 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.

To request information or application forms contact the Veterans Benefits Division, (612) 296-1031. No fees are charged for this service. A minimum of seven days is required for processing a new application if all necessary documents are available.

The Veterans Educational Assistance Program is a one-time tuition grant of \$250 which is available to Minnesota veterans who were Minnesota residents upon entry into the service. Veterans must have exhausted their federal educational benefits prior to the 10 year limitation before eligible to apply for state veterans educational assistance.

To request information or application forms contact the county veterans service officer or The Department of Veterans Affairs, (612) 296-1031. The forms needed for this service are:

1. an application form;
 2. proof of an honorable discharge from military service; and
 3. statement from the U.S. Veterans Administration that federal educational benefits have been exhausted.
-

There is no charge for this service. A minimum of seven days is required for processing a new application if all required documents and supporting data is available. Educational assistance will be provided by mail upon approval of the application.

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 or the Department of Veterans Affairs, Veterans Benefits Division, (612) 296-1031. There are no fees for this service. Flag holders are distributed to the county veterans service officer upon request each spring.

Information-referral and bonus records is a service that helps veterans or their dependents to apply for state or federal veterans benefits. The service offers general information about available benefits and directs applicants to the proper state or federal agency. Bonus records (after each war, the state of Minnesota has paid bonuses to eligible veterans) from each war are also available from this service. Application forms should be requested in person so that supporting information or documentation required for approval of the benefit can be provided to the appropriate agency.

To request information, contact a county veterans service officer or the Department of Veterans Affairs, Veterans Benefits Division, (612) 296-2562. 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, (612) 725-4171

Phillip D. Nygren, supervisor

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. This service is available to any veteran and/or dependent. To begin application procedures contact the Department of Veterans Affairs, Claims Division, 174 Federal Building, Fort Snelling, St. Paul, Minnesota 55111.

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). There is no fee for this service. Claims representatives are available at all times during the business hours.

MINNESOTA VETERANS HOME, (612) 729-9325

William Gregg, administrator

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.

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. Admission to the veterans home is made on a space available basis with consideration given to the type of care necessary. The cost of care is in direct proportion to available income.

BIG ISLAND VETERANS CAMP, (612) 296-2345

Big Island Veterans Camp occupies 58 acres on the east end of Big Island in Lake Minnetonka. From June 15 to Labor Day each year it 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.

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.
-

To request information or application forms or to obtain a fee schedule for utilization of the Big Island Veterans Camp contact the Department of Veterans Affairs. 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, (612) 296-1030

R. J. Lavell, deputy commissioner

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. To request information contact the Department of Veterans Affairs, Administrative Services Division. There are no forms or fees required for this service. Information requested concerning payments is handled immediately.

GUARDIANSHIP SERVICES SECTION, (612) 296-2764

Ivan Berg, Jr., guardianship officer

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.

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.

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 Station. There are no forms or fees necessary for this service.

FIELD SERVICES DIVISION, (612) 296-1039

Raymond D. Schultz, supervisor

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 located in each Minnesota county and is also provided by this division.

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. To request forms or information contact:

Department of Veterans Affairs
Field Service Division
Veterans Service Bldg.
St. Paul, Minnesota 55155
(612) 296-1039

Moorhead Branch Office
34 North, 3rd Street
P.O. Box 157
Moorhead, Minnesota 55560
(218) 236-2824

Duluth Branch Office
Courthouse
Duluth, Minnesota 55802
(218) 723-4668

There are no fees charged for this service. 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.

Board of Veterinary Medicine

717 Delaware Street SE, Room 337
Minneapolis, Minnesota 55414
(612) 296-5388
Glen Nelson, D.V.M., executive secretary

Minnesota Statutes, section 148.52

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.

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 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.

Complaints are preferred in writing. To file a complaint, receive an application for license or renew a license for a corporation, contact the Board of Veterinary Medicine at the above address.

There is an application form available from the board. An applicant must be at least 18 years old, of good moral character, and have a doctor of veterinary medicine degree from an approved school.

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

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

Renewal fees must be received by March 1, or there is a \$10.00 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.

Governor's Office of Volunteer Services

130 State Capitol (mailing address)
127 University Avenue (staff office)
St. Paul, Minnesota 55155
(612) 296-4731
Laura Lee M. Geraghty, director

Minnesota Laws of 1977, chapter 389

The Governor's Office of Volunteer Services is a non-partisan central office at the highest level of state government which was established to promote volunteerism by effectively coordinating and channeling voluntary action to improve the quality of life for Minnesota's citizens. The office works with private or public sector organizations which either provide or utilize volunteer services in such areas as human services, environmental and cultural affairs and civic involvement.

A 21-member Advisory Committee is appointed, by the Governor, to make recommendations to the director and the Governor on matters related to volunteerism.

The office collects and distributes information on effective volunteer programs throughout the state, conducts research on various aspects of volunteerism in order to identify and address volunteer needs and issues, and operates a resource library for volunteer leaders and directors. Technical assistance and consultation are provided to volunteer groups when no local resources exist. The office also publishes and distributes free of charge a 6-8 page, bi-monthly newsletter for volunteer leaders, coordinates and provides training and educational opportunities for volunteer leaders, and encourages and participates in volunteer recognition events in order to increase the visibility and status of volunteers and their accomplishments and encourage greater citizen participation in voluntary efforts. The office maintains liaison with national, state and local groups active in volunteerism.

There are no fees or membership requirements. For more information or assistance contact the Governor's Office of Volunteer Services.

Board of Examiners in Watchmaking

5th Floor Metro Square Building
7th and Robert Streets
St. Paul, Minnesota 55101
(612) 296-2197
Stanley Vomacka, secretary of the board

Minnesota Statutes, sections 326.54-326.546; Minnesota Laws, 1976, chapter 222

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

The board gives written and practical examinations intermittently during the year. Oral examinations are given at board meetings, usually in January and July. The applicant is expected to supply the watches used in the examination. The watches should be submitted to the board ten days prior to the examination date. If the applicant uses watches supplied by the board, a fee is charged.

For information or to request an examination or application form, contact the Board of Examiners in Watchmaking at the Commerce Department's address. Application forms are available from the board office.

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

Applicants receive examination results within 10 days.

The board receives and investigates complaints by members of the public or watchmakers. The board has the power to revoke and suspend licenses. For information or to make a complaint, contact the Board of Examiners in Watchmaking at its above address and phone number. Complaints are handled as they are received.

Water Planning Board

Room 600 American Center Building
150 East Kellogg Boulevard
St. Paul, Minnesota 55101
(612) 296-1424
Thomas J. Kalitowski, chairman

Laws of Minnesota 1977, chapter 446

The members of the Water Planning Board are the commissioners of agriculture, health and natural resources; the directors of the Minnesota Energy Agency and the Pollution Control Agency, the chairman of the State Soil and Water Conservation Board, and a chairperson appointed by the Governor.

The Water Planning Board has several statutory duties. It directs the preparation of the Framework Water and Related Land Resources Plan proposed to the Legislative Commission on Minnesota Resources in October 1976. The board assures the participation of the public and all units of government in the preparation and implementation of all state water resources planning activities. The Water Planning Board directs all state involvement in activities undertaken to comply with the federal Water Resources Planning Act, including but not limited to administration of financial assistance to state water planning efforts. The board evaluates state participation in the federal-state river basin commissions and makes recommendations to the Governor and the legislature concerning continued state involvement. It also evaluates and recommends improvements in state laws, rules, and procedures in order to reduce overlap, duplication, or conflicting jurisdictions among many state and interstate agencies having jurisdiction in the area of public water resource management and regulation. The board coordinates public water resource management and regulation activities among state agencies having jurisdiction in the area.

The chairperson of the Water Planning Board is designated as the representative of the Governor on the federal-state basin commissions of which Minnesota is a member.

The board will issue a State Water Plan in June 1979. Draft plans and technical papers will be available as they are published by the board. Copies are free and may be obtained by contacting your local Regional Development Commission or the Water Planning Board.

Water Resources Board

Room 206, 555 Wabasha Street
St. Paul, Minnesota 55102
(612) 296-2840
Erling M. Weiberg, executive secretary

Minnesota Statutes, chapters 112 & 105.72 through 105.79

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.

The board reviews the nominating petition for the establishment of a watershed district. This petition should include:

1. the name of the district;
2. the reason for the district;
3. the purpose of contemplated action (improving stream channels, reclaiming wet or overflowed land, diverting watercourses, etc.);
4. 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);
5. a map of the proposed district; and
6. a request for the establishment of a district.

A public hearing will then be set up in the proposed district. A nominating petition may be signed by any of the following:

1. half of the counties within the watershed district;
2. the county or counties comprising at least 50 percent of the watershed area;
3. the majority of the cities within the watershed area; or
4. 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 DNR's Division of Waters and the commissioner of the Department of Natural Resources.

To file a petition, receive information or obtain a copy of the governing statute, contact the Water Resources Board at its above address. There are no forms or fees. Three to six months are needed to establish the watershed district after the petition has been filed.

The board hears intervention petitions when questions arise about state water policy. The intervention petition may be signed by:

1. the governor;

2. the agency involved;
3. the commissioner or a director of the Department of Natural Resources;
4. persons or groups representing a substantial portion of the state; or
5. 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.

Any district court may refer any procedure before it under any of the laws enumerated in section 105.74 to the board. To receive a petition form, a copy of an intervention petition, a copy of the governing statute or information, contact the board at its above address. There are no fees involved with this service.

Department of Public Welfare

Centennial Office Building, 4th Floor
658 Cedar Street
St. Paul, Minnesota 55155
(612) 296-6117

Minnesota Statutes, chapters 62A, 124, 144, 245, 246, 248, 252, 252A, 253, 253A, 254, 254A, 256, 256B, 256C, 256D, 257, 259, 260, 261, 317, 373, 517, 518, 525, 626, 631

COMMISSIONER'S OFFICE, (612) 296-2701

Edward J. Dirkswager, Jr., commissioner
James J. Hiniker, deputy commissioner, (612) 296-2701
Beverley Driscoll, assistant to the commissioner, (612) 296-2704

The state Department of Public Welfare is charged by the legislature to develop and administer a public welfare program that will meet the needs of Minnesota residents through the provision of financial and medical care to low income persons, social services, and rehabilitative and residential services to the mentally ill, mentally retarded, chemically dependent and physically handicapped, as reflected in federal regulations and state law.

The Department of Public Welfare also has responsibilities for the licensing and monitoring of all out-of-home care and residential programs for children and handicapped adults and provides funding for services delivered by community mental health centers (see community mental health center listing, Addendum I).

The following pages outline the department's organizational structure and program responsibilities. Since the department has supervisory responsibility for the programs, many of its services are to the county welfare departments and public welfare institutions. These agencies, in turn, provide the program services directly to Minnesota residents. Requests for assistance or information should be directed to your local county welfare department (see county welfare department listing, Addendum II) and public welfare institutions (see public welfare institution listing, Addendum III).

EXECUTIVE OFFICES

APPEALS OFFICE (FIRST FLOOR, CENTENNIAL BUILDING), (612) 296-2384

Webster C. Martin, chief appeals referee (612) 296-2384
Bert Dold, Appeals Referee, (612) 296-6795
Everett J. Hedman, Appeals Referee, (612) 296-2223
Donovan Juliar, appeals referee, (612) 296-3021

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, termination, or amount 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, social services, general assistance and general assistance medical care.

For purposes of filing an appeal, or for further information, contact your local welfare agency (see county welfare department listing, Addendum II) or the Appeal's Office.

CONTROLLER'S OFFICE, (612) 296-5731

David H. Jensen, controller

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 activities. For further information, contact the Controller's Office.

LEGAL SERVICES OFFICE, (612) 296-6671

Paul Zerby, deputy attorney general

The Legal Services Office, staffed by employees assigned by the attorney general, provides all in-court and out-of-court legal services required by the Department of Public Welfare. For further information, contact the Legal Services Office.

MEDICAL DIRECTOR'S OFFICE, (612) 296-3058

Ronald C. Young, M.D.

The medical director provides medical consulting services to state facilities. The medical director chairs the department's Mental Health Medical Policy Committee, whose responsibility it is to advise the commissioner on all phases of medical policy in programs operated or funded by the department. For further information, contact the Medical Director's Office.

PERSONNEL OFFICE, (612) 296-2706

Barbara Sundquist, director

The Personnel Office provides personnel management services to all department employees and managerial staff and provides a merit system for county welfare departments, county human service agencies and local and county public health and emergency service agencies. The office:

1. recruits qualified job applicants, including those from protected groups;
2. administers examinations to qualified applicants for jobs in the county and local agencies and establishes eligible registers to fill vacancies in these agencies;
3. classifies positions or recommends the classification of positions according to established criteria and develops proposed new classification specifications;
4. develops, interprets, enforces and/or monitors department policies and procedures, union contracts and state and federal rules, regulations and laws which pertain to personnel management/affirmative action;
5. provides for orientation and on-going skills training of department and county welfare and human service staff and participates in the development of pre-service education of potential staff;
6. advises and counsels management, employees, other appropriate agencies and the general public on personnel practices; and
7. administers a compensation plan for county and local agencies.

For information regarding state welfare employment opportunities, contact the department's Personnel Office.

For information regarding affirmative action standards and programs, contact the department's Affirmative Action Office, (612) 296-3510.

For information regarding training and staff development, contact the department's Staff Development Office, (612) 296-5611.

For information regarding county welfare, human service agencies, and local and county public health and emergency service employment opportunities, contact the department's Minnesota Merit System Office, (612) 296-3996.

For information regarding labor agreements and union contracts, contact the department's Labor Relations Office, (612) 296-2706.

POLICY ANALYSIS AND PLANNING OFFICE, (612) 296-2701

Cynthia Whiteford, director

The Policy Analysis and Planning Office is responsible for planning and executing special studies required by the legislature or requested by the governor. This office also coordinates the preparation of new program ideas and responses to new federal initiatives and conducts long-range planning for the department. For further information, contact the Policy Analysis and Planning Office.

INCOME MAINTENANCE BUREAU, (612) 296-2765 or 296-2766

Robert C. Baird, assistant commissioner

The Income Maintenance Bureau is responsible for program development and coordination of those programs administered by county welfare departments which provide

cash, food stamps, or payments for medical services to residents of Minnesota whose income is less than the statutory limits for eligibility. These programs are carried out through six divisions.

ASSISTANCE PAYMENTS DIVISION, (612) 296-4622

Barbara T. Stromer, director

The Assistance Payments Division is responsible for program development and coordination of financial assistance programs. County welfare agencies determine eligibility and issue payments of the various financial programs for individual recipients under guidelines established by this division. These programs are carried out through eight sections.

CLIENT ELIGIBILITY SECTION, (612) 296-2754

Linda Ady, acting supervisor

The Client Eligibility Section is responsible for developing and implementing policies and procedures governing client eligibility and grant payment for aid to families with dependent children (AFDC), general assistance (GA), Minnesota supplemental aid (MSA), and financial and medical assistance to Indochinese. The section acts as a state agency liaison with the social security administration to assure effective program coordination. For further information, contact the Client Eligibility Section.

EARLY PERIODIC SCREENING, DIAGNOSIS AND TREATMENT SECTION (EPSDT), (612) 296-6955

Nancy Feldman, supervisor

The EPSDT Section is a program of comprehensive health care for all eligible children in the state of Minnesota. Children receive periodic health screening to detect health problems at the earliest possible date. More detailed diagnosis and treatment are provided as appropriate. For further information, contact a county welfare or family service agency (see county welfare department listing, Addendum II).

FOOD STAMP PROGRAM SECTION, (612) 296-2765 or 296-8454

James B. Campbell, supervisor

The Food Stamp Program Section enables low income households to buy more food of greater variety in order to improve their diets. Participants purchase food stamps, and the amount of money they pay for the stamps is based on their family size and net monthly income. These stamps can then be spent like money at authorized food stores.

More specific information regarding food stamps can be obtained at the county welfare or family service agencies which are responsible for determining eligibility and issuing food stamps. (See county welfare department listing, Addendum II.)

FRAUD AND SETTLEMENT DETERMINATION SECTION (612) 296-1831

Clarence Terpstra, supervisor

The Fraud and Settlement Determination Section is responsible for the development and implementation of policies and procedures for the prevention, identification, and

prosecution of client fraud in all income maintenance programs. The unit obtains information from the Division of Employment Services and the Social Security Administration to determine duplicate assistance and maintains liaison activity with county investigative units. For further information, contact the Fraud and Settlement Determination Section.

INDOCHINESE RESETTLEMENT SECTION, (612) 296-4638

Jane Kretzman, supervisor

The Indochinese Resettlement Section provides information and referral services to refugees and their sponsors; and coordinates and administers services for refugees from public and private agencies. For information, contact the Indochinese Resettlement Section.

PROGRAM PROCEDURES SECTION, (612) 296-1832

Richard Grabko, supervisor

The Program Procedures Section is responsible for state agency reviews or actions based on individual cases. For example, state medical review teams and disability determinations, appeals of overdue eligibility reviews for AFDC, MA, and MSA; clearances for quality control reviews and resultant actions and billings for AFDC, MA, food stamp errors; AFDC and food stamp supervisory case reviews; approvals of extended temporary absences in AFDC and of self-support plans for disabled MSA recipients; waiver of real and personal property limits for GA; monitoring the use of protective and vendor payments in AFDC, MSA, and GA. For further information, contact the Program Procedures Section.

WORK AND TRAINING SECTION, (612) 296-1257

Donald Gralnek, supervisor

The Work and Training Section is responsible for supervising those programs designed to train or find employment for eligible clients. The section consists of three units.

GENERAL ASSISTANCE WORK PROGRAM UNIT, (612) 296-1833

Mary Smith, coordinator

The General Assistance Work Program is responsible for the development and operation of a work and training program in the 87 county welfare departments for general assistance employable recipients. For further information, contact your local county welfare department (see county welfare department listing, Addendum II) or the G. A. Work Program Unit.

WORK EQUITY PROJECT UNIT, (612) 296-1834

Gail Olson, coordinator

The Work Equity Project Section is responsible for the development and operation of a federal work and training demonstration project in conjunction with the Depart-

ment of Economic Security staff. For further information, contact your local county welfare agency (see county welfare department listing, Addendum II) or the Work Equity Project Section.

WORK INCENTIVE PROGRAM (WIN) UNIT, (612) 296-4619

Barbara Colliander, coordinator

The Work Incentive Program Section of the department jointly administers the Work Incentive Program with the Division of Employment Services. The WIN Program is designed to provide opportunities for appropriate AFDC recipients to be placed in jobs and obtain the employment and social services necessary to become self-supporting. For further information, contact your local county welfare agency (see county welfare department listing, Addendum II) or the WIN Section.

CHILD SUPPORT ENFORCEMENT DIVISION, (612) 296-2499

Charles C. Schultz, director

The Child Support Enforcement Division is responsible for policy-making and standard-setting of the child support enforcement activities carried out by units located within each of Minnesota's county welfare departments. The purpose of the support enforcement program is to ensure that those persons having a duty and an ability to support their minor children, do so.

More specific and detailed information regarding child support enforcement is available at any county welfare or family service agency. (See county welfare department listing, Addendum II.)

INVOICE PROCESSING DIVISION, (612) 296-2846

**690 North Robert Street
P.O. Box 43170
St. Paul, Minnesota 55164
Bradley J. Stoneking, director**

The Invoice Processing Division processes claims for payment of medical services rendered to welfare recipients under the Title XIX Medicaid Program of the federal Social Security Act. This division also enrolls and trains the providers of medical services in program requirements. For further information, contact the Invoice Processing Division.

MEDICAL ASSISTANCE DIVISION, (612) 296-8517

**690 North Robert Street
P.O. Box 43170
St. Paul, Minnesota 55164
Robert G. Randle, director**

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 has five sections.

BENEFIT RECOVERY SECTION, (612) 296-6964

Beth Wahtera, supervisor

The Benefit Recovery Section was established to maximize collection of all potential third party resources, thus reducing the tax dollars expended in the medical assistance program. The section pursues collection of health insurance benefits, worker's compensation benefits, and auto insurance benefits. The section is 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. For further information, contact the Benefit Recovery Section.

MEDICAL ADVISORY SECTION, (612) 296-8822

Thomas Jolicoeur, supervisor

The Medical Advisory Section provides professional health care consultation to the entire medical assistance program for the state of Minnesota. More specifically, the advisory unit reviews all procedures requiring prior authorization, reviews selected provider billings, and generally provides professional health-related input to any area or program within the administration of the Medicaid Program. For further information, contact Medical Advisory Section.

MEDICAL ASSISTANCE POLICY AND PLANNING SECTION, (612) 296-3129

Warren Nyhus, supervisor

The Medical Assistance Policy and Planning Section supervises the administration of medical assistance by the local welfare agencies.

Persons interested in receiving information about medical assistance policies or in applying for medical assistance should contact the local welfare office in the county where they live (see county welfare department listing, Addendum II).

MINNESOTA CATASTROPHIC HEALTH EXPENSE PROTECTION PROGRAM (CHEPP) SECTION, (612) 296-8818

John Hansen, supervisor

The Minnesota Catastrophic Health Expense Protection Program (CHEPP) Section provides 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. For information, contact your local county welfare agency (see county welfare department listing, Addendum II).

OPERATIONS REVIEW DIVISION, (612) 296-4730

Joel Kvamme, director

The Operations Review Division is responsible for analyzing the program quality of the Bureau of Income Maintenance Services and providing research and statistics for the bureau's programs. These responsibilities are carried out through five sections.

CORRECTIVE ACTION SECTION, (612) 296-2765

The Corrective Action Section has the responsibility of analyzing the error findings in AFDC, MA, and food stamp cases, conducting studies, determining the causes of errors, and recommending and implementing the policies and procedures to reduce or correct the errors. For further information, contact the Corrective Action Section.

FOOD STAMP EFFICIENCY AND EFFECTIVENESS REVIEW SECTION, (612) 295-2834

Barton C. Bauer, supervisor

The Food Stamp Efficiency and Effectiveness Review Section is responsible for evaluating the administration of the Food Stamp Program. For further information, contact the Food Stamp Efficiency and Effectiveness Review Section.

QUALITY CONTROL SECTION, (612) 296-3562

Arthur S. Rusterholz, supervisor

The Quality Control Section reviews a sample of cases in AFDC, MA, and Food Stamp Programs to ascertain whether or not the county agency acted properly in determining the eligibility of recipients for the assistance granted, and the correctness of the amounts of aid granted. For further information, contact the Quality Control Section.

RESEARCH AND STATISTICS SECTION, (612) 296-6154

Richard Neuman, supervisor

The Research and Statistics Section operates the Income Maintenance Bureau's reporting systems, collects and analyzes data, and prepares statistical reports. For further information, contact the Research and Statistics Section.

SURVEILLANCE AND UTILIZATION REVIEW DIVISION, (612) 296-2741

**P.O. Box 43170
690 North Robert Street
St. Paul, Minnesota 55164
Thomas A. Gaylord, R. Ph., director**

The Surveillance and Utilization Review Division operates a statewide system to identify misutilization of the Medical Assistance Program by both providers and recipients, and to take corrective action where appropriate. These responsibilities are carried out through four sections.

GENERAL SUPPORT SERVICES SECTION, (612) 296-7583

Linda Stella, supervisor

The General Support Services Section provides analyses of computerized reports on provider and recipient medical services in order to identify areas and/or cases of

potential fraud or abuse. The section also provides field investigation services to detect, correct and prevent provider and recipient abuse. For further information, contact the General Support Services Section.

PROVIDER SURVEILLANCE AND UTILIZATION REVIEW (SURs) SECTION, (612) 296-9943

Marijo Burns, acting supervisor

The Provider SURs Section is responsible for preventing and correcting fraud or abuse by providers (medical service vendors) in the Medical Assistance Program.

If you have documented evidence of provider fraud or abuse of the Medical Assistance Program, or wish further information, contact the Provider SURs Section.

RECIPIENT SURVEILLANCE AND REVIEW (SURs) SECTION, (612) 296-4525

Michael Hofmeister, supervisor

The Recipient SURs Section is responsible for preventing and/or correcting fraud, over utilization and under utilization of medical services offered by the Medical Assistance Program.

If you have documented evidence of recipient misutilization of medical assistance, or wish further information, contact the Recipient SURs Section.

UTILIZATION CONTROL SECTION, (612) 296-6963

Charlene Seavey, supervisor

The Utilization Control Section is responsible for assuring medical necessity for admittance to inpatient hospitals and long-term care facilities, length of stay in inpatient hospitals is within the established norms, and continued residence in long-term care facilities is certified as medically necessary. For further information, contact the Utilization Control Section.

MENTAL HEALTH BUREAU, (612) 296-2791

Harvey G. Caldwell, assistant commissioner

The Mental Health Bureau is responsible for the administration of the department's chemical dependency, mental health, and mental retardation programs. This includes the administration of grant-in-aid funds to mental health area boards for planning programs and coordination of mental health, mental retardation and chemically dependency services.

The bureau also manages and supervises nine state hospitals and two state nursing homes which provide direct care and services for the mentally ill, mentally retarded, chemically dependent and geriatric citizens of Minnesota. The nine state hospitals and two state nursing homes are listed in Addendum III, and may be contacted directly for information relative to their respective programs. These responsibilities are carried out through seven divisions.

**ADMINISTRATIVE MANAGEMENT DIVISION,
(612) 296-2634**

James Walker, supervisor

The Division of Administrative Management provides general administrative and support services for the nine state hospitals, two state nursing homes and other programs of the Mental Health Bureau. These include the direction and management of budgets, capital improvement requests, staff allocations, building maintenance and renovation, procurement of supplies and equipment, surplus property, and Occupational Health and Safety/Line Safety Programs. For further information, contact the Administrative Management Division.

CHEMICAL DEPENDENCY DIVISION, (612) 296-4610

Mark Wilcox, director

The Chemical Dependency Division plans, funds, and evaluates programs and services for chemical dependency. Particular emphasis is placed on early identification and rehabilitative services to reduce the incidence and prevalence of alcohol and drug abuse. The Citizens Advisory Council on Alcohol and Drug Abuse advises the commissioner on policy and grants for services. For information on these services contact community mental health centers (see community mental health center listing, Addendum I), county welfare departments (see county welfare department listing, Addendum II), state hospitals (see public institution listing, Addendum III), and/or the Chemical Dependency Division.

COLLECTIONS-REIMBURSEMENT DIVISION, (612) 296-3614

Duane Cooney, director

The Collections-Reimbursement 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 individual payers, private insurance and federal financial assistance programs. For further information, contact the Collections-Reimbursement Division.

COMMUNITY PROGRAMS DIVISION, (612) 296-3139

Edward Constantine, director

The Community Programs Division is responsible for allocating matching grant-in-aid funds to community-based programs such as developmental achievement centers for mentally retarded children, adults and cerebral palsied individuals; area mental health, mental retardation, and inebriety programs (including detoxification centers and halfway houses) and mental retardation and cerebral palsied residential construction. For further information, contact the Community Programs Division.

MENTAL HEALTH PROGRAM DIVISION, (612) 296-2710

James T. Sarazin, director

The Mental Health Program Division has responsibility for the designing, organizing and coordinating of the statewide program for mentally ill persons. It is responsible for identifying the nature and extent of the problems of mental illness; the development and maintenance of a comprehensive mental health plan; initiation of participation in the formation of policies relating to mental health; and, reviewing and approving plans and services in mental health programs.

The Mental Health Program Division provides 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.

The Mental Health Program Division reviews all mental health program applications for program and federal and state funding approval.

The Mental Health Program Division acts as liaison between other state departments and the Region V Alcohol, Drug Abuse, and Mental Health Administration. It also cooperates with other state departments in staff training, public education, and systems coordination for purposes relating to mental health services.

For information about mental health services, contact community mental health centers (see community mental health center listing, Addendum I), county welfare departments (see county welfare department listing, Addendum II), and state hospitals (see public institution listing, Addendum III).

MENTAL RETARDATION PROGRAM DIVISION, (612) 296-5650

Ardo Wrobel, director

The Mental Retardation Program Division has responsibility for the planning, development and coordination of programs for mentally retarded and otherwise developmentally disabled persons. The service delivery system for mentally retarded people includes services generated through:

1. county welfare departments serving as agents for the individuals who need planning, counseling, protection or placement services;
2. area mental health/mental retardation boards which provide for area planning, needs assessment, coordination of services and certain direct services;
3. state institutions, profit and nonprofit community-based residential facilities, providing residential services;
4. developmental achievement centers, public schools, and sheltered workshops which provide vocational training and employment, recreation, health services and an experimental program of family subsidy for home care;
5. a combination of activities of the courts, Mental Retardation Protection Section of the division and local county welfare departments concerning mental retardation protection services (including guardianship and conservatorship).

For information about mental retardation services, contact the community mental health centers (see community mental health center listing, Addendum I), county welfare departments (see county welfare department listing, Addendum II), state hospitals (see public institution listing, Addendum III), and/or the Mental Retardation Program Division.

PROGRAM AND HEALTH SERVICES DIVISION, (612) 296-6919

Dennis Boland, supervisor

The Program and Health Services Division provides overall coordination of the state residential facility programs for the mentally ill, chemically dependent, and mentally retarded. The division is responsible for program and policy compliance within state hospitals including health services monitoring, utilization and review, patient seclusion and restraint, and the medical records system management.

The division directly administers the Interstate Compact on Mental Health which is concerned with the transfer of state hospital patients in and out of Minnesota, the Patient Pay Program, and direct patient/resident programs, such as hospital review boards and advocacy services. Also, the division is responsible for review and development of policies related to federal and state health care licensing and certification regulations, Joint Commission on Accreditation of Hospitals certification requirements, and department program standards. For further information, contact the Program and Health Services Division.

SOCIAL SERVICES BUREAU, (612) 296-2307

Gary W. Haselhuhn, acting assistant commissioner

The Bureau of Social Services supervises child, adult and family services and programs provided through local county welfare agencies. Programs and services for the aged, deaf, hearing impaired, blind and visually handicapped, are administered directly by the bureau.

These responsibilities are carried out through five divisions.

AGING PROGRAM DIVISION, (612) 296-2770

Gerald A. Bloedow, director

The Aging Program Division plans and funds programs for senior citizens and coordinates and reviews existing programs. The division 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 division serves as staff to the Minnesota Board on Aging, a policy-making body that advises the Department of Public Welfare on services to senior citizens.

The division provides assistance in planning programs for older people, information on aging and services available to the elderly, education and training in gerontology, and a bimonthly newsletter available to the interested public.

To receive services directly, individuals should contact county welfare departments (see county welfare department listing, Addendum II), community service programs funded by the Minnesota Board on Aging through Title III of the Older Americans Act, and nutrition centers. One can also contact the Aging Program Division, Room 204, Metro Square Building, St. Paul, Minnesota 55101.

Grant applications and information on funding from the Older Americans Act can be obtained directly from Area Agencies on Aging, as follows.

REGION I AREA AGENCY ON AGING

425 Woodland Avenue
Crookston, MN 56716
(218) 281-1396

HEADWATERS AREA AGENCY ON AGING (REGION II)

Headwaters Regional Development
Commission
Box 584
Bemidji, MN 56601
(218) 751-3108

REGION III AREA AGENCY ON AGING

Arrowhead Regional Development
Commission
200 Arrowhead Place
Duluth, MN 55802
(218) 722-5545

REGION IV AREA AGENCY ON AGING

West-Central Regional Development
Commission
Administration Building
Fergus Falls Community College
Fergus Falls, MN 56537
(218) 739-3356

TRI-REGIONAL AREA AGENCY ON AGING

(REGIONS V, VII-E AND VII-W)
Region V Regional Development
Commission
102 Sixth Street North
Staples, MN 56479
(218) 894-3986 or 894-3233

SOUTHWESTERN AREA AGENCY ON AGING

(Regions VI-E, VI-W, and VIII)
Southwest Regional Development
Commission
2711 Broadway
Slayton, MN 56172
(507) 836-8549

COUNTIES SERVED

Kittson, Roseau, Marshall, Polk,
Norman, Pennington, Red Lake

Lake of the Woods, Beltrami,
Clearwater, Mahnomen, Hubbard

Koochiching, St. Louis, Lake, Cook,
Itasca, Aitkin, Carlton

Clay, Becker, Wilkin, Otter Tail,
Grant, Douglas, Traverse, Stevens,
Pope

Region V: Crow Wing, Cass, Wadena,
Todd, Morrison
Region VII-E: Pine, Mille Lacs,
Kanabec, Isanti, Chisago
Region VII-W: Stearns, Benton,
Sherburne, Wright

Region VI-E: Kandiyohi, Meeker,
Renville, McLeod
Region VI-W: Big Stone, Swift, Lac
qui Parle, Chippewa, Yellow Medicine
Region VIII: Lincoln, Lyon, Redwood,
Pipestone, Murray, Rock, Cottonwood,
Nobles, Jackson

**REGION IX AREA AGENCY ON
AGING**

Region IX Regional Development
Commission
120 South Broadway
Mankato, MN 56001
(507) 387-5643

Sibley, Nicollet, LeSueur, Brown,
Watonwan, Blue Earth, Waseca,
Martin, Faribault

**REGION X AREA AGENCY ON
AGING**

Southeastern Regional Development
Commission
301 Marquette Bank Building
South Broadway at Second Street
Southeast
Rochester, MN 55901
(507) 285-2585 or 285-2550

Rice, Goodhue, Steele, Dodge,
Olmsted, Winona, Freeborn, Mower,
Fillmore, Houston, Wabasha

**REGION IX AREA AGENCY ON
AGING**

Metropolitan Council
300 Metro Square
St. Paul, MN 55101
(612) 291-6305 or 291-6496

Anoka, Washington, Hennepin,
Ramsey, Carver, Scott, Dakota

**BLIND AND VISUALLY HANDICAPPED PROGRAM
DIVISION, (612) 296-6080**

**1745 University Avenue
St. Paul, Minnesota 55104
C. Stanley Potter, director, (612) 296-6034**

The Blind and Visually Handicapped Program Division provides services to visually handicapped persons of all ages, whose vision causes a handicap to education, self-care, or employment, including services for children, vocational rehabilitation programs, and self-care and independent living services.

Vocational rehabilitation services are designed to restore or enable a visually handicapped person to obtain the highest level possible of physical, personal, and employment achievement. Services include training in compensatory skills, counseling, vocational training, job placement, and physical restoration.

Services to blind children and their parents include counseling, training for parents and children in skills which enable children to develop as normally as possible, educational coordination services, as well as aids and appliances.

Services to older blind persons are directed at enabling older persons to remain in their own homes, to avoid institutionalization, and they include skill training, aids and appliances, counseling and leisure-time activities.

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. In this program, state and federal funds are used to establish these enterprises. The 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. For

information, contact the Business Enterprises Program, 1745 University Avenue, St. Paul, Minnesota 55104, (612) 296-6043.

Communication Center services are available to all blind persons of all ages and are intended to compensate for the inability to use the printed work and to allow blind persons to be exposed 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, and to elementary, secondary, colleges, and vocational schools in tape or braille formats. The center's engineering staff develops specialized equipment to augment job placement and job development services for vocational rehabilitation efforts. For information, contact the Communication Center, 1745 University Avenue, St. Paul, Minnesota 55104, (612) 296-7562.

Services are available to all Minnesotans whose vision precludes or handicaps their efforts directed to education, self-care, and vocational adjustment.

Services such as living maintenance while in training, special equipment, and medical services are related to financial need. Other services such as tuition for vocational training compensatory skill training (braille travel skills) are not dependent on need. Whenever possible, Services for the Blind uses established financial programs such as Supplemental Security Income and MA to provide need-related services. There are no fees charged for any services; however, the agency does request individuals to use their own resources where it is possible to do so.

To request services, write or call the district offices, as listed, or call 800-652-9057 from anywhere in the state or metro number 296-8137. A counselor will contact you. The district offices are as follows:

DISTRICT OFFICES

COUNTIES SERVED

DEAF-BLIND UNIT

State Services for the Blind and Visually
Handicapped
1745 University Avenue
St. Paul, MN 55104
(612) 296-6038

Anoka, Washington, Ramsey,
Hennepin, Dakota, Scott, Carver

METROPOLITAN REGIONAL OFFICE

State Services for the Blind and Visually
Handicapped
1745 University Avenue
St. Paul, MN 55104
(612) 296-6094

Cottonwood, Watonwan, McLeod,
Sibley, LeSueur, Rice, Brown,
Nicollet, Steele, Martin, Blue Earth,
Waseca, Freeborn, Faribault, Nobles,
Jackson

MANKATO REGIONAL OFFICE

State Services for the Blind and Visually
Handicapped
709 South Front Street
Mankato, MN 56001
(507) 389-6324

ROCHESTER DISTRICT OFFICE

State Services for the Blind and Visually
Handicapped
717 Third Avenue Southeast
Rochester, MN 55901
(507) 285-7282

Goodhue, Wabasha, Winona, Olmsted,
Dodge, Mower, Fillmore, Houston

MARSHALL DISTRICT OFFICE

State Services for the Blind and Visually
Handicapped
Room CAB 109
Southwest State University
Marshall, MN 56258
(507) 537-7114

Lac qui Parle, Rock, Lyon, Chippewa,
Yellow Medicine, Renville, Lincoln,
Murray, Redwood, Pipestone

ST. CLOUD REGIONAL OFFICE

State Services for the Blind and Visually
Handicapped
113 South Fifth Avenue
St. Cloud, MN 56301
(612) 255-2254

Chisago, Isanti, Mille Lacs, Benton,
Kandiyohi, Swift, Pope, Douglas,
Stevens, Big Stone, Sherburne,
Stearns, Wright, Meeker

MOORHEAD DISTRICT OFFICE

State Services for the Blind and Visually
Handicapped
920 Holiday Drive
Moorhead, MN 56560
(218) 236-2422

Kittson, Roseau, Beltrami, Lake of the
Woods, Polk, Traverse, Grant,
Wilkins, Otter Tail, Hubbard, Becker,
Clay, Pennington, Red Lake, Norman,
Mahnomen, Clearwater, Marshall

BRAINERD DISTRICT OFFICE

State Services for the Blind and Visually
Handicapped
411 Laurel Street
Brainerd, MN 56401
(216) 829-1775

Cass, Crow Wing, Morrison, Wadena,
Todd

DULUTH REGIONAL OFFICE

State Services for the Blind and Visually
Handicapped
14 West First Street
Duluth, MN 55802
(218) 723-4600

Cook, Lake, St. Louis, Koochiching,
Itasca, Aitkin, Carlton, Pine, Kanabec

DEAF AND HEARING IMPAIRED PROGRAM DIVISION

(612) 296-8976

Carolynn Whitcher, director

The Deaf and Hearing Impaired Program Division provides consultation, counseling, casework resource and referral services for deafness and impaired hearing to individuals, families, agencies and organizations.

The division also coordinates state hospital services for hearing impaired individuals who are hospitalized for mental illness, mental retardation or chemical dependency. For further information, contact the Deaf and Hearing Impaired Program Division.

SOCIAL SERVICE DIVISION, (612) 296-2338 or 296-2307

Gary Haselhuhn, director

The Social Service Division is responsible for planning, developing, and implementing public social services throughout the state, as required by state law and Titles XX and IV of the Social Security Act. The purpose of the social service system in Minnesota is to help individuals achieve the maximum level of independent living within the family structure and the community. Services are specifically designed to help individuals to achieve or maintain self-support and economic independence; and secure protection from neglect, abuse or exploitation for those unable to protect their own interests.

Social services are administered by county welfare departments and human service agencies throughout the state.

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 sliding fee schedule program
- General facility planning

For information, contact Day Care Grants, Department of Public Welfare, (612) 296-2210.

MANDATORY SERVICES are available to all in need.

Adoption Service secures for children who are without legally responsible parents, social and legal family membership home selections; placement and post-placement supervision; studies on petitions referred by the courts; and evaluation of prospective adoptive homes in cooperation with authorized out-of-state and international adoption agencies.

Day Care Service (Children) provides personal care during the day (for less than 24 hours) in the child's own home or in a nurturing and protective setting to substitute for or supplement the child rearing provided by the child's parents.

Employability Service arranges and provides for assistance to persons obtaining, maintaining and improving employment through the use of vocational counseling, employability testing, college and vocational training, job finding assistance, and special employment services for individuals who are handicapped because of some social, economic, or mental/physical health condition.

Family Planning Service arranges for and provides social, educational, and medical services (including sterilization) and supplies to enable individuals to determine family size or prevent unplanned pregnancies.

Foster Care Service (Children) provides care in a 24-hour-per-day family setting and counseling services to the child, the foster parents, and the natural (or legal) parents.

Mental Health Service (MHCA) provides help to people who may need to use the state hospital for treatment of mental illness, mental retardation and/or chemical

dependence; this includes arrangements for entering (if needed), planning for return to community and getting additional services after returning home.

Protection Service (Adults) determines the need for protective intervention and helps correct hazardous living conditions or situations of an individual who is unable to protect or care for himself.

Protection Service (Children) determines the need for intervention and responds to substantiated instances of neglect, abuse, or exploitation of a child; helping families recognize the causes thereof and a strengthening parental ability to provide acceptable care; providing remedial services; when necessary, bringing the situation to the attention of the appropriate court or law enforcement agencies.

Residential Treatment Service provides treatment in a residential setting for defined disability groups.

OPTIONAL SERVICES are available at the discretion of local welfare or human services boards.

Chore Service arranges and/or provides for the performance of specific housekeeping tasks and light work such as lawn care, shoveling and shopping.

Counseling Service for Families and Individuals utilizes a professional helping relationship to enable individuals and families to deal with and to resolve whatever intra and/or interpersonal relationship problem or stress is encountered by them.

Day Care Service (Adults) provides personal care during the day (for less than 24 hours) in a protective setting approved by the state or local agency providing companionship, educational, recreational, and developmental activities.

Educational Assistance Service arranges and provides education and training, unrelated to employment, most appropriate to the individual's abilities — including special educational assistance to the blind, deaf, and other disability groups, and individuals with school adjustment problems.

Foster Care Service (Adults) arranges and provides for the care and supervision in a 24-hour-per-day family setting for adults unable to live independently, as well as preplacement physical examinations and annual medical reevaluation.

Health Service arranges and facilitates access to, and use of, health resources including mental health resources.

Home Delivered and Congregate Meals Service arranges and provides meals to individuals who are without means or ability to adequately prepare or plan their own means.

Housing Service serves to help individuals obtain, maintain and improve housing, and/or to modify existing housing.

Information and Referral Service provides information to individuals seeking knowledge of community resources and to assist individuals in making contact with a resource that can respond to their need or problem.

Legal Service arranges and provides for assistance in resolving noncriminal legal matters and the protection of legal rights.

Money Management Service arranges and provides assistance in developing effective budgets and managing indebtedness.

Residential Treatment provides a structured inpatient treatment program generally of 30-45 days duration for a defined disability group.

Social and Recreational Service arranges and provides social and recreational programs and activities for individual and family well-being.

Transportation Service arranges and provides travel and escort to and from community resources and facilities.

Homemaking Service provides surrogate care in the absence or disability of the

caretaker, providing for the personal care of ill or disabled individuals, as well as instruction or more effective methods of home management, the development and maintenance of self-care and social skills.

Information about services available and eligibility requirements can be obtained from local social service agencies. (See county welfare department listing, Addendum II.)

SOCIAL SERVICE MONITORING AND REPORTING SECTION, (612) 296-3763

Edwin Ferguson, supervisor

The Social Service Monitoring and Research Section is responsible for developing and administering a comprehensive monitoring and evaluation system which assures that state and county service operations meet the objectives of the Minnesota Comprehensive Social Service Program Plan, federal regulations, state law, and Department of Public Welfare policy.

The division also operates the department's reporting systems, collects and analyzes data, and prepares statistical reports. For further information, contact the Social Service Monitoring and Research Section.

SUPPORT SERVICES BUREAU, (612) 296-6193

Wesley G. Restad, assistant commissioner

The Bureau of Support Services is responsible for budget development and monitoring, information systems installation and maintenance, program evaluation and auditing, and general office support supervision. These responsibilities are carried out through six divisions.

AUDIT DIVISION, (612) 296-2738

Robert J. Rau, director

The Audit Division is responsible for conducting desk and field verifications of annual cost reports submitted to the department in request of welfare rate determinations for the provisions of nursing home and residential services to welfare clients. The Audit Division is also responsible for conducting desk audits of annual inpatient hospital cost reports in determination of year-end cost settlements for welfare services. For further information, contact the Audit Division.

FIELD REVIEW DIVISION, (612) 296-2721

Francis Moriarty, director

The Field Review Division is responsible for determining the local agencies' compliance with program requirements and their level of performance. For further information, contact the Field Review Division.

FINANCIAL MANAGEMENT DIVISION, (612) 296-5733

Jon B. Darling, director

The Financial Management Division provides fiscal services and controls the financial transactions of the Department of Public Welfare. Primary functions include preparation of the financial portions of biennial and annual operating budgets, payment of department obligations, maintenance of financial records, preparation of financial reports (internal and external) and provision of financial technical assistance to clientele. In addition, the office is responsible for preparing welfare employees' payroll, maintaining agency-wide cost accounting system, billing for child care institutions, developmental achievement centers and community facilities, and auditing county abstracts and minutes to determine state and federal obligation. For further information, contact the Financial Management Division.

INFORMATION SYSTEMS DIVISION, (612) 296-6429

**690 North Robert Street
P.O. Box 43170
St. Paul, Minnesota 55164
G. Warren Peterson, director**

The Information Systems Division assists the Department of Public Welfare and county welfare agencies in the use of computers to process data and prepare reports. It helps divisions and sections identify data processing needs, analyzes procedures and forms, develops systems and controls to achieve desired results, prepares specifications for the completion of computer programs to perform the actual process of data and production of reports, coordinates systems development work in data processing production with staff and the Department of Administration's Information Systems Division. The Systems Division maintains those systems that transmit information from local to federal agencies, and provides systems analysis support in the development, maintenance, modification and improvement of the medicaid computer processing system. For further information, contact the Information Systems Division.

LICENSING DIVISION, (612) 296-2539

John S. Buzzell, director

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 will send inquiry packets on licensing, lists of licensed programs, and copies of licensing regulations to any interested person without charge. Inquiries and complaints for investigations should be directed to the division.

The division consists of three sections and is responsible for the development and revision of licensing rules and regulations.

FAMILY CARE LICENSING SECTION, (612) 296-3024

Mary Jane Lee, supervisor

The Family Care Licensing Section monitors the work of local, public and voluntary agencies in licensing and supervising family foster homes and family day care homes. There is no fee for a family care license. For further information, contact the Family Care Licensing Section.

NONRESIDENTIAL LICENSING SECTION, (612) 296-3768

Cheryl Nyhus, supervisor

The Nonresidential Licensing Section provides information and assistance to people who want to operate day care centers, nursery schools, head start programs, and developmental achievement programs. The section inspects, licenses, and monitors all licensed group day care programs in Minnesota, and investigates all complaints concerning group day care programs in the state. The licensing fees range from \$0 to \$150 per program, per year. For further information, contact the Nonresidential Licensing Section.

RESIDENTIAL LICENSING SECTION, (612) 296-4037

Thomas Eberhart, supervisor

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 inspects, licenses and monitors all licensed group residential programs in Minnesota, and investigates all complaints concerning group residential programs in the state. The licensing fees range from \$0 to \$150 per program, per year. For further information, contact the Residential Licensing Section.

SPECIAL SERVICES DIVISION, (612) 296-2180 or 296-3069

Ronald Lang, director

The Special Services Office provides office management services for the central office, including a library program, 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.

The welfare library provides reference services and audiovisual materials for the public on welfare-related subjects. These services are available during usual office hours, and many of the materials may be borrowed from the library. An extensive collection of 16mm films is available on a statewide basis with the only charge being the return postage.

For information, contact the Department of Public Welfare Library, 1st Floor, Centennial Office Building, (612) 296-2269 — general information or (612) 296-2187 — film information.

The Department of Public Welfare has ten manuals: Administrative Manual, Income Maintenance Manual, Social Service Manual, Institutions Manual, Welfare

Information System Manual, Merit System Manual, Food Stamp Manual, Medical Assistance Manual and the Early Periodic Screening, Diagnosis and Treatment Manual.

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. All policies in these manuals, except for internal management policies, are based upon Department of Public Welfare Rules. The manuals are revised, amended, or added to, as the need arises.

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. For further information, contact, the Manuals Section, Department of Public Welfare, (612) 296-2794.

TORT LIABILITY DIVISION, (612) 296-2384

(1st Floor, Centennial Office Building)

Phillip Iverson, director

The Tort Liability Division investigates all incidents and accidents involving personal injury, death or damage to private property which could result in a claim against the Department of Public Welfare or its employees. This division is responsible for reporting all tort claims or problems to the state claims officer and the solicitor general's office.

The division also approves payments to persons making tort claims pertaining to the Department of Public Welfare. For further information, contact the Tort Liability Division.

ADDENDUM I

Community Mental Health Centers

NAME	COUNTIES SERVED
ANOKA COUNTY HUMAN RESOURCES OFFICE Anoka (612) 421-4760	Anoka
BLUE EARTH HUMAN SERVICE BOARD Mankato (507) 387-4186	Blue Earth, LeSueur
CARVER MH-MR PROGRAM Waconia (612) 442-4437	Carver
CENTRAL MINNESOTA MHC St. Cloud (612) 252-5010	Stearns, Benton, Wright, Sherburne

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DAKOTA COUNTY MHC South St. Paul (612) 455-9651	Dakota
FARIBAULT-MARTIN-WATONWAN HUMAN SERVICE BOARD Fairmont (507) 238-4459	Faribault, Martin, Watonwan
FIVE COUNTY HUMAN DEVELOPMENT PROGRAM Braham (612) 396-3333	Chisago, Isanti, Mille Lacs, Pine, Kanabec
FREEBORN-MOWER MH PROGRAM Austin (507) 433-7389	Freeborn, Mower
HENNEPIN COUNTY MH-MR-CD PROGRAM Minneapolis (612) 348-7994	Hennepin
HIAWATHA VALLEY MHC Winona (507) 454-4341	Winona, Wabasha, Houston
HUMAN DEVELOPMENT CENTER Duluth (218) 728-4491	Lower 1/3 of St. Louis Lake, Cook, Carlton
LAKELAND MHC Fergus Falls (218) 736-6987	Otter Tail, Becker, Pope, Stevens, Traverse, Grant, Douglas, Wilkin, Clay
NORTHERN PINES MHC Little Falls (612) 632-6647	Morrison, Todd, Wadena, Crow
NORTHLAND AREA MH-MR PROGRAM Grand Rapids (218) 326-3423	Aitkin, Itasca, Koochiching
NORTHWESTERN MENTAL HEALTH CENTER Crookston (218) 281-3940	Polk, Norman, Mahnomen, Red Lake, Pennington, Marshall, Kittson
RAMSEY COUNTY MH CENTER St. Paul (612) 298-4737	Ramsey

RANGE MHC Virginia (218) 749-2881	Upper 2/3 of St. Louis County
SCOTT COUNTY HUMAN SERVICES BOARD Shakopee (612) 455-7750	Scott
SIOUX TRAILS MHC New Ulm (507) 354-3181	Brown, Sibley, Nicollet
SOUTHWESTERN MHC Luverne (507) 283-2396	Rock, Nobles, Jackson, Pipestone, Cottonwood
UPPER MISSISSIPPI MHC Bemidji (218) 751-3280	Roseau, Lake of the Woods, Clearwater, Beltrami, Hubbard, Cass
WASHINGTON COUNTY HUMAN SERVICES Woodbury (612) 738-0080	Washington
WEST CENTRAL COMMUNITY SERVICES Willmar (612) 235-4613	Big Stone, Lac Qui Parle, Chippewa, Swift, Renville, Kandiyohi, Meeker, McLeod
WESTERN HUMAN DEVELOPMENT CENTER Marshall (507) 532-3236	Lyon, Lincoln, Redwood, Murray, Yellow Medicine
LUTHER YOUNGDAHL HUMAN RELATIONS CENTER Owatonna (507) 451-2630	Rice, Steele, Dodge, Waseca
ZUMBRO VALLEY MHC Rochester (507) 288-1873	Olmsted, Fillmore, Goodhue

ADDENDUM II

Minnesota County Welfare Departments

AITKIN COUNTY FAMILY SERVICE AGENCY (aids) (218) 694-6512 (soc. serv.) (218) 694-6164	ANOKA COUNTY SOCIAL SERVICES (612) 421-4760 (branch office) (612) 789-7201
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BECKER COUNTY WELFARE
DEPARTMENT
(aids) (218) 847-5628
(soc. serv.) (218) 847-5684

BELTRAMI COUNTY WELFARE
DEPARTMENT
(aids) (218) 751-4310
(branch office) (218) 679-3325

BENTON COUNTY SOCIAL SERVICE
AGENCY
(612) 968-6256

BIG STONE COUNTY FAMILY
SERVICE CENTER
(612) 839-2555

BLUE EARTH COUNTY HUMAN
SERVICES CENTER
(aids) (507) 625-3031
(soc. serv.) (507) 387-4111

BROWN COUNTY FAMILY SERVICE
CENTER
(507) 354-8246

CARLTON COUNTY HUMAN
SERVICES CENTER
(218) 879-4583

CARVER COUNTY FAMILY
SERVICE DEPARTMENT
(612) 448-3661

CASS COUNTY DEPARTMENT OF
SOCIAL SERVICES
(218) 547-1340

CHIPPEWA COUNTY FAMILY
SERVICE AND WELFARE
DEPARTMENT
(612) 269-6581

CHISAGO COUNTY WELFARE AND
FAMILY SERVICE DEPARTMENT
(612) 257-1300

CLAY COUNTY SOCIAL SERVICE
CENTER
(218) 236-0900

CLEARWATER COUNTY SOCIAL
SERVICE DEPT.
(aids) (218) 694-6512
(soc. serv.) (218) 694-6164

COOK COUNTY FAMILY SERVICE
DEPARTMENT
(aids) (218) 387-2900
(soc. serv.) (218) 387-1484

COTTONWOOD COUNTY FAMILY
SERVICE AGENCY
(507) 831-1891

CROW WING COUNTY SOCIAL
SERVICE CENTER
(218) 829-0311

DAKOTA COUNTY WELFARE
DEPARTMENT
(aid) (612) 457-0611
(soc. serv.) (612) 457-0711

DODGE COUNTY SOCIAL SERVICES
(612) 762-2302

DOUGLAS COUNTY SOCIAL
WELFARE CENTER
(612) 763-5183

FARIBAULT COUNTY HUMAN
SERVICE CENTER
(507) 526-3265

FILLMORE COUNTY WELFARE
DEPARTMENT
(aids) (507) 765-3821
(soc. serv.) (507) 765-3304

FREEBORN COUNTY WELFARE
DEPARTMENT
(507) 373-6482

GOODHUE COUNTY WELFARE
DEPARTMENT
(aids) (612) 388-8261
(soc. serv.) (612) 222-3643

GRANT COUNTY SOCIAL SERVICE
DEPARTMENT
(218) 685-4417

HENNEPIN COUNTY WELFARE
DEPARTMENT
(612) 348-8125

HOUSTON COUNTY SOCIAL
SERVICES
(507) 724-3344

HUBBARD COUNTY SOCIAL
SERVICE CENTER
(218) 732-3339

ISANTI COUNTY FAMILY SERVICE
AND WELFARE DEPARTMENT
(aids) (612) 689-4900
(soc. serv.) (612) 689-1711

ITASCA COUNTY SOCIAL
SERVICES
(218) 326-9441

JACKSON COUNTY WELFARE
DEPARTMENT
(507) 847-4000

KANABEC COUNTY FAMILY
SERVICE DEPARTMENT
(aids) (612) 679-3465
(soc. serv.) (612) 679-4740

KANDIYOHY COUNTY FAMILY
SERVICE DEPARTMENT
(aids) (612) 235-3014
(soc. serv.) (612) 235-8317

KITTSOY COUNTY WELFARE
DEPARTMENT
(218) 843-6741

KOOCHICHING COUNTY FAMILY
SERVICES
(218) 283-8405

LAC QUI PARLE COUNTY FAMILY
SERVICE CENTER
(612) 598-7594

LAKE COUNTY SOCIAL SERVICE
DEPARTMENT
(218) 834-2134

LAKE OF THE WOODS COUNTY
SOCIAL SERVICE DEPARTMENT
(218) 634-2642

LeSUEUR COUNTY WELFARE
DEPARTMENT
(toll free-metro area) (612) 445-7543
(regular #) (612) 357-2251

LINCOLN COUNTY FAMILY
SERVICE CENTER
(507) 694-1452

LYON COUNTY WELFARE
DEPARTMENT
(507) 532-1441

McLEOD COUNTY SOCIAL SERVICE
CENTER
(612) 864-5551

MAHNOMEN COUNTY WELFARE
DEPARTMENT
(218) 935-2568

MARSHALL COUNTY WELFARE
DEPARTMENT
(218) 745-5124

MARTIN COUNTY HUMAN SERVICE
CENTER
(507) 238-4447

MEEKER COUNTY SOCIAL SERVICE
DEPARTMENT
(612) 693-2418

MILLE LACS COUNTY FAMILY
SERVICE AND WELFARE
DEPARTMENT
(612) 983-6161

MORRISON COUNTY SOCIAL
SERVICES
(612) 632-9201

MOWER COUNTY WELFARE
DEPARTMENT
(507) 433-3416

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MURRAY COUNTY FAMILY
SERVICE CENTER
(507) 836-6144

NICOLLET COUNTY SOCIAL
SERVICES
(507) 931-1170

NOBLES COUNTY FAMILY SERVICE
AGENCY
(507) 372-2157

NORMAN COUNTY SOCIAL
SERVICE CENTER
(218) 784-7136

OLMSTED COUNTY DEPARTMENT
OF SOCIAL SERVICES
(507) 285-8384

OTTER TAIL COUNTY SOCIAL
SERVICES
(218) 739-2271

PENNINGTON COUNTY SOCIAL
SERVICE CENTER
(218) 681-2880

PINE COUNTY WELFARE AND
FAMILY SERVICE DEPARTMENT
(aids) (612) 629-2544
(soc. serv.) (612) 245-2313

PIPESTONE COUNTY FAMILY
SERVICE CENTER
(507) 825-3357

POLK COUNTY SOCIAL SERVICE
CENTER
(218) 281-3127

POPE COUNTY FAMILY SERVICE
DEPARTMENT
(612) 634-4591

RAMSEY COUNTY WELFARE
DEPARTMENT
(612) 298-5351

RED LAKE COUNTY SOCIAL
SERVICE CENTER
(218) 253-4131

REDWOOD COUNTY WELFARE
DEPARTMENT
(507) 637-5741

RENVILLE COUNTY FAMILY
SERVICE DEPARTMENT
(612) 523-2202

RICE COUNTY WELFARE
DEPARTMENT
(507) 334-4357

ROCK COUNTY FAMILY SERVICE
AGENCY
(507) 283-9507

ROSEAU COUNTY SOCIAL SERVICE
CENTER
(218) 463-2411

ST. LOUIS COUNTY WELFARE
DEPARTMENT
(Duluth) (218) 727-8231
(Hibbing) (218) 262-1008
(Virginia) (218) 741-3500

SCOTT COUNTY HUMAN SERVICES
(612) 445-7750

SHERBURNE COUNTY SOCIAL
SERVICES
(612) 441-1711

SIBLEY COUNTY SOCIAL SERVICES
(aids) (612) 237-2351
(soc. serv.) (612) 237-5266

STEARNS COUNTY SOCIAL
SERVICE CENTER
(612) 251-3272
(branch office) (612) 352-6531

STEELE COUNTY SOCIAL SERVICE
CENTER
(507) 451-6740

STEVENS COUNTY WELFARE AND
FAMILY SERVICE AGENCY
(612) 589-1481

SWIFT COUNTY WELFARE AND
FAMILY SERVICE AGENCY
(612) 843-3160

TODD COUNTY SOCIAL SERVICES
(612) 732-6181

TRAVERSE COUNTY FAMILY
SERVICE DEPT.
(612) 563-8255

WABASHA COUNTY DEPARTMENT
OF SOCIAL SERVICES
(612) 565-4544

WADENA COUNTY SOCIAL
SERVICE DEPARTMENT
(218) 631-2832

WASECA COUNTY WELFARE
DEPARTMENT
(507) 835-3240

WASHINGTON COUNTY WELFARE
DEPARTMENT
(612) 439-6901

WATONWAN COUNTY HUMAN
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
(Metro) (612) 339-6881
(Buffalo) (612) 682-3900

YELLOW MEDICINE COUNTY
FAMILY SERVICE CENTER
(612) 564-2211

ADDENDUM III

Public Welfare Institutions

ANOKA STATE HOSPITAL
Anoka, MN 55303
(612) 421-3940
John Benninghoff, M.D.
Chief Executive Officer

BRAINERD STATE HOSPITAL
Brainerd, MN 56401
(218) 829-1741
Harold Gillespie
Chief Executive Officer

CAMBRIDGE STATE HOSPITAL
Cambridge, MN 55008
(612) 689-2121
Dale Offerman
Chief Executive Officer

FARIBAULT STATE HOSPITAL
Faribault, MN 55021
(507) 334-6411
Charles Turnbull
Chief Executive Officer

FERGUS FALLS STATE HOSPITAL
Fergus Falls, MN 56537
(218) 739-2233
Robert Hoffmann
Chief Executive Officer

MOOSE LAKE STATE HOSPITAL
Moose Lake, MN 55767
(218) 485-4411
Frank Milczark
Acting Administrator

ROCHESTER STATE HOSPITAL
Rochester, MN 55901
(507) 288-1831
Francis Tyce, M.D.
Chief Executive Officer

ST. PETER STATE HOSPITAL
St. Peter, MN 56082
(507) 931-3000
Jim Littig
Acting Administrator

WILLMAR STATE HOSPITAL
Willmar, MN 56201
(612) 235-3322
Lester Johnson, Chief Executive Officer

OAK TERRACE NURSING HOME
Minnetonka, MN 55343
(612) 938-7621
Melvin Dray, Administrator

AH-GWAH-CHING NURSING HOME
Ah-Gwah-Ching, MN 56430
(218) 547-1250
James Wall, Administrator

ZOO

MINNESOTA ZOOLOGICAL GARDEN

12101 Johnnycake Ridge Road
Apple Valley, Minnesota 55124
(612) 432-9010

Minnesota Statutes 85A

The Minnesota Zoological Garden is a 500 acre facility that was opened to the public in May, 1978. The Garden is open year round with exhibits organized to take advantage of Minnesota's climate.

Natural characteristics of the site are maintained wherever possible. The overall organization is zoogeographic, placing environmentally grouped animals in the exhibit area.

The Zoo specializes in the propagation of several endangered species. There is a Minnesota exhibit displaying more than 100 kinds of native wildlife. Visitors may peer into rattlesnake and badger dens, view underwater habitats and, by means of television cameras, peek into a beaver lodge. The aquarium features beluga whales in a 560,000 gallon aquarium permitting visitors to watch from above or below the water surface. Hydrophones broadcast the whales "conversations." Dolphins live in their own tank located in the tropical building and other areas exhibit polar, temperate and tropical oceans featuring 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 green house, climate controlled and sky-lighted, houses over eighty species of tropical animals and 600 plant varieties. From multi-level pathways, visitors view animals in the treetops, on the ground and underwater. Birds living in large freeflight aviaries are also featured.

The children's zoo is designed to provide intimate contact with domestic livestock

including waterfowl, sheep, goats and poultry. It also features many smaller, educational exhibits such as bee colonies, small bird aviaries and animal arenas. A fully equipped animal nursery enables visitors to see hand rearing of young animals.

The northern trek features Siberian tigers, moose and other large, cold weather animals in outdoor habitats representing habitats of the Northern Hemisphere including 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 contains classrooms, laboratory facilities, reference library, theatre, production studio and an interpretative area with items to touch, see, smell and hear.

The Japanese macaque display featuring snow monkeys is located next to the education wing and includes two ponds, dead trees for climbing, rocks and an assortment of plants. Windows in the main building insure viewing year round.

Free admission for school groups with prior reservations and group rates are also available.

ANIMAL AND PLANT SCIENCES DIVISION, (612) 432-9010

Hugh B. House, associate director

The Animal and Plant Sciences Division consists of five major activity areas which manage all of the animal and plant related functions.

ANIMAL MANAGEMENT

Ralph Waterhouse, general curator

Animal Management procures animals for the exhibits, works in the development of special exhibits and manages the day to day care of the zoo animals.

ANIMAL HEALTH

Kent Kane, D.V.M., veterinarian

Animal Health maintains the general health of all animals through examination, testing, recommended diet control and care of injured or sick exhibit animals.

PLANT SCIENCES

Steve Wachter, botanical specialist

The Plant Sciences procures, grows and maintains the plants used in the exhibit areas. It also advises and works with the grounds maintenance department in reseed-ing, replanting and care of all the natural vegetation on the zoo site.

EXHIBIT DESIGN

Alex Taylor, exhibits specialist

Exhibit Design, as the name implies, designs and supervises the construction of many of the animal exhibits as well as revising and rebuilding existing exhibits to meet changing needs.

INTERNATIONAL SPECIES INVENTORY SYSTEM (I.S.I.S.)

Jan Olsen, data manager

The I.S.I.S. center is an international data bank for information on captive held animals in zoos and parks throughout the United States, Canada and some overseas countries.

INFORMATION AND EDUCATIONAL SERVICES DIVISION

Beverly Rongren

Interpretive Services and Education conducts both on-site and outreach educational and interpretive services. These include classroom and laboratory services, library functions, tours and student field trips.

To arrange one day school sponsored field trips or other services, contact the Interpretive Services and Education at the Minnesota Zoological Garden.

VISITOR SERVICES DIVISION, (612) 432-9010

The Visitor Services Division consists of five activity areas that provide essential services for the visiting public.

MARKETING/MEDIA SERVICES

Stephen J. Schuster

Marketing/Media Services is responsible for the garden's marketing and promotional programs including group sales. For information on the group sales program contact Susan Johnson, Group Sales at the Minnesota Zoological Garden.

SECURITY

Kenneth Parsch

The security department maintains a 24 hour, 7 days a week, information, emergency and security staff to insure that visiting public, staff, animals and physical property of the zoo are protected.

CONCESSIONS

Vernon Plucker

Concessions is directly responsible for parking, gate admissions, and the zoo ride functions and also acts as a liaison with Dairy Queen food services.

Fees for admission are:

General Admission:	\$2.50 adults (17 +)
	\$1.25 child (6-16)

Group Rates:

\$2.00 adults (17 +)

\$1.00 child (6-16)

Under 6 always FREE

GIFT SHOP

Yvone Johnson

The Gift Shop area directs the operation of the four gift shops on the zoo site including selection of products sold and design and selection of items made for sale exclusively at the zoo.

PHYSICAL FACILITIES AND PLANNING DIVISION, (612) 432-9010

Art Young, associate director

The Physical Facilities Division consists of three areas which manage all of the grounds and buildings, the maintenance, exhibits construction and future construction planning and design.

PHYSICAL PLANT

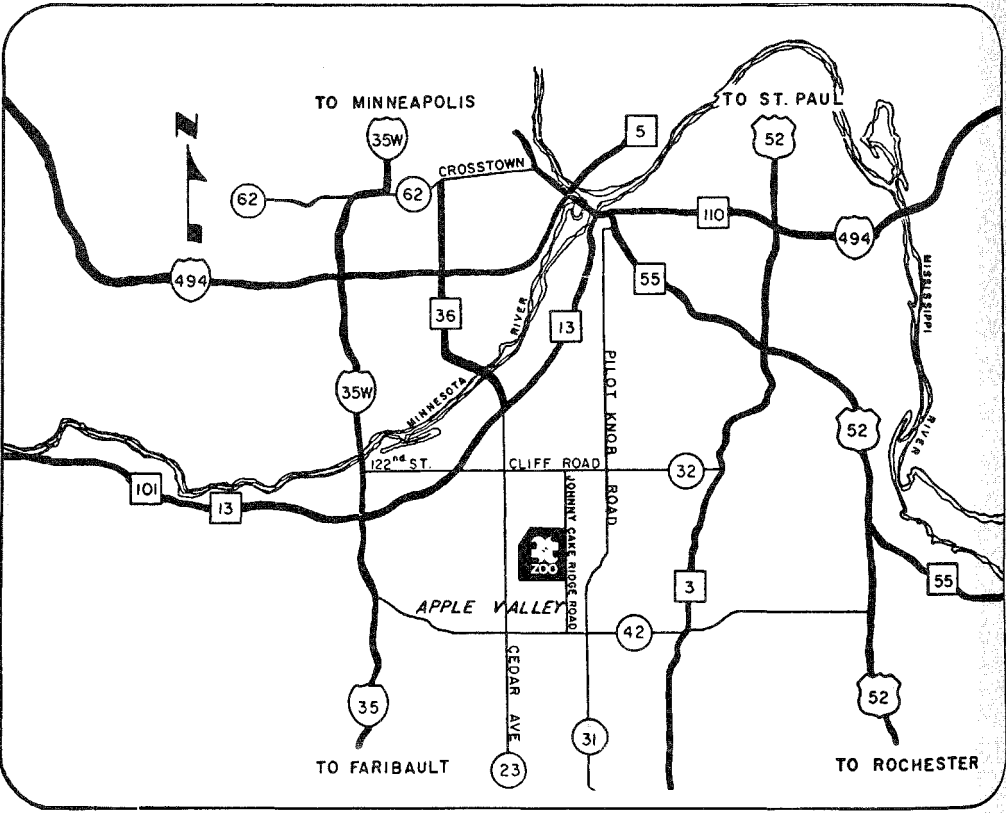
Pat Burns

The Physical Plant directs the day to day operations of all grounds and building maintenance, the power plant and water treatment plant.

GENERAL SUPPORT DIVISION, (612) 432-9010

Stephen Iserman, administrative officer

General Support handles the personnel, purchasing and inventory, finance and general administration functions for the zoo. Contact the following persons for information about their specific areas: Mary O'Neill — personnel officer, Mike Stacey — buyer, Doug Rickabaugh — finance officer, Vicki Uchida — administrative coordinator.

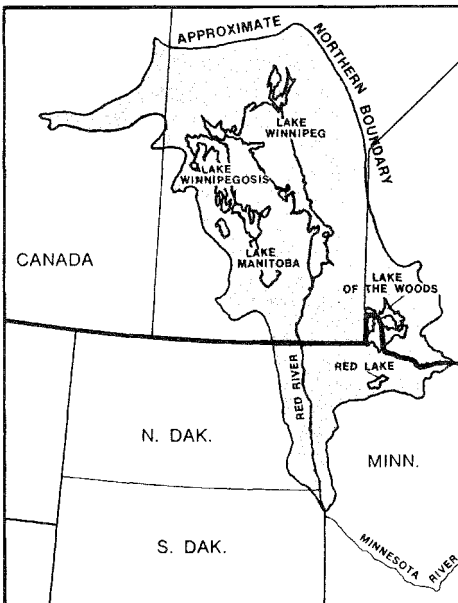


MINNESOTA PROFILE

LAND

Four massive glaciers advanced and retreated over the land of Minnesota during the Pleistocene epoch (1,000,000 to 10,000 years ago). The glacial ice, possibly one mile thick in places, scoured the bedrock in northeastern Minnesota and eroded a mountain range that may have extended from Canada down to central Minnesota. The state's thousands of lakes are the result of erosion and deposition by these glaciers and their meltwaters which left many different kinds of deposits, some 500 feet deep, over the rest of the state.

Enormous amounts of water were released as the glaciers melted, forming large glacial lakes. The largest of the lakes was Glacial Lake Agassiz which covered the northwestern part of the state and dipped down into the Red River Valley. The lake broadened as it extended farther north into Canada where it spread from Ontario to Saskatchewan. As natural dams gave way, Lake Agassiz spilled out over its banks and began draining at its south bank, creating Glacial River Warren. River Warren carved and eroded the Precambrian rock, estimated to be 1.6 to 3.3 billion years old, and dug today's Minnesota River Valley.



Glacial Lake Agassiz existed about 9,000 to 12,000 years ago in northwest Minnesota, what is today the Red River valley. It first drained south into Glacial River Warren, a wide and powerful river which formed the present day Minnesota River valley. Later the giant lake spilled into Lake Superior.

Abundant deposits from previous glaciers have been eroded by streams in the southwestern and southeastern corners of the state. Southeastern Minnesota, a country of steep valleys, rocky bluffs, and flat uplands, displays sedimentary rocks of the Paleozoic age as a result of this stream erosion. It is speculated that the southeastern corner of the state escaped the last glacier.

In the last 120 years, since Minnesota became a state, 7 earthquakes have been recorded. The most recent quake centered in the neighboring towns of Alberta and Morris, registered 4.8 on the Richter scale, with no injuries or damages reported. The only recorded earthquake damage suffered in the state came in 1917 from a quake centered in Staples which knocked over some chimneys.

Land elevations in the state range from 2,300 feet at Eagle Mountain to 600 feet above sea level at Lake Superior with both high and low elevations in the same northwest region. The state also straddles three major continental watersheds causing water to flow in three directions, north to Hudson's Bay, east to the Atlantic and south to the Gulf of Mexico.

Three major ecosystems exist in Minnesota: the boreal coniferous forest, the temperate deciduous forest, and the temperate grassland. Dominating the northeastern third of the state is the boreal coniferous forest made up of pine, spruce and fir, with tamarack in bog areas. The temperate deciduous forest, running along the western and southern edges of the boreal coniferous forest, stretches diagonally from the northwestern to the southwestern corners of the state and consists of oak, maple and basswood. This band of hardwoods, known as the big woods, averages 40 to 80 miles in width. South and west of these hardwood forests, and dominating the southwestern third of the state, is the temperate grassland or tallgrass prairie. In this region is the most fertile soil of the state, rich in organic matter and high in soluble mineral plant food.

Little remains of the tallgrass prairie, nearly all has been taken for agriculture with only small pockets of prairie reserves due to the efforts of conservation groups. Most of the big woods have been cleared for crops, pasture and urbanization. The coniferous forestlands, cut over for timber, are growing back with aspen, birch and jack pine and are used today by the state's forest products industries.

The name of the state comes from two Dakota Indian words, *minne*, meaning "water," and *sota*, broadly interpreted as "the varying color of the sky." Together they read "sky tinted water." The state motto, cast by early settlers, "Star of the North" (*L'Etoile du Nord*) describes the state's central and northernmost position among the 48 coterminous states.

PEOPLE

The first people of the state may have arrived 30,000 years ago, while Asia and North America were connected by an ice bridge across the Bering Straits. A people of the Pleistocene Epoch roamed the state about 20,000 years ago. Near Pelican Rapids, in Otter Tail County, the skeleton of one of this ancient people, known as Minnesota woman was unearched in 1931. The skeleton, of a girl about 15 years old, was found with a dagger shaped from an elk antler and a conch-shell ornament 9 or 10 feet below the surface of silt deposits from Glacial Lake Pelican. Much evidence of many Indian civilizations can be found throughout the state in mounds, village sites and battle grounds. The most controversial of Minnesota's archaeological remains is the Kensington Rune Stone, of unproved authenticity. It was discovered in 1898 and claims to record a visit by the Vikings to the land of Minnesota in 1362.

Two major Indian tribes occupied what is now Minnesota, the Dakota, and the

Chippewa. The Dakota, "allies," were members of the Siouan linguistic family and part of a confederacy of seven tribes stretching from Minnesota west to the Missouri River and beyond. The Dakota were a tall, robust people who valued the skills of hunting and fishing, and thrived on the rigors of warfare. They used no metals, but relied on stone, wood, and bone to fashion their tools and weapons. These nomadic people followed the plentiful buffalo herds, lived in skin-stitched tipis in winter and bark lodges in summer, and created a culture rich in religion, music and storytelling. They traveled on foot and in wooden dugouts or buffalo skin boats, and later earned a reputation as the finest horsemen of the American plains. The Dakota predominated throughout much of Minnesota for many centuries.

In the 1700s the dominance of the Dakota was challenged by a people who called themselves Chippewa, members of the Ojibwa nation and part of the Algonquian linguistic family. For centuries the Ojibwa had inhabited the lands to the north of the Great Lakes, but under the combined pressure of European settlement and the encroachment of the Iroquois Confederation they migrated slowly westward. The Ojibwa were shorter and stockier than the Dakota, but their long contact with the whites had given them skill in the use of firearms. Their tools and cooking instruments were metal. And they possessed the finest means of transportation on the continent: the birchbark canoe, faster and more maneuverable than the boats of the Dakota. In 1745 the Chippewa won the most decisive battle in the war with the Dakota Sioux at the great Sioux village of Kathio on the western shore of Mille Lacs. The Chippewa were able to push the Dakota southward and southwestward onto the prairielands and out of the woodlands of Minnesota in the 1730s and 1740s.

The first Europeans to traverse the Minnesota region arrived in the early 1600s and by the 1670s and 1680s, with about 7,000 people in the St. Lawrence Valley, they had discovered the Upper Mississippi and proclaimed a mid-American empire for Louis XIV of France. This adventurous, vigorous people were the first to open the American West as they explored, made maps, trapped, traded and conducted missionary work. For many of the early French, fur trading and searching for the legendary northwest passage to the Pacific and Cathay formed their principal interests in North America. Both interests commingled as trade often financed exploration. The early explorers chose one of two routes to the west: the first starting at the west end of Lake Superior, and the second starting at Lake Michigan, crossing to the Mississippi and moving northward. Both routes converged on Minnesota.

The names of these explorers, voyageurs, missionaries, trappers and traders are used every day for streets, cities, townships and counties and recall great adventures of exploration and discovery: Jean Nicolet (discovered Lake Michigan); Robert Cavalier, sieur de La Salle (traveled the Mississippi from its mouth to St. Anthony Falls and discovered the Minnesota River); Pierre Esprit Radisson and Louis Chouart, sieur des Groseilliers (explored Lake Superior); Louis Jolliet (discovered the Mississippi); Jacques Marquette (established the mission of Sault Ste. Marie at the Great Lakes junction and crossroads of white and Indian travel at the Chippewa village, Saulteurs); Daniel Greysolon, sieur DuLhut (exploration of Mille Lacs and the St. Croix River); Louis Hennepin (discovered Lake Pepin and St. Anthony Falls); Pierre Gaultier de Varennes, sieur de La Verendrye (discovered the Lake of the Woods and established Fort St. Charles there, from which explorations of the upper Missouri River were launched); and Samuel de Champlain and Count Frontenac (Canadian governors who directed and inspired explorations).

There were many who came to the Minnesota wilderness in pursuit of the riches of the fur trade, who traveled the woodlands of the region in canoes and by foot, trading the products of Europe for the furs the Indians trapped. It was a period of mutual

Minnesota Under Many Flags

Minnesota has successively been part of the following territories:

Entire State of Minnesota	
State of Minnesota West of the Mississippi	State of Minnesota East of the Mississippi
New France 1689	
New Spain 1762	British North America 1763 Colony of Virginia
	Quebec Province 1774
	United States 1783 State of Virginia
	Unorganized 1784
	Northwest Territory 1787
French Empire 1800 United States 1803 Louisiana Territory	Indiana Territory 1800
Missouri Territory 1812	Illinois Territory 1809
Unorganized 1821	Michigan Territory 1818
Iowa Territory 1834	Wisconsin Territory 1836
Unorganized 1846	Unorganized 1848
Minnesota Territory 1849	
State of Minnesota 1858	

dependence and respect between the two races, the Indians desiring the goods the French provided, the French making no effort to dislodge the Indians from their lands. Minnesota was no longer a region isolated from the rest of the world. Empire had reached Minnesota with France claiming dominion, but the French did not go unchallenged. For three quarters of a century Britain and France vied for control of the continent.

In 1763 the Treaty of Paris brought their struggle to a conclusion with Britain the victor. All of North America east of the Mississippi came under British control, with the lands west of the Mississippi going to Spain. The soldiers of France passed from

Minnesota, but the French influence lived on as Frenchmen continued to work the fur trade and give to Minnesota one more ingredient in the creation of its multinational culture and tradition.

The British continued the French policy of trade with the Indians, while avoiding settlement of Indian lands. They established numerous trading posts with the most significant at Grand Portage on the mouth of the Pidgeon River. From here the activities of the North West Company tied together a fur trading empire that stretched from the Rocky Mountains to the fur auction halls of London. The men of the Company were strong-willed merchants who did much to explore and map the interior of the North American continent. Their principle interest, however, always remained the trading in furs. In this enterprise they were assisted by the legendary French-Canadian voyageurs, who together with their British organizers made of Grand Portage a bustling center of trade for the entire Northwest region. By 1797 the Minnesota area of the Northwest Territory had been mapped by North West trader David Thompson.

For half a century the British continued to tap the wealth of the Minnesota region. The legal transfer of the area to the new American nation after 1783 meant nothing to the entrepreneurs of the North West Company. Not until the War of 1812 did they finally begin to recognize the unrelenting nature of the American approach.

President Thomas Jefferson purchased that part of Minnesota lying west of the Mississippi River in 1803 from Napoleon Bonaparte in the Louisiana Purchase.

The first large wave of settlers to come to Minnesota was made up of Yankees, citizens of the new nation, the United States. With the building of Fort Snelling (first called Fort St. Anthony) in 1819, under the direction of its commandant Col. Josiah Snelling, the first permanent American settlement took root in Minnesota. The first steamboat arrived on May 10, 1823, and under the shadows of Fort Snelling, a town grew. Yankee fur traders bartered for the furs Indians trapped, but unlike the French and British, they had to face the decline in the fur trade after the 1830s. With the privilege of seniority in the region, these men became investors and entrepreneurs in numerous enterprises and formed the nucleus of the Minnesota territorial leadership. Recognizing the need for more people to clear the timber and cultivate the land they began to sell the idea of Minnesota. Agents were hired and equipped with promotional literature to attract the oppressed, discontented, and ambitious of Europe. In 1832 Henry R. Schoolcraft attracted attention to the state when he discovered the source of the Mississippi river and named it Lake Itasca.

Missionaries came to the region representing every denomination of Christianity. They built schools for Indian children, and though they made few converts, the schools soon became centers of settlement as families newly arrived from the east gravitated to these unexpected reminders of home. Thus, the state's missionaries became the state's first educators.

In 1838 Franklin Steele established a claim at the Falls of St. Anthony, the future site of Minneapolis. The same year Pierre Parrant built a shanty and settled on the present site of the city of St. Paul, then called "Pigs Eye." The "Chapel of St. Paul" was built and consecrated in 1841, lending its name to the future capitol of the state. Settlers arrived at Fort Snelling and Stillwater and pushed on to claim the new land opened for them as new treaties were signed with the Indians.

In 1849 Minnesota was organized as a territory with Alexander Ramsey the first territorial governor. The first newspaper of Minnesota, the *Minnesota Pioneer*, began publication that year under the editorship of James M. Goodhue. During the territorial period 88 other newspapers were established including the *St. Cloud Visitor*, edited by Jane Grey Swisshelm, a fiery antislavery crusader.

On May 11, 1858, Minnesota became the 32nd state to enter the union. In size, only



Journalist Jane Grey Swisshelm, editor of the *St. Cloud Visitor* during the 1850s, wrote articles and lectures on "Slavery as I Have Seen It in a Slave State" and "Women and Politics." To avoid a libel suit with a prominent *St. Cloud* citizen, Swisshelm agreed to cease attacking him in the *Visitor*. The following week, she changed the paper's name to *St. Cloud Democrat* and continued her abolitionist and feminist crusade, even though an angry mob broke into her office, destroyed her printing press, and burned her in effigy.

Texas and California were larger. Henry H. Sibley was the state's first Governor. The new state soon had the distinction of being the first state to offer troops to the Union cause in 1861. A little over a year later, on July 2, 1862, at the battle of Gettysburg, the First Minnesota Regiment made its famous charge and within 15 minutes 215 of the 262 men were killed or wounded. The same day the first railroad opened in Minnesota, connecting Minneapolis and St. Paul. And during the same summer a group of murders of white settlers led to a major uprising by the Kaposia Sioux under Chief Little Crow, and the opening of an Indian war.

With the passage of the Homestead Act of 1862 immigrants from many countries entered Minnesota in growing numbers. Germans formed the largest single group of immigrants. They built successful farms in the Mississippi and Minnesota River valleys. Many were skilled tradesmen who gravitated to the growing towns and cities of Minnesota. The Norwegians were the second largest single group. They settled into farming in the southeastern counties of the state and in the Red River Valley, while many chose Minneapolis as their home. The Swedes also sought out farms, but concentrated their settlements in the area between the Mississippi and St. Croix rivers. Together with the Norwegians and Danes, the Swedes did much to give Minnesota its Scandinavian flavor. Newspapers in all three languages flourished, Lutheran churches prospered, and Lutheran colleges were founded. The Scandinavians soon replaced the Yankees as the political leaders of the state. The Irish also sought farms in the state,

but for the most part they gravitated to Minnesota's larger cities making their living as shopkeepers, laborers, and particularly in St. Paul, as political and social leaders.

Over the decades of the 19th and 20th centuries many other groups immigrated to the state adding to its cosmopolitan character and coloring its cultural, religious, and political fabric. These people included Czechs, Slovenes, Swiss, Poles, Russians, Finns, Jews, Canadians, Mexicans, Dutch, Icelanders, Greeks and Italians. Although Asiatics have never amounted for as much as one tenth of 1% of the state's population, during World War II their number increased when a group of Japanese Americans moved from the West Coast.

For all these groups, the abandonment of their native homes and the crossing of an ocean or a continent prepared them for making a deep commitment to their new homeland and encouraged a heavy investment towards building a future bright with promise and strong with purpose. From the earliest immigrants to the latest, Minnesota's history has been one written by its people. Each group has added one more part to the complexity of the whole. Each has helped to create on this plot of earth a humane society, atuned to its past and alive to the promise of its future.

COMMERCE AND INDUSTRY

LUMBER

Minnesota's oldest manufacturing industry is lumbering. In 1839 the first commercial sawmill was built at the village of Marine on the St. Croix River. Loggers, coming to Minnesota from the east, thought the vast stands of red and white pine would last a thousand years. In fact, Minnesota contained about 30 million acres of virgin timber.

Logs from northern Minnesota's extensive pine forests were milled into planks, beams and shingles and sold to lumberyards in the midwestern states where settlement was rapidly increasing. Minnesota's vast river system floated the timber to the state's mills, powered sawmills, and later carried finished lumber to markets as far as Chicago and St. Louis. Large mills were built at the Falls of St. Anthony in Minneapolis and at other waterpower sites. By the early 1850s, with the forest resource barely touched, the annual harvest of timber was worth \$2.5 million.

President Abraham Lincoln signed the Homestead Act in 1862 primarily for the benefit of farmers. But loggers turned the law to their advantage by filing phony homestead claims and logging off entire townships in a single season. The following year, they filed new claims and logged off the next township. Lumber became a big business and soon there were 153 sawmills operating in the St. Croix and Mississippi River valleys. With each decade lumbering grew, moving farther northward in pursuit of the massive virgin pines. After the 1880s, Duluth, then Virginia, and later Cloquet became important lumbering centers with large mills.

A forestry association to protect timber resources was founded in 1876 which became the first of many groups that focused increasing, though hapazard and sporadic attention on the conservation of Minnesota's natural resources.

In 1894 the state's worst forest natural disaster, the great Hinckley forest fire, burned over nearly 400 square miles, including the towns of Hinckley and Sandstone. The industry reached its peak year in 1905, then began a steady decline as the supply of good trees dwindled, and by 1915 sawmilling in the state was only half of what it had been a decade earlier.

In 1909 President Theodore Roosevelt established the Superior National Forest, setting aside 3,000,000 acres of wilderness. Within this forest is the Boundary Waters Canoe Area, the last extensive conifer forest ecosystem in the eastern United States. It

still contains some virgin stands of 300-year-old red or Norway pines which reach a mature height of 60 to 100 feet.

During the 1920's the lumbering era came to an end in Minnesota, just 90 years after it had begun. The last of the big mills closed, and most of the lumbermen moved their equipment to the forests of Washington and Oregon. The lumbering industry was in part replaced by other manufactures based on raw materials from the forests, such as paper, fence posts, telephone poles, and wood pulp.

In 1931 the state Department of Conservation (now the Department of Natural Resources — DNR) was established to develop a systematic program for the preservation and wise use of the state's forest, game and fish, soil and mineral, and water resources. Today the DNR plants millions of new trees yearly, watches over the state park system and supervises the activities of 1.8 million fishermen and 300,000 hunters.

Today about 40% of the state is forested, with lumbering still a big business. The 1974 forest harvest was valued at \$1.3 billion. Contributing to the state's economy through forest-based industries are lumber and wood products, furniture and fixtures and paper milling. Minnesota's 454 lumber and woodproduct companies manufactured forest products worth \$388 million during 1971 and employed 7,400 persons.

The largest single producer of forest products in Minnesota is the pulp and paper manufacturing industry which operates 11 pulp and paper mills in the state. In 1971, these mills used the equivalent of 1.5 million cords of pulpwood. That same year, Minnesota's forests also provided 164 million board feet of lumber, logs and bolts; over 4.9 million Christmas trees and wreaths; 28,000 cords of matchwood, veneer logs and cooperage; 3.8 million posts and poles; and 244,000 cords of fuel wood. These forest products, excluding pulpwood, had a value over \$42 million. Secondary processing of all of Minnesota's forest products results in a total value exceeding half a billion dollars and employs many thousands of Minnesotans.

AGRICULTURE

Flour milling, the second major industry to develop in Minnesota, grew slowly as small mills were built along the rivers and creeks throughout the settled parts of the state. Wheat, corn and rye were ground into flour for the people who lived nearby.

Flour milling began in Minneapolis in the 1850s. The first mills were built by lumbermen who needed a dependable source of flour to feed their lumberjacks. By the 1850s more than enough wheat was raised for local needs and the surplus was shipped to cities in the East. Some lumbermen (John S. Pillsbury and William D. Washburn) decided to shift altogether to flour milling, investing their money from the lumber business, and building mills and railroads. To insure a constant supply of wheat for their mills, they helped organize the cash grain market, which brought the wheat of the whole northwest to Minneapolis, making the city the banking center for the region.

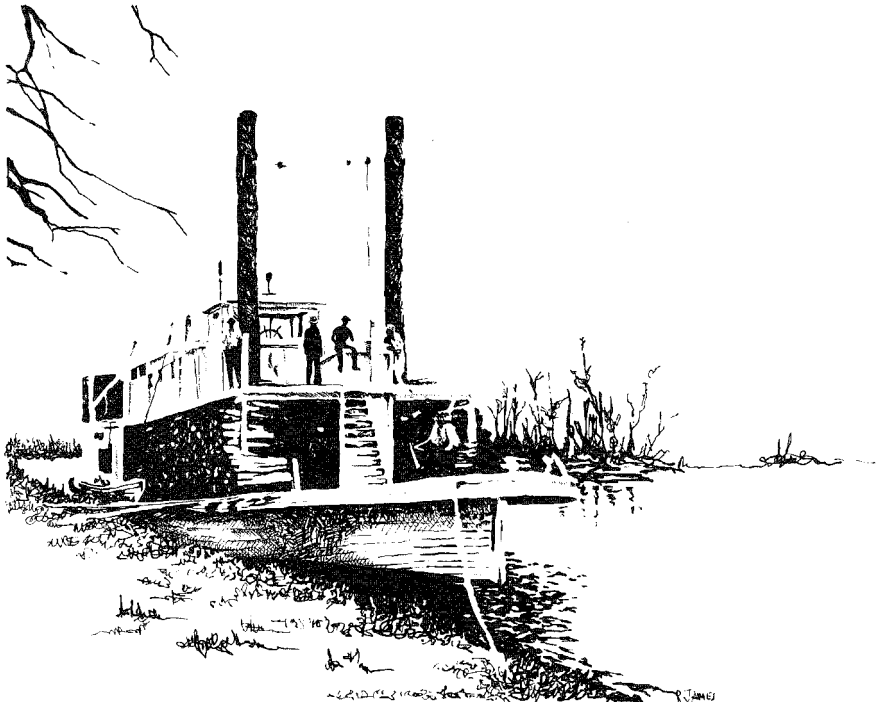
The Civil War increased the demand for wheat. In the 1870s railroads were built westward through Minnesota to the Red River valley where newly arrived immigrants were opening farms to raise wheat. By the late 1870s, nearly 70% of Minnesota farm land was in wheat, mostly in the southeastern counties. As farmers realized that one-crop farming wore out the soil and left them penniless if the crop failed, they diversified into other grains, dairy products, beef cattle, potatoes, poultry and other crops and livestock. By 1880 hundreds of mills were operating in Minnesota, the largest in Minneapolis.

By the 1890s dairying had become an important industry and hundreds of small creameries were scattered throughout the state. Flax was also raised in sufficient quantities to require creation of factories to crush the flaxseed for linseed oil and meal.

The nation's largest meat packer started business in South St. Paul in 1887 and Minnesota beef cattle contributed to the state's meat packing industry.

The flour milling industry continued to grow long after 1900. Minneapolis mills drew on supplies from Montana and the Dakotas while Minnesota farmers raised less wheat (only 43% of Minnesota farm land was in wheat in 1900). After the turn of the century, Minnesota farmers derived more and more of their income from livestock and dairy products. After 1910, livestock and dairy products made up most of the income of the state's farmers. In 1910, 60% of the state's farm land was sown in cash crops and 40% was allocated to livestock and its products. Twenty years later only 22% was in cash crops and the rest, 78%, was used for livestock. The shift from grain to livestock is one of the biggest changes that has taken place in Minnesota agriculture.

The peak of Minnesota flour milling came in 1916 when 29,389,889 barrels of flour were turned out and Minneapolis was recognized as the world leader in the production of wheat flour. Mills in other Minnesota cities contributed greatly to the state's flour production and famous brands were milled in Duluth, Hastings, Red Wing, New Ulm, Winona, Mankato and St. Cloud. By the end of the decade Minnesota's flour production declined because millers could not buy enough hard spring wheat from farmers who were using their land for other crops. Wheat farmers in the Dakotas and northwestern Minnesota were shifting from spring wheat to durum wheat, used for macaroni and spaghetti. Railroad freight rates between Minneapolis and the East rose so high that it was cheaper to ship grain to the East and grind it there. Thus, Minneapolis millers moved their milling operations out of the state and Minnesota lost its place as the top milling state.



Meat packing in Minnesota rose sharply during the 1920s and employed nearly 7% of the state's labor force. Most meat packing plants were, and still are, located in the southern part of the state known as the corn belt.

After a small beginning in the 1900s, vegetable canning increased in importance during the 1930s. Also during the 1930s Minnesota meat packing grew so rapidly that by the end of the decade it was the top food industry in wages paid and number of employees, and value added by manufacture.

Soybeans, previously raised as a forage crop, came into prominence in Minnesota agriculture in the 1940s when it was processed into oil and meal. During World War II, with demand for oil high, soybean mills were built near the bean fields and some linseed oil plants converted to bean oil production. By the end of the 1950s Minnesota was producing 12% of the nation's bean crop, and a considerable percentage of its soybean oil.

Today, Minnesota agriculture occupies 30.6 million acres of land, almost 57% of the state's total area and over 60% of the state's land surface. This agricultural land is valued at over \$24 billion. In addition, Minnesota farmers have \$12 billion invested in equipment and inventories. The 114,000 family farms sharing this rich natural resource are the most efficient in state history, and among the most efficient in the world. The average 264-acre farm represents a \$340,000 investment.

Since 1972, Minnesota agriculture has generated over \$4 billion annually in new earned gross income from the marketing of farm-produced food and fiber. Minnesota ranks fifth highest among all states in gross farm income and among the top ten states in overseas export sales of agricultural products.

As a natural resource industry, agriculture provides about one-third of all the employment in Minnesota and generates nearly \$20 billion annually of the state's total economic activity. Hundreds of different occupations are dependent upon today's scientific agriculture and the sophisticated related industries that market, process, package and distribute world-wide its products.

Minnesota has one of the shortest growing seasons in the nation. The average ranging from a maximum of 160 frost-free days in southeastern counties to a minimum of only three months in northeastern counties near Lake Superior and Canada. Considering the climate and the fact that 14 other states have larger acreages of agricultural land, it is interesting to note that in 1977, after three years of severe drought, Minnesota produced the second highest gross tonnage of field and orchard crops in the nation, over 55 million tons of grains, oilseeds, vegetables, fruits, nuts, forage, sugarbeets and seeds. That is nearly three and a half times Minnesota's gross crops tonnage produced in 1935 when family agriculture peaked at the end of the era of four-legged horsepower, and a new all-time high.

Minnesota agriculture has made significant progress through mechanization and scientific technology. In 1935, Minnesota had 204,000 farming units occupying 32.9 million acres of agricultural land. Crops production averaged about 81.5 tons for each family farming unit, and slightly over one-half ton per acre. Minnesota's 1977 crops production averaged over 474 tons per family farm and nearly two tons per acre. These figures for 1977 show the average Minnesota farm family today is producing almost six times as much as the farm family of 1935, while each acre is producing four times as much as in 1935.

In 1935 most Minnesota farms were heavily self-sufficient. Considerable farming was still being done with horses. Farmers rarely experienced shortages or energy crises because they produced their own energy for the draft animals in the form of oats, corn and hay. Petroleum was needed on farms only to grease wagon axles, the windmill, the well pump jack, or to fuel the kerosene or oil stove and the lanterns that lit thousands of

farm homes. Tractors and electricity were just beginning to make their impact upon Minnesota agriculture through increased production and labor savings. Hybrid seeds, commercial fertilizers, pesticides, irrigation, farm management training and hundreds of other technological advances common today were not yet available. Farmers worked long hours, every day, spring, summer, fall, and winter, and the labor was largely physical.

Crops were harvested mainly by hand. Neighbors pooled their labor, farm to farm, shocking and threshing grains with a commonly owned steam-powered threshing rig — now a relic of the past. Farmers spent much of the winter picking their open-pollinated corn by hand, walking alongside and pitching ears into a horse-drawn wagon. Once loaded in the field and driven to the farmstead, the grain was shoveled by hand into granaries and corn cribs.

Average yields of Minnesota crops per acre in 1935 were only 33 bushels of corn, 10.6 bushels of wheat, 25.5 bushels of barley, 37 bushels of oats, 9.5 bushels of flaxseed, 17.5 bushels of rye, 5,000 pounds of potatoes, 14 bushels of soybeans, 7.5 tons of sugarbeets and less than 1.5 tons of hay.

In 1977, the average crop yields per acre were 100 bushels of corn, 39.6 bushels of wheat, 51 bushels of barley, 68 bushels of oats, 14.5 bushels of flaxseed, 29 bushels of rye, 18,900 pounds of potatoes, 35 bushels of soybeans, 18.2 tons of sugarbeets, and 2.6 tons of hay. In addition, two new crops have become significant to the state's agriculture, sunflower seeds, growing at 1,558 pounds per acre, and dry edible beans, with 1,320 pounds produced per acre, both double their per acre yield since their introduction into the state's commercial agriculture in 1964.

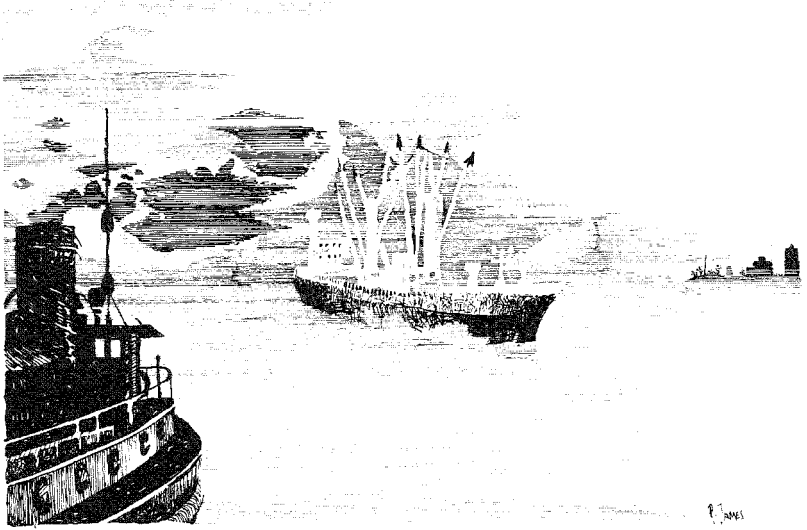
Minnesota ranks among the leading food and fiber producers in the U.S. and is recognized as a major supplier in the global markets. Foreign trade missions come in increasing numbers to Minnesota. The Minneapolis Grain Exchange is the world's leading public grain market, the St. Paul Union Stockyards and market facilities in South St. Paul is the world's biggest public livestock auction market and the Port of Duluth and the Mississippi River carry Minnesota agricultural products to markets in Europe, the Middle East, Africa, South America and Asia.

Minnesota stands out among the 50 states for its leadership in conserving the vital human and land resources of agriculture. Minnesota's newest safeguard for family agriculture is the "Farm Security Act," a state guaranteed, equal opportunity, farm real estate purchase loan program, which has become a national model. This program gives farmers equal opportunity to buy their own farms, an alternative to tenant and share-crop farming. During the first year of this new program, 40 farmers have qualified and the state of Minnesota has guaranteed over \$5 million borrowed from sellers and commercial lenders on farm land transfers.

MINING

Minnesota iron ore was observed east of Lake Vermillion as early as 1850 by Henry H. Eames, Minnesota's state geologist. About the same time the Bessemer and Kelly processes developed an efficient method of converting iron into steel and increased the nation's demand for iron ore. Again in 1865 rich deposits of iron ore were unearthed in the Lake Vermillion area. Following a report of gold in the same area, prospectors and explorers headed for northeastern Minnesota. Finding little gold, explorers searched for iron ore and in the 1870s began packing ore samples out of the deep forests for inspection and analysis.

In 1884 commercial iron ore production began on Minnesota's Vermillion range at Soudan. The largest iron ore deposit of the Lake Superior region, the Mesabi range, was discovered in 1890 at Mountain Iron. The ore-bearing rock was almost 70% iron



and so close to the surface that shaft mining was unnecessary. Near the town of Hibbing is the world's largest open-pit iron mine, almost five miles across and nearly 600 feet deep.

Iron ore was discovered and mines opened in quick succession in the Biwabik and Hibbing areas, and near Virginia and Eveleth. As mining operations moved westward along the Mesabi, a third Minnesota iron range was being explored and developed. The Cuyuna range, east and north of Brainerd, shipped its first iron ore in 1911.

More than 400 producing iron ore mines located on Minnesota's three iron ranges have supplied the nation's iron and steel needs and singled out Minnesota as the nation's top iron ore producer. During the first decade of the 20th century, 208 million tons of iron ore were shipped down the Great Lakes. With demands high because of World War I, total shipments for the next decade exceeded 360 million tons. Shipments for the ten-year period of the 1920s was nearly 365 million tons. Only 250 million tons of iron ore were shipped during the 1930s. More than 338 million tons of Minnesota iron ore were shipped in the five years of World War II, another 304 million tons during the five years following the war, and 344 million tons were shipped from 1950-1955.

In the early fifties, after meeting the heavy demands for iron during the world wars and supplying the growing steel industry, the high grade iron ore deposits neared exhaustion. Yet about the same time, after decades of experimenting, a process was developed for extracting and pelletizing iron ore from low-grade ore-bearing rock. This ore, called taconite and once considered a waste product, has a magnetic quality which is used to separate iron from rock. Taconite processing began at Silver Bay in 1956 and maintained Minnesota's national dominance in iron ore production. As a result, the non-magnetic ore from the Cuyuna and Vermillion Ranges is no longer mined. Almost all the ore shipped from Minnesota today is in the form of taconite pellets.

Minnesota currently supplies more than 60% of the iron ore mined in the United States. Mining is a \$950 million business in Minnesota, with over \$3 billion invested

in taconite processing centers to extract the ore. Minnesota's mining companies maintain reserves of high grade ore for future use.

Minnesota mines also produce manganiferous ore, sand, gravel and building stones. The state has ranked high in the production of building stones since the 1880s, particularly granite from the quarries near St. Cloud and Ortonville. Architects and engineers know well the 40-odd varieties of Minnesota stone including Lasota limestone, Winona travertine and Kettle River sandstone.

MANUFACTURING

From 1850 onward, the growth of settlement and agriculture in Minnesota created a need for a variety of articles used by farmers. Many small factories were started which turned out plows, wagons, grain cutters, hay rakes, and other farm equipment. In the 1870s there were harvester factories in Minneapolis and St. Paul and a thresher firm in Stillwater. Other factories came into existence about the same time which produced bricks, butter churns, carriages and beer, and still others used the flour of the mills for bakery goods, while some supplied the mills with supplies they needed such as barrels and sacks.

The first factories were built in the southeastern counties of the state where the first settlements were located and where the Mississippi and its tributaries furnished water power.

Construction of the railroads after 1870 clustered industries at a few points. The greatest concentration of industry was in Minneapolis and St. Paul where, in 1870, 40% of the state's manufacturing employment was located. In 1900 half of the state's factory workers lived in the Twin Cities where a growing diversity of products were manufactured.

Minnesota's most important manufacturers were closely tied to raw materials from the woods and farms. As the kinds of raw materials changed so did the kinds of manufacture based on those materials. Paper manufacturing grew in importance as the virgin timber ran out; meat packing gained on wheat milling, and soybean oil manufacturing replaced the production of linseed oil. Factory locations were also changed to be nearer the sources of raw materials.

World War II brought about an increase in the percentage of the state's employed people working in manufacturing. Because so many people have been employed in farming and mining, the number of factory workers, compared to the total labor force, has always been relatively low in Minnesota. With the increased use of machinery on farms fewer people were needed to do the same amount of work, and many workers released from farms moved to urban areas and sought employment in factories. The increased manufacturing employment continued into the 1950s. In 1947, 12½% of the state's workers were employed in the factories. By 1950 the figure rose to 16½%, a rise almost five times greater than the national average for those years. In 1960, 20% of the state's workers were employed in factories, with the main shift in and around the Twin Cities.

Metal goods and other manufacturing became as important as food processing as a result of World War II. The most important Minnesota manufacturing industry to develop after the war was the making of computers and other kinds of electronic equipment. During the 1940s nearly 60 kinds of manufacturing industries increased in Minnesota and 32 kinds grew more than the national average. Among the fastest growing were the making of machine tools, electrical machinery and communications equipment. Other Minnesota manufactures which grew faster than the national average were the making of cheese, dried milk, and cosmetics. While all this growth in

manufacturing took place, exceeding the national average, Minnesota's population increased only half as fast as the national average.

Manufacturing became the dominant source of income in the state in 1952. In 1976, Minnesota's more than 5,800 manufacturing plants had shipments valued at \$20.4 billion — more than three times their value at the beginning of the 1960s. Employment in Minnesota's manufacturing industries for the period of 1940–1977 increased by 189%, compared to a national increase of only 82%.

A continuing process of industrial diversification, beginning about the time of World War II, has moved Minnesota into a position of industrial leadership in the United States. Of the nation's 500 largest industrial corporations, about 25% manufacture or process some portion of their output in Minnesota, and 13 of those 500 companies are headquartered in the state. Headquartered in Minnesota are four of the nation's largest transportation companies, two of the largest merchandising firms and one of the largest utility companies.

Minnesota's healthy and well-rounded economy benefits from its varied economic base, technical facilities, highly skilled and educated workers and natural resources. The state is a leader in the manufacture and distribution of medical instruments and supplies, and accounts for more than half of the cardiac pacemakers sold throughout the world. The state has some of the fastest growing computer companies. Minnesota now ranks third in the nation in terms of sales of computing and office machines, stimulating a flow of microelectronics specialists from the University of Minnesota, 60% to 80% of whom take jobs within the state. More than 170 electronic and related technical businesses employ more than 70,000 people.

The state's non-agricultural labor force is 1.6 million (1977 annual average) with more than 338,000 (1977 annual average) holding manufacturing jobs. Minnesota is a leader in meat packing, flour milling, vegetable canning and in processing dairy products. Besides food processing, paper products, fabricated metals, chemicals, printing and publishing and petroleum refining rank high in Minnesota's industrial production.

COMMERCE AND FINANCE

Minnesota serves as the financial hub of the upper Midwest. With \$17 billion in commercial bank assets and \$12 billion in member bank assets, the state's financial community is in a sound position to assist Minnesota's industrial growth. The Federal Reserve Bank headquarters for the Ninth Federal Reserve District is located in Minneapolis, as well as two of the largest bank holding companies, a federal land bank, a federal intermediate credit bank, a bank for cooperatives and 3 of the nation's 25 largest savings and loan associations.

Minnesota is also home to some of the nation's largest insurance companies. As a group, 63 insurance companies, with home offices in the Twin Cities, generated more than \$1 billion in premium income for each of the last two years. The Twin Cities is also the home of one of the world's largest mutual fund conglomerates.

Gross product in Minnesota's finance, insurance and real estate industries was at the \$4 billion level in 1976 and accounted for 13.6 percent of the gross state product. The average annual growth rate during the 1965–76 period was 9.0%. At the national level, gross product of finance, insurance and real estate was approximately \$194 billion in 1976 or about 15% of the gross national product. The average annual growth rate for the 1965–76 period for the nation was 6.9%.

Employment in Minnesota's finance, insurance and real estate industries averaged 75,000 workers during the year 1975. The average annual growth rate in employment

during the past decade amounted to 3.6% and the number of new jobs increased by 22,000. Growth at the national level was slightly lower at a 3.4% annual rate, with the present employment standing at approximately 4.2 million and the gain in jobs over the past decade at 1.2 million.

Employment in finance, insurance and real estate as a percentage of the nonagricultural labor force is close to 5% for the state while that for the U.S. is 5.5%.

The Twin Cities metropolitan area dominates the upper Midwest in wholesaling, finance and cultural activities. This multistate region includes eastern Montana, North and South Dakota, northern Iowa, western Wisconsin, upper Michigan and Minnesota. Within this region no urban center has as much as one-tenth the population of the Twin Cities area, about 2,000,000.

Minnesota's three largest commercial enterprises are manufacturing, trade and finance, insurance and real estate. Minnesota's products are known throughout the world: flour, meat, canned meat and frozen foods, electronic equipment, plastics, cheese, paper, wearing apparel, coated products, control apparatus, skis, snowmobiles, farm machinery and heavy industrial machinery.

A long time leader in the cooperative movement, Minnesota's cooperatives are known for their strength and scope and are supported by state laws enacted to protect and encourage them. Thousands of cooperatives of all sizes, working in rural and urban areas, assist residents in grain marketing, dairy production, milk and oil distribution, insurance, hardware, book buying, banking and food purchasing.

The cooperative movement has deep roots in Minnesota. In 1867 Oliver H. Kelly and six associates founded the Patrons of Husbandry, called the National Grange, an organization that promoted education in agriculture and provided social and cultural opportunities for farmers. Membership in the Grange grew throughout the U.S. and from the 1870s to the turn of the century it encouraged antimonopoly and social causes.

EDUCATION

In 1849 common grade schools were established in the Minnesota Territory by the Territorial Legislature. From the one-room mission schoolhouses in rural areas has grown a comprehensive elementary and secondary system. Today each school system functions under an elected school board and is coordinated by the Minnesota Department of Education. Over 60% of the cost of operating these schools is covered by the state, with funds graduated in favor of districts having a poorer tax base. Minnesota's high school dropout rate of 7.6% is the nation's lowest.

Complementing the state system are private schools, mostly Catholic, a few Lutheran, and a small number nondenominational, many having been boys' military academies. These schools are maintained by tuition and voluntary contributions.

The University of Minnesota was chartered in 1851 as a land-grant college and preparatory school when the territory consisted of 7,000 settlers. Today it spreads across 4 state campuses and 12 research, experimental and branch stations. The combined campuses of the University of Minnesota in Minneapolis and St. Paul have the largest daytime enrollment of full-time students of any campus in the country. With over 50,000 full-time students, the U of M is considered a great national institution excelling in political science, engineering and physics, journalism, mining, agriculture, medicine and dentistry. The university's alumni and faculty have included 7 Nobel laureates. Its graduate school ranks among the top 10 in the number of doctoral degrees conferred annually.

Research facilities and scientific manpower at the U of M are a prime impetus in

developing "think" industries in the state. The university's research contributed to the discovery of an economic way to convert taconite to high-grade iron ore, sought out the potential in electronics, and developed rust-resistant wheat, corn hybrids and northern growing fruits. Pioneering discoveries and breakthroughs were made by U of M doctors in the Salk vaccine, intestinal and open heart surgery, the association of cholesterol with hardening of the arteries, and pediatric neurology.

The state also operates 7 state universities, 18 community colleges and 34 vocational-technical schools. In addition to these public schools, 9 junior colleges and 27 liberal arts colleges and universities are supported by the private sector.

GOVERNMENT

The Minnesota constitution, adopted at the time of statehood in 1858, still serves the people of the state after almost a century and a quarter of existence. Six constitutional officers head the executive department: governor, lieutenant governor, secretary of state, attorney general, auditor and treasurer. These officers are elected to office independently of one another and for four-year terms.

The administrative functions of the executive branch have become more complex as the state has grown from a population of 172,000 in 1860 to nearly 4,000,000 in the 1970s. Specialized boards and commissions were created to take care of new duties, but gradually the authority of these agencies overlapped. A thorough reorganization brought the agencies' functions into a more orderly arrangement in 1939 with the creation of the Department of Administration. Again in 1973 another reorganization, approved by the state legislature, set up new departments of finance and personnel, brought together functions that had been fragmented, and gave the governor more control over them. Today the governor appoints the heads of most state departments, boards, and commissions for terms ranging from two to six years.

The state legislature is made up of the House of Representatives, whose 134 members are elected for two-year terms, and the Senate, which consists of 67 members each serving a four year term. The legislature meets in odd-numbered years for 120 legislative days, and sometimes the session may be spread over a two-year period.

The judicial branch of the state government consists of the Supreme Court, district court, probate court and municipal courts. The Supreme Court consists of one chief justice and eight associate justices. Judges are elected by the voters for six-year terms while vacancies on the court are filled by Governor's appointment. Judges for the state's 10 judicial districts and the county court districts are elected by the voters to six-year terms. Probate and municipal court judges also are elected by the voters to six-year terms.

There are 87 counties, 855 municipalities and 1,798 townships in Minnesota. Most local governmental services are provided by counties and municipalities. Townships' responsibilities are limited to maintenance of local roads and certain welfare services. There has been a steady decline in the number of school districts due to consolidation, especially in rural areas. Currently there are 437 school districts. Two hundred eleven special districts provide for sewers, conservation, water supply, fire protection, parks, airports, and mosquito control.

The state's chief sources of revenues are personal and corporate taxes on income, sales and gross receipts, gasoline, motor vehicles, iron ore, gross earnings of railroad and communications companies, property, liquor and cigarettes. In 1967 the legislature enacted the sales tax which covers all retail purchases with the exception of food, medicines, clothing and gasoline.

A program of state aid to local government, covering almost 50% of operating costs,



was begun in 1967 to relieve the burdens on local communities who raise their expenses chiefly through property taxes.

Social services, especially those for children, traditionally have been well developed in the state. Minnesota was the first state to treat crippled children at public expense. Continued concern and service is provided to the physically handicapped, senior citizens, the mentally ill and retarded of all ages. The state substantially expanded its mental health program in 1949, and in 1957 state aid was granted to local communities to encourage the establishment of local mental-health centers, redistributing patient loads in state hospitals, preventing overcrowding and improving patient care.

Minnesota was the first state in the nation to enact a limited statewide compulsory primary law in 1901. The right to vote is granted to all those 18 years and older who have been United States citizens for at least three months, residents of the state for 6 months, and residents of a precinct for 30 days.

HEALTH

In 1872 Minnesota became the third state in the nation to establish a board of health. In those days, smallpox, typhoid fever, diphtheria and other communicable diseases were almost constantly present.

The first health department office was set up in Red Wing with two employees and a total year's appropriation of \$500. It immediately began to wage war against epidemic and infectious diseases.

To control infectious diseases, the health department early turned its attention to the need for safe water supplies and sanitary conditions in public institutions. Minnesota pioneered the use of chlorine in public water supplies as a means of controlling typhoid in the state. In 1910, the health department installed a system of chlorination in the Minneapolis water supply, making it the first major municipality in the nation to have such a system. Duluth followed suit in 1912 and St. Paul in 1920. These chlorination systems produced an immediate and dramatic decline in typhoid and other water-borne diseases in these cities. In 1910, there were 3,204 cases of typhoid in the state, 688 of which were fatal. There have been very few typhoid cases and no deaths reported in the past decade.

Population growth of Minnesota 1850-1970

1850 (in 1850 the Minnesota Territory included a large part of the area of the present states of North and South Dakotas)	6,077
1860	172,023
1870	439,706
1880	780,773
1890	1,310,283
1900	1,751,394
1910	2,075,708
1920	2,387,125
1930	2,563,953
1940	2,792,300
1950	2,982,483
1960	3,413,864
1970	3,805,069

Control of food-borne diseases has come a long way since a state organization of traveling businessmen pushed for the creation of a hotel inspection section of the health department in 1903. At that time, cities which wanted their food, beverage and lodging establishments inspected had to invite the inspector and pay his stagecoach and railway fares for the visit. Today, all of the state's hotels, resorts and restaurants are inspected regularly.

In 1936, the Pigseye sewage plant was built on the Mississippi River by the Minneapolis/St. Paul sanitation district. Construction of the plant was based on studies done by the health department. The plant eliminated sewage dumping from the metropolitan area into the river and helped control infectious diseases. It was the first sewage treatment plant to be built on the entire length of the Mississippi.

In 1937, the health department adopted state water supply standards that became a model for the entire country and are still basically in use today.

Minnesota also ranks as one of the top states in adjusting fluoride content of its municipal water supplies to recommended levels. The board of health first endorsed fluoridation in 1950, a year before its endorsement by the U.S. Public Health Service. Though communities are responsible for installing their own fluoridation equipment and maintaining correct fluoride levels in their water supplies, the health department provides them with engineering and laboratory assistance.

Through the years, most communicable diseases have been eliminated as serious public health problems in the state and in the nation. The last serious outbreak of smallpox in Minnesota was in 1924-25 when 4,098 cases and 505 deaths were reported. There have been no reported cases in the state since 1947.

Until immunization against diphtheria became available in 1926, the major weapon against it was quarantine or isolation. There were 5,012 reported diphtheria cases resulting in 566 deaths in Minnesota in 1910. There has been only one reported case in the state in the last decade.

Tuberculosis is no longer the scourge it was in earlier times. In 1887 there were 1,245 deaths in the state from TB. In 1954 anti-tuberculin drugs became available and were distributed to TB patients free-of-charge by the health department. Since then, the disease has gradually and steadily declined.

Intensive immunization programs, carried out by the state and local health departments in cooperation with medical societies, have kept polio from being the great crippler and killer it once was. The Minnesota Health Department received national and international recognition for its part in developing and testing the oral polio vaccine in 1957.

Much credit for what has been accomplished in the past century in the control of communicable diseases goes to physicians, particularly those in general practice. At the same time, the health department has provided services to many physicians that might otherwise have been accessible to only a few. Its epidemiologists ("disease detectives") have been able to pinpoint sources of disease, its laboratories to identify the causes of illness and its health regulations to check the spread of disease.

Through these efforts, the deadliest communicable diseases had been conquered by the 1940s and the prevention and treatment of the common childhood diseases (polio, measles, rubella, mumps) has become possible in the last 25 years.

When communicable disease control became a reality through advances in sanitation, immunization and treatment, the health department turned its attention to chronic diseases. Heart disease, high blood pressure, rheumatoid arthritis and cancer are now the leading causes of death for Minnesotans. Health department screening programs locate persons with high blood pressure and cervical cancer and help them to find treatment.

In addition to discovering new ways to take care of chronic diseases, the health department is exploring new avenues to enrich the lives of Minnesotans. New efforts are being made to help local boards of health effectively respond to current public health problems in their service areas. Approximately 90 percent of the counties in Minnesota have local boards of health which plan for and provide needed public health services for local residents.

Other department programs study the health risks of Minnesota's air, food, water, and industry and encourage Minnesotans to stay healthy by informing them about good health practices.

The health department now has 700 employees and an annual budget of \$43.5 million. The department is involved in a broad range of programs including medical services review, health facilities planning, health facility rate review, health manpower credentialing, environmental health services, and medical laboratory service.

TRANSPORTATION

Minnesota has a full range of transport facilities. There are 139 public and 127 privately owned airports plus 27 seaplane bases. Minneapolis-St. Paul International Airport, headquarters of one of the world's international airlines, handles 9 million passengers and 540 million pounds of freight annually.

Minnesota maintains its commercial vitality as a railhead and truck transport center. Fourteen railroads operate 8,000 miles of track within the state and link the state to rail systems all over the North American continent. More than 50 Class I and II interstate and intrastate motor-freight carriers operate in the state, using hundreds of miles of interstate highways and over 39,000 miles of hard-surfaced state roads.

Water transport facilities link Minnesota to the world's great seaports. The port of Duluth-Superior, first in tonnage among Great Lakes ports, is one of the 10 busiest ports in the United States and the largest inland port in the world. Products of the upper Midwest have been carried directly to locations throughout the world ever since the Great Lakes waterway was opened to ocean vessels.

Over \$25 million has been invested in port facilities and equipment since the opening of the St. Lawrence Seaway in 1959, making the Port of Duluth one of the finest and most complete ports of its kind. Duluth's specialized docks for bulk shipments (among them the six iron ore docks) are world renowned.

The state's 25,000 miles of streams and rivers provided the first avenues of transportation for bringing settlers and merchandise to the Minnesota territory, and carrying out the state's grain, lumber and minerals. Today, barges transport coal and oil to Minnesota and load up with grain, sand, gravel and other goods. St. Paul is the largest port in the upper reaches of the Mississippi River and it connects the upper Midwest with the Gulf of Mexico and beyond. The St. Paul Port Authority, a major land developer along the river, is landlord to 58 industrial tenants and employer to 4,400 workers. Plying both the Minnesota and the Mississippi Rivers, barges carry more than 10 million tons of freight per year to and from the ports of Minneapolis and St. Paul.

RECREATION, TRAVEL, AND TOURISM

Vacationers came to Minnesota even before the Civil War coaxed by "cascades and pine forests and cooling breezes." It is estimated that 7,652,000 travelers spent \$1,328,000,000 in Minnesota in 1976. The tourist-travel industry provides a substantial contribution to Minnesota's economy and generates an estimated \$95,996,000 in state tax receipts. Approximately 45% to 50% of all tourism dollars spent in Minnesota are spent by residents.

Minnesotans are outdoor people and at least half of them customarily vacation within their own state. In summer, campers and cars towing boats travel to northern lakes for swimming, boating, fishing, hiking, camping and canoeing, an exodus involving about a fifth of the population. In the fall, hunters take out 300,000 deer licenses annually, besides licenses for other game, including duck, pheasant, moose and bear. From late November through early March there is downhill and cross-country skiing in more than 30 ski areas, snowmobiling on 5,800 miles of trails, plus skating, tobogganing, snowshoeing, dog sled racing, ice boating and ice hockey. Winters also bring out over 250,000 ice fishermen and thousands of ice houses.

"Land of Ten Thousand Lakes" is an understatement for Minnesota. There are over 15,000 lakes of 10 acres or more, covering fully 5% of the state. Altogether, about 25,000 miles of streams and rivers flow through the land. Adding to these plentiful and varied waters the state raises and distributes about 250,000,000 fish annually to stock 2.5 million acres of water used by 1.8 million licensed anglers.

Two major attractions in the northeastern "Arrowhead" region of the state are Voyageurs National Park and the Boundary Waters Canoe Area. Voyageurs National Park, established in 1971, is America's newest national park and covers some 219,000 acres of Minnesota lake country near the Canadian border. The Boundary Waters Canoe Area, a federally protected wilderness preserve, is the largest unit of the National Wilderness Preservation System and the nation's only wilderness canoe area.

At the Canadian border vast expanses of forest and lakes stretch out almost endlessly and contain the only sizeable population of timber wolves left in the United States south of Alaska. Moose and bear feed there and bald and golden eagles can still be seen.

Four million acres of parks in over 70 locations, with about 900 miles of recreational trails, display some of the state's abundant natural wonders. Two National Monuments are located in Minnesota. Pipestone, in the southwestern area, memorialized in Longfellow's "Song of Hiawatha," is the site of quarries from which an unusual red stone has been taken for centuries by the Plains Indians to make ceremonial pipes. Grand Portage, in the northeast, is a faithful reconstruction of a North West Company trading post established in 1778. Located on Lake Superior, this was a major gateway to the Northwest territory and a vital link to the fur trade empire.

Many historic sites enrich the Minnesota landscape, including the 5,000 year old Jeffers Petroglyphs, the Sinclair Lewis museum in Sauk Centre, the boyhood home of Charles Lindbergh in Little Falls, the Sioux Agencies, Fort Snelling, the Mille Lacs Indian Museum, the Mayo house, fur trading establishments and one of the largest prehistoric Indian burial grounds.

Over 200 festivals celebrating ethnic heritages, historical events, arts and crafts and special industries are held throughout the year. Three of the best known are the Minneapolis Aquatennial in July, the St. Paul Winter Carnival in late January and the Minnesota State Fair in St. Paul during the ten days prior to Labor Day, one of the country's largest state fairs drawing over a million people each year.

Minnesota is home for major league teams in soccer, hockey, football and baseball, and supports a variety of teams fielded by the University of Minnesota, state universities and colleges, and private schools. State high school championship playoffs for hockey and for boys' and girls' basketball attract large groups each year.

ARTS, HUMANITIES, AND CULTURE

Minnesota's cultural life presents a fresh and innovative reflection of the state's rich fabric of ethnic origins, its long tradition of sturdy self-reliance, climate and geographi-

cal location. This reflection is most broadly seen in the Twin Cities which serves as a forum for individual artists and major arts groups in the upper Midwest. These artists have received many millions of dollars in support from wealthy patrons and foundations in the state, and critical acclaim nationally and internationally.

Minnesota's artists live, work and create throughout the state. Their individual perceptions, visions and means of expressing themselves add depth to living in Minnesota, and make the arts unique and vital, rejuvenating and inspiring.

Scores of major literary figures in the nation and world have come from Minnesota or have been strongly influenced by the state. Out of the state have come scores of journals of missionaries, voyageurs, explorers and settlers. Minnesota's influence has been stamped on such varied writers as Ignatius Donnelly, Selma Borg, Knut Hamsun, Thorstein Veblen, Ole E. Rølvaag, Charles Flandrau, Dr. Charles Eastman, Sinclair Lewis, F. Scott Fitzgerald, Robert Penn Warren, Arthur Upson, John Berryman, Martha Ostenso, Margaret Culkin Banning, Mabel Seeley and Ruth Sawtell Wallis.

In January 1883 the Minneapolis Society of Fine Arts was formed and in November of that year its first successful exhibition was held. Two patrons left their imprint on the art life of the community: William Watts Folwell, first president of the U of M, and Thomas Barlow Walker, businessman and timber baron, founder of the Walker Foundation and Walker Art Center. In 1886 the Minneapolis School of Art was opened with Stephen A. Douglas Volk as director and in 1915 the school moved to its present quarters, the Minneapolis Institute of Arts. The University Gallery was established in 1933 and in Duluth, the old union railroad depot has been turned into an art gallery.

Among the well known people in the history of Minnesota art are Peter Rindisbacher, George Catlin, Seth Eastman, John Rowson Smith, John Bovard, J. D. Lapenteur, Peter Gui Clausen, Frank Bass, Gilbert Munger, Charles (Carl) Guthertz, Alexis Fournier, Robert Koehler, Wanda Gag, Elizabeth Olds, and Cameron Booth. Sculptors include Peter Winnen, Jakob H. F. Fjelde, Daniel Chester French, Paul Manship and John B. Flannagan. Architects include Robert Spencer Alden, Cass Gilbert, A. F. Knight, Franklin Bidwell Long, Leroy Buffington, E. P. Bassford, and Frank Lloyd Wright.

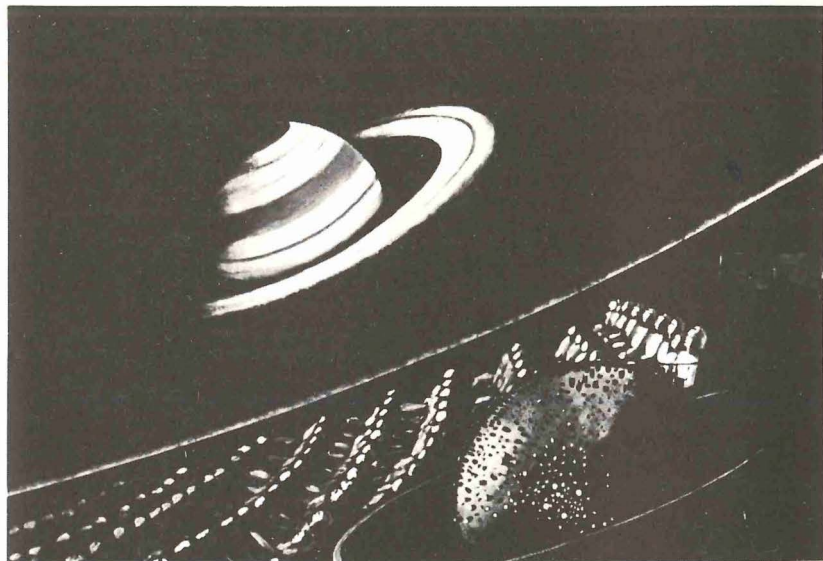
Music was heard from earliest days, before the white settlers came. Adapted to western performance are such disparate pieces as Coleridge-Taylor's cantata *Hiawatha's Wedding Feast*, Victor Herbert's opera *Natoma*, and Thurlow Lieurance's song "By the Waters of Minnetonka." In 1868 the Germans formed the Harmonia Society which was followed by the St. Paul Musical Society in 1872. Two prominent names in early orchestral music in the state were George Seibert and Frank Danz, Jr. In 1903 the Minneapolis Symphony Orchestra was formed and Emil Oberhoffer became its first conductor, later followed by Henri Verbrugghen, Eugene Ormandy, Dimitri Mitropoulos and Antal Dorati. The Minnesota Orchestra is today considered one of the nation's top regional orchestras. The Twin Cities are home to the Minnesota Opera Company, formed in 1963, which performs both new and standard operatic works. The St. Paul Chamber Orchestra is the top chamber orchestra in the country.

Most support for the arts in Minnesota has come from the private sector. But since the formation of the National Endowment for the Arts in 1965 and a State Arts Council in 1966 this role is changing. Through regional arts councils more support is being given to local, individual artists. In the current biennium the State Arts Board has been appropriated \$4 million by the legislature.

Three of the most recent major physical additions to the arts are the new Walker Art Center, the Tyrone Guthrie Theater and the new Orchestra Hall. Scores of little theaters thrive in the state. The Childrens Theater Company is nationally recognized, as is the Minnesota Dance Theater. The Science Museum of Minnesota is completing

a major construction project and expansion. Included in its \$15 million expansion, opening in September, 1978, are three floors of exhibits and the world's most advanced planetarium, the Omnitheater, an amphitheater completely enclosed by a hemispherical screen reflecting a 7,300 square foot image. Other important museums serving the upper Midwest and located in the Twin Cities area are the Bell Museum of Natural History, the Minnesota Historical Society, the American Swedish Institute, the Natural History Museum and Planetarium of the Minneapolis Public Library, the U of M Landscape Arboretum and the Como Zoo and Conservatory.

The newly opened Minnesota Zoological Garden is a 500 acre environmental, education, conservation, research and education center of national scope. The zoo provides unsurpassed animal management through special care for animal privacy to encourage normal breeding and rearing of animals. The \$30 million complex is four zoos in one, featuring a Northern Trek with elevated monorail, a Tropical Exhibit of 1½ acres of jungle plants, waterfalls, streams and ravines under one free standing roof for year round visiting, a Children's Zoo with live animal contact and a Minnesota Exhibit. It displays simulated animal habitats for 60 types of mammals, 120 types of birds, 30 types of reptiles, 75 types of fish and 24 types of assorted amphibians and invertebrates. A 35 channel television network allows visitors and researchers to observe undisturbed animals in their natural habitats. Special emphasis is given to preserving and breeding endangered species.



The planet Saturn appears suspended over the audience in this drawing of a program in the new \$4 million McKnight-3M Omnitheater opening in September, 1978. The planetarium, part of the new Science Museum of Minnesota, boasts the world's largest film projector which produces a picture of startlingly realistic color saturation and contrast.

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